

## **Scientific Proceedings "MEŽZINĀTNE"**

### **Rules**

#### **1. Introduction**

- 1.1. The scientific proceedings "MEŽZINĀTNE" (Forest Science) (hereinafter Proceedings) publishes scientific papers in the Latvian language with abstracts in English and Russian on the results of original research in forest science.
- 1.2. The publisher of the Proceedings is the Latvian State Forest Research Institute "Silava" (hereinafter LSFRI Silava) in cooperation with the Forest Faculty of the Latvian Agricultural University (hereinafter LAU FF).
- 1.3. Proceedings are a biannual edition. There may be additional editions, covering a specific subject.
- 1.4. The editors' address: Rīgas iela 111, Salaspils, Salaspils novads, Rīgas rajons, LV - 2169, Latvia; phone +371 67942555; fax 371 67901359, e-mail address [info@silava.lv](mailto:info@silava.lv).

#### **2. Editorial Board and Editors**

- 2.1. Editorial Board of 10 research scientists, 6 from LSFRI Silava and LAU FF, and 4 from foreign research institutions, are responsible for the publication of Proceedings.
- 2.2. LSFRI Silava Scientific Council approves the members of the Editorial Board for a period of 4 years.
- 2.3. Editorial Board elects one Board member as the Editor-in-Chief.
- 2.4. Editor-in-Chief convenes the Board meetings with a frequency no less than 4 times a year.
- 2.5. Provided a Board member fails to appear at the Board meeting but has sent in (also in an electronic form) his/her opinion on the points under discussion, the Editorial Board shall take this opinion into account and respect it.
- 2.6. The minutes are kept on all the Board meetings. The minutes in an electronic form are disseminated among the Board members. The minutes of the Board meetings are of limited access.
- 2.7. LSFRI Silava provides for the work of Editorial Board, editors, and the technical editor, as well as preparing and publishing Proceedings.

#### **3. Submitting Manuscripts**

- 3.1. Accepted for publication in Proceedings are the papers of theoretical, experimental and analytical character concerned with research in different branches of forest science and carried out by using appropriate methods and equipment.
- 3.2. The author submits the manuscript to the editors in one copy in electronic form (via data carrier systems available) and on a paper. The manuscript shall

be duly signed and dated, indicating the name of the author(s), phone number, and e-mail address.

- 3.3. Detailed instructions to the authors and the manuscript arrangement are given in the document „Norādījumi autoriem. Zinātnisko rakstu krājumam “Mežzinātne”” (Instructions to the authors submitting manuscripts to Proceedings „Mežzinātne), which is approved by the Editorial Board.
- 3.4. It is the responsibility of the author of the manuscript that the language used in the text and the abstracts in foreign languages meets the demands of the respective literary language, style, and orthography. In case of doubtful language and orthography the editors may reject the manuscript.

#### **4. Preparing the manuscript for publication**

- 4.1. The manuscript submitted is entered in the LSFRI Silava Register of Scientific Papers.
- 4.2. For anonymous reviewing of the manuscripts the Editorial Board chooses two reviewers. Following the decision regarding the respective manuscript the technical editor prepares the manuscript in an electronic form and the copies on paper for sending to the reviewers.
- 4.3. The reviewer considers the manuscript and prepares the review in three weeks' time. The reviewer submits his/her opinion on paper and electronically and submits it to the editors. No payment is envisaged for reviewing the manuscripts.
- 4.4. The reviews on manuscripts sent in are registered in the Register of Scientific Papers. The copies of reviews in electronic form are sent to the author of the manuscript.
- 4.5. After studying the reviews the author of the manuscript in two weeks' time makes the necessary corrections and changes in the manuscript. In case the author disagrees with the reviewers' opinion, he/she submits to the editors the arguments supporting his/her standpoint.
- 4.6. In case one of the two reviewers is against the publication of the manuscript or advises introducing changes to make the manuscript acceptable for publication, while the author disagrees with the proposed amendments, the Editorial Board appoints a third reviewer, who reviews the manuscript in the same procedure as specified above.
- 4.7. In case the author does not observe the deadlines regarding the response to the editors' requests, the publication of the manuscript may be delayed till the next issue of Proceedings.
- 4.8. The author submits the corrected (taking into account the reviewers' opinion) version of the manuscript on a paper carrier, duly signed, and electronically to the editors. The editors within a month's time carry out grammatical and literary editing of the manuscript. The final version of the paper is coordinated with the author.
- 4.9. Editorial Board makes a decision on accepting the manuscript for publication, returning it to the author for reworking, or rejecting publication. The technical editor prepares the manuscript approved by the Editorial Board for publication.

#### **5. Preparing Proceedings for Publication**

5.1. The LSFRI Silava Information Centre prepares Proceedings for publication and printing. The publication of Proceedings is financed from the LSFRI Silava budget.