\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Submitter of work**  (author, compiler or person in charge of the assignment) | Name, surname | | | University of Latvia structural unit | | |
|  | | |  | | |
| email | | | telephone number | | |
|  | | |  | | |
| **Title and description of work** (if it includes several items, please, indicate all) |  | | | | | |
| **PRINTED edition** | | | | | | |
| **Size mm** (160×240; 170×240; A5; other) | | **Type of binding**  (hard or soft covers) | | | **Colourfulness** (black and white, full colour, colourful inserts, etc.) | |
|  | |  | | |  | |
| **Volume**  (number of characters with spaces or planned number of pages) | | **Number of copies** | | | **ISBN**  Necessary (+) or not (–) | |
|  | |  | | |  | |
| **ELECTRONIC / DIGITAL edition** | | | | | | |
| **Size mm** (160×240; 170×240; A5; other) | | **Volume**  (number of characters with spaces or planned number of pages) | | | **Colourfulness** (black and white, full colour,  other option) | |
|  | |  | | |  | |
| **Availability after publication**  (1) free availability on the Internet with download option; (2) free availability without download option; (3) in libraries of Latvia with download option, (4) in libraries of Latvia without download option, (5) only in National Library of Latvia network with download option; (6) only in National Library of Latvia network without download option | | | | | Should the file be deposited in National Library of Latvia repository “Academia” | |
|  | | | | |  | |
| **ISBN**  Necessary (+) or not (–) | **DOI**  (if necessary – (1) for collection as a whole;  (2) separately for each article) | | | | Should the file be published on webpage of the University of Latvia Press | |
|  |  | | | |  | |
| **Timeframe (preferred deadline),** indicating month, week |  | | | | | |
| **Source of funding** (source or code of funding) |  | | | | | |
| **Required work** yes (+) or no (–) | Editing (LV or/and EN) | | Design | | | Layout |
|  | |  | | |  |
| Translation (indicate lang.) | | Proofreading | | | Other (explain in writing) |
|  | |  | | |  |
| **Contact information of recipient of finished publication** | | | | | | |
| Name, surname |  | | | | | |
| Telephone and email |  | | | | | |
| Address for delivery of the finished publication (location, room) |  | | | | | |