

Appendix 2

Guidelines for Reference Formatting

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1.1. Reference to a source by one author

- Reference if the author **is mentioned in text** (the author's surname is indicated).

The publishing year is indicated in brackets after the author's surname if the reference is to a source by one author. If the reference is to a source in its original language, the author's surname is Latvianized (Anglicized in case of an English-language source), and the surname in the original language and publishing year are indicated in brackets, both separated by a comma.

For papers in which a Latvian author's surname is Latvianized according to the State Language Law (adding suffixes according to gender and writing it as closely as possible to its pronunciation), the surname in the original language is indicated in brackets. For papers in English, the author's surname is written without palatalization marks (as close to English pronunciation as possible), and the surname in the original language is indicated in brackets.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņa (2007)	Cormack (2009)
Grīns (Green, 2008)	
Kots (Кот, 2012)	Klavins (Кļавиņš, 2013)

Cormack (2009) thought that in writing for a professional readership, writers invariably make reference to already published works.

- Reference if the author **is not mentioned in text** (the author's surname is not indicated.)

If a reference is made to a source by one author, but the author is not mentioned, then the author's surname in the original language and the publishing year are indicated in brackets at the end of the sentence.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņa, 2007)	(Cormack, 2009)
(Green, 2008)	(Кļавиņš, 2013)
(Халилов, 2013)	(Халилов, 2013)

Making reference to a published work appears to be characteristic of writing for a professional audience (Cormack, 1994).

1.2. Reference to several sources by one author (within one year)

- Reference if the author **is mentioned in text** (the author's surname is indicated).

If a reference in a text is made to several sources by one author within one year, then the author's surname is indicated in brackets, followed by the publishing year and a sequenced alphabetical letter, e.g. "a" for the first reference, "b" for the next reference. If the reference is made to a source in its original language, the author's surname is Latvianized/Anglicized and indicated in the original language in brackets.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš (2010a)... (2010b)	Jones (2002a)... (2002b)
Bērziņš (2010 a,b)	
Grīns (Green, 2002a) ... (Green, 2002b)	Jones (2002 a,b)
Grīns (Green, 2002 a,b)	
Aleksējeva (Алексеева, 2010 a,b)	Berzins (Bērziņš, 2013 a,b)

- Reference if the author **is not mentioned in text** (the author's surname is not indicated).

If a reference in a text is made to several sources by one author within one year, but the author is not mentioned in the text, then the author's surname and publishing year are indicated in the original language in brackets at the end of the sentence, separated by a comma, and a sequenced alphabetical letter is added, e.g. "a", "b" (one letter corresponds to one source).

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš, 2002a)... (Bērziņš, 2002b)	(Jones, 2002a)... (2002b)
(Green,2002a)...(Green, 2002b)	
(Bērziņš, 2002 a,b)	(Brown, 2002 a,b)
(Green, 2002 a,b)	
(Алексеева, 2010 a,b)	(Bērziņš, 2013 a,b)

1.3. Reference to several sources by one author (in different years)

- Reference if the author **is mentioned in text** (the author's surname is indicated).

If a reference in a text is made to several sources by one author in different years, then after indicating the author's surname, the publishing years are indicated in brackets and separated by a semicolon. The years are reflected in chronological order. If a reference is made to a text in its original language, then the author's surname is Latvianized/Anglicized, then indicated in the original language in brackets together with the publishing years and separated by a comma.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš (2002; 2007)	Jones (2002; 2007)
Grīns (Green, 2002; 2006)	
Žarikovs (Жариков, 2010; 2012)	Berzins (Bērziņš, 2010; 2012)

- Reference if the author **is not mentioned in text** (the author's surname is not indicated).

If a reference in a text is made to several sources by one author in different years and the author is not mentioned in the text, then the surname is indicated in the original language, separated by a comma, then the publishing years in chronological order, separated by a semicolon, in brackets at the end of the sentence.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš, 2002; 2007)	(Brown, 2002; 2007)
(Green, 2002; 2005)	
(Жариков, 2010; 2012)	(Bērziņš, 2010; 2012)

1.4. Reference to one source by two or three authors

- Reference if the authors **are mentioned in text** (the authors' surnames are indicated).

If a reference is made to a source by two or three authors, the surnames are indicated and then the publishing year in brackets. If the source is used in the original language, then the surnames are Latvianized/Anglicized and then indicated in the original language, together with the publishing year, in brackets, separated by a comma. Surnames are indicated in the same order as in the source.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš un Kļava (2002)	Jones and Smith (2002)
Smits un Džons (Smith and John, 2002)	
Guļājeva un Aleksējeva (Гуляева и Алексеева, 2012)	Berzins and Klava (Bērziņš un Kļava, 2010)

Crane and Urquhart (1994) suggest...

- Reference if the authors **are not mentioned in text** (the authors' surnames are not indicated).

If a reference is made to a source by two or three authors, but they are not mentioned in the text, then they are indicated at the end of the sentence in the original language together with the publishing year, separated by a comma.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš un Kļava, 2007)	(Brown and Red, 2007)
(Green and Smith, 2002)	
(Green, Harris and Smith, 2008)	(Bērziņš un Kļava, 2010)
(Гуляева и Алексеева, 2012)	

Latvijas uzņēmumiem tiek paredzēta izaugsme, ja to jaudas tiks dubultotas ... (Kalniņš un Liepiņš, 2012).

During the mid-nineties research undertaken in Luton (Slater and Jones, 1996) showed that...

Earlier research (White and Brown, 1966) demonstrated that the presence of certain chemicals would lead to...

1.5. Reference to one source by four or more authors

- Reference if the authors **are mentioned in text** (the authors' surnames are indicated).

If a reference is made to a source by four or more authors, then only the first author's surname is indicated and others are indicated as "et al.", meaning *and others*, with the publishing year indicated in brackets. If the source is used in its original language, then the author's surname is Latvianized/Anglicized and indicated in the original language in brackets.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš u.c. (2002)	Jones et al. (2002)
Grīns (Green) u.c. (2002)	
Žarikovs (Жариков) u.c. (2012)	Berzins (Bērziņš) et al. (2010)

- Reference if the authors **are not mentioned in text** (the authors' surnames are not indicated).

If a reference is made to a source by four or more authors, but their surnames are not indicated in text, then at the end of the sentence the first author's surname is indicated in the original language, separated by a comma, then et al. (*in Russian – и другие, in Latvian – u.c.*) and then the publishing year, all in brackets.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš, u.c., 2002)	(Brown, et al., 2007)
(Green, et al., 2002)	(Bērziņš, u.c., 2010)
(Жариков, и другие, 2012)	(Жариков, и другие, 2012)

1.6. Reference to sources by different authors

- Reference if the authors **are mentioned in text** (the authors' surnames are indicated).

If a reference is made to two authors, then after each author, the publishing year is indicated in brackets. If a reference is made to a source in its original language, then the author's surname is Latvianized/Anglicized and indicated in the original language in brackets together with the publishing year, which is separated by a comma.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš (2006) un Kļava (2007)	Jones (2009) and Smith (2010)
Grīns (Green, 2008) un Smits (Smit, 2009)	
Kots (Кот, 2012) un Halilovs (Халилов, 2013)	Berzins (Bērziņš, 2006) un Klava (Kļava, 2007)

Jones (1946) and Smith (1948) have both shown...

- Reference if the authors **are not mentioned in text** (the authors' surnames are not indicated).

If a reference is made to different sources by different authors, and they are not mentioned in the text, then at the end of the sentence the first author's surname is indicated in the original language and then the publishing date, separated by a comma, and then according to the same principle the second author's surname and publishing date, all in brackets. Surnames are written chronologically by publishing date, each separated by a semicolon.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš, 2006; Kļava, 2007)	(Brown, 2007; Red, 2009)
(Green, 2008; Smit, 2009)	(Кот, 2012; Халилов, 2013)
(Кот, 2012; Халилов, 2013)	(Bērziņš, 2006; Kļava, 2007)

Further research in the late forties (Jones, 1946; Smith, 1948) led to major developments...

1.7. Reference to a secondary source

- Reference if the author **is mentioned in text** (the author's surname is indicated).

If a reference is made to a source with some thoughts and conclusions from another author, then the surname of that author is indicated in the text, then, in brackets: indicate the publishing year of the source, separate by a comma, indicate "quoted" and the surname of the author who has made a reference to the source, separate by a comma, and indicate the page(s). If the source is in its original language, surnames are Latvianized/Anglicized.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš (1996, citēts Kļava, 2000, 142. lpp.)	Jones (2001, quoted in Basset, 2009, p. 12)
Grīns (Green, 2002, citēts Smits (Smit), 2005, 12. lpp.)	
Masļeņikovs (Масленников, 2010, citēts Aleksējeva (Алексеева), 2012, 132. lpp.)	Liepins (Liepiņš, 2002, quoted in Kalnins (Kalniņš), 2005, p. 12)

- Reference if the author **is not mentioned in text** (the author's surname is not indicated).

If a reference is made to a source with some thoughts and conclusions from another author, but surnames are not indicated in the text, then at the end of the sentence in brackets: the surname of the author of a specific thought or idea, in the original language, separated by a comma, the publishing year of the source, "quoted" and the surname of the author, in the original language, who has made a reference to the thought or idea, separated by a comma, and the page(s).

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš, 2000, citēts Kļava, 2002, 142. lpp.)	(Jones, 2002, quoted in Basset, 2007, p. 23)
(Green, 2000, cited in Smith, 2002, p. 142)	
(Масленников, 2010, цитировано в Алексева, 2012, 132 с.)	(Bērziņš, 2000, quoted in Kļava, 2002, p. 142)

1.8. Reference to a source from a compilation

A reference to a source from a compilation is formatted the same way as a reference to one (or several) authors' sources, see Sections 1.1., 1.4. and 1.5.

1.9. Reference to a source without an author

If a reference is made to a source whose author cannot be determined, then "editor" is indicated, and if this is not possible, then "publisher" is indicated.

- Reference if an editor or publisher **is mentioned in text**

If a reference is made to a source whose author cannot be determined, then the reference is made to the editor or publisher. In the text before the surname indicate *ed.* (*editor*) or *pub.* (*publisher*), the surname and in brackets: the publishing year. If a reference is made to a source in its original language, then the surname of the editor or publisher is Latvianized/Anglicized.

Examples:

Reference formatting in Latvian	Reference formatting in English
red. Helers (2004)	ed. Smith (2012)
izd. Pētergailis (2010)	
izd. Brauns (Brown, 2012)	pub. Harvard University Press (2012)
izd. Juniti Dana (ЮНИТИ ДАНА, 2010)	pub. Petergailis (Pētergailis, 2010)

- Reference if an editor or publisher is not mentioned in the text.

If a reference is made to a source whose author cannot be determined and the surname **is not mentioned in text**, then at the end of the sentence the editor's or publisher's surname in its original language is indicated in brackets. In front of the surname *ed.* or *pub.* is indicated, then, separated by a comma: the publishing year. If a reference is made to a source in its original language, then at the end of the sentence indicate in brackets *ed.* or *pub.* in English or *ped.* or *изд.* in Russian, the surname in the original language and then the publishing year, separated by a comma.

Examples:

Reference formatting in Latvian	Reference formatting in English
(red. Helers, 2004)	(ed. Smith, 2012)
(izd. Pētergailis, 2010)	
(ed. Brown, 2012)	(pub. Harvard University Press, 2012)
(ред. Масленников, 2013)	(izd. Pētergailis, 2010)
(изд. ЮНИТИ ДАНА, 2010)	(ред. Масленников, 2013)

1.10. Reference to a source with an unknown publishing year

- Reference if the author **is mentioned in text** (the author's surname is indicated).

If a reference is made to a source with an unknown publishing year, but the author is mentioned in the text, then after indicating the author in brackets, add *n.d.* (in Latvian – *nav datuma(n.d.)*; English – *no date (n.d.)*; Russian – *без даты (б. д.)*). If a reference is made to a source in its

original language, the surname is Latvianized/Anglicized and indicated in the original language in brackets together with *n.d.*

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš (n.d.)	Jones (n.d.)
Grīns (Green, n.d.)	
Masļeņikovs (Масленников, n.d.)	Berzins (Bērziņš, n.d.)

- Reference if the author **is not mentioned in text** (the author's surname is not indicated).

If a reference is made to a source with an unknown publishing year and the author is not mentioned in the text, then at the end of the sentence indicate the author's surname in its original language, separate by a comma, and indicate: Latvian – *nav datuma (n.d.)*; English – *no date (n.d.)*; Russian – *без даты (б. д.)*, all in brackets.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš, n.d.)	(Brown, n.d.)
(Green, n.d.)	(Bērziņš, n.d.)
(Масленников, б. д.)	(Масленников, б. д.)

1.11. Reference using a direct quotation

- Reference if the author **is mentioned in text** (the author's surname is indicated).

If a reference is made mentioning an author's thought/conclusion (quoting it), the quotation is in inverted commas, the publishing year is indicated after the author's surname, separated by a comma, and the page(s) are indicated. If a reference is made to a source in its original language, the author's surname is Latvianized/Anglicized and indicated in the original language in brackets. The length of the quotation must not exceed 5 lines.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš (2002, 12. lpp.)	Jones (2002, p. 23)
Grīns (Green, 2002, 12. lpp.)	
Bērziņš (2002, 12.-13. lpp.)	Jones (2002, pp. 23-24)
Grīns (Green, 2002, 12.-13. lpp.)	Berzins (Bērziņš, 2003, p. 25)
Masļeņikovs (Масленников, 2012, 245. lpp.)	

- Reference if the author **is not mentioned in text** (the author's surname is not indicated).

If a reference is made to an author's thought/conclusion (quoting it), the quotation is in inverted commas and at the end of the sentence, and in brackets: the author's surname in the original language, separated by a comma, the publishing year, separated by a comma, and the page(s). The length of the quotation must not exceed 5 lines.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš, 2002, 12. lpp.)	(Jones, 2002, p. 23)
(Bērziņš, 2002, 12.-13. lpp.)	
(Green, 2002, p. 12)	(Jones, 2002, pp. 23-24)
(Green, 2002, pp. 12-13)	(Bērziņš, 2002, 12. lpp.)
(Масленников, 2012, 245 с.)	(Масленников, 2012, 245 с.)

1.12. Reference to a graphic source (table, figure, formula, etc.)

- Reference if the author **is mentioned in text** (the author's surname is indicated).

If a reference is made to a graphic source and the author is mentioned in the text, then after the surname, in brackets, indicate the publishing year, separate by a comma, and indicate the page(s). If a reference is made to a source in its original language, the author's surname is Latvianized/Anglicized.

Examples:

Reference formatting in Latvian	Reference formatting in English
Bērziņš (2002, 12. lpp.)	Jones (2002, p. 23)
Grīns (Green, 2002, 12. lpp.)	
Masļeņikovs (Масленников, 2009, 245. lpp.)	Berzins (Bērziņš, 2002, p. 12)

- Reference if the author **is not mentioned in text** (the author's surname is not indicated).

If a reference is made to a graphic source and the author is not mentioned in the text, then at the end of the sentence, in brackets, indicate the author's surname in the original language, separate by a comma, indicate the publishing year, separate by a comma, and indicate the page(s).

Examples:

Reference formatting in Latvian	Reference formatting in English
(Bērziņš, 2002, 12. lpp.)	(Jones, 2002, p. 23)
(Green, 2002, p.12)	
	(Bērziņš, 2002, 12. lpp.)
(Масленников, 2009, 245 c.)	(Масленников, 2009, 245 c.)

1.13. Reference to regulations

- Reference if a regulation **is mentioned in text**.

If a reference in the text is made directly to a regulation and its title is mentioned, then after the title in brackets its effective date is indicated. If a date is included in the title, then it is indicated again in brackets.

Examples:

Reference formatting in Latvian	Reference formatting in English
Augstskolu likums (1995)	Law on Institutions of Higher Education (1995)
MK noteikumi Nr. 916 (2010)	The Regulations of the Cabinet of Ministers No. 916 (2010)
Eiropas Parlamenta un Padomes direktīva 2009/28/EK (2009)	Council Directive 2000/43/EC (2000)
Padomes regula (EK) Nr. 42/2001 (2001)	Council Regulation (EC) No. 1206/2001 (2001)

- Reference if a regulation **is not mentioned in text**.

If a reference in the text is made to a regulation and its title is not mentioned, then at the end of the sentence, in brackets, indicate the full title of the regulation, separate by a comma and indicate the effective date. If a reference is made to EU regulations whose titles consist of effective dates, the dates are not repeated.

Examples:

Reference formatting in Latvian	Reference formatting in English
(Augstskolu likums, 1995)	(Law on Institutions of Higher Education, 1995)
(MK noteikumi Nr.916, 2010)	(The Regulations of the Cabinet of Ministers No. 916, 2010)
(Eiropas Parlamenta un Padomes direktīva 2009/28/EK)	(Council Directive 2000/43/EC)
(Padomes regula (EK) Nr.42/2001)	(Council Regulation (EC) No. 1206/2001)

1.14. Reference to an Internet source

- Reference if the Internet source **is mentioned in text.**

If a reference is made to a source that can be found on the Internet and the title of the source is mentioned, then the provider/owner of the Internet source (usually seen at the bottom of the webpage) is indicated, then in brackets: the publishing year of the source. If a reference is made to a source in its original language, the name of the provider/owner is Latvianized/Anglicized and then indicated in the original language in brackets.

Examples:

Reference formatting in Latvian	Reference formatting in English
LR Centrālā statistikas pārvalde (2013)	Central Statistical Bureau of Latvia (2013)
Uzņēmumu reģistrs (2013)	Register of Enterprises (2013)

- Reference if the Internet source **is not mentioned in text.**

If a reference is made to a source that can be found on the Internet, but its provider/owner is not mentioned, then at the end of the sentence, indicate in brackets the provider/owner in the original language, separate by a comma, and indicate the publishing year (usually seen at the bottom of the webpage).

Examples:

Reference formatting in Latvian	Reference formatting in English
(LR Centrālā statistikas pārvalde, 2013)	(Central Statistical Bureau of Latvia, 2013)
(Uzņēmumu reģistrs, 2013)	(Register of Enterprises, 2013)

1.15. Reference to an unpublished source

An unpublished source may be a company's unpublished documents (internal regulations) or a bachelor, master's or doctoral thesis, etc.

If a reference is made to such a source, it is formatted as a reference to a source by one author (see Section 1.1.). In this case the author is the company, e.g. *"Riga International School of Economics and Business Administration"*, or the author of the bachelor, master's or doctoral thesis.

Table with Examples of Reference Formatting

No.	CRITERIA	EXAMPLE			
		In Latvian	In English		
1.	Reference if the author is mentioned in the text (surname indicated)	Source by one author	Bērziņš (2008)	Brown (2008)	
			Smits (Smith, 2008)	Klavins (Kļaviņš, 2013)	
			Kots (Кот, 2012)	Cormack (2009)	
		Source by two or three authors	Bērziņš un Kļava (2002)	Jones and Smith (2002)	
			Smits un Džons (Smith and John, 2002)		
			Smits, Grīns un Džons (Smith, Green and John, 2005)	Berzins and Klava (Bērziņš un Kļava, 2010)	
		Source by four or more authors (group of authors)	Guļājeva un Aleksējeva (Гуляева и Алексеева, 2012)		
			Bērziņš u.c. (2002)	Jones et al. (2002)	
			Grīns (Green) u.c. (2002)		
		Various authors of separate sources	Žarikovs (Жариков) u.c. (2012)	Berzins (Bērziņš) et al. (2010)	
			Bērziņš (2001) un Kļava (2003)	Jones (2003) and Smith (2004)	
			Smits (Smith, 2008) un Džons (John, 2009)		
			Kots (Кот, 2012) un Halilovs (Халилов, 2013)	Berzins (Bērziņš, 2006) un Klava (Kļava, 2007)	
				<i>avoti jānorāda hronoloģiskā secībā</i>	
		Several sources by one author (in different years)	Bērziņš (2002; 2007)	Jones (2002; 2007)	
			Grīns (Green, 2002; 2006)		
			Žarikovs (Жариков, 2010; 2012)	Berzins (Bērziņš, 2010; 2012)	
		<i>Years are indicated chronologically</i>			
		Several sources by one author (within one year)	Bērziņš (2002a)... (2002b)	Jones (2002a)... (2002b)	
			Grīns (Green, 2002a) ... (Green, 2002b)		
Bērziņš (2002 a,b)	Jones (2002 a,b)				
Grīns (Green, 2002 a,b)					
Aleksējeva (Алексеева, 2010 a,b)	Berzins (Bērziņš, 2013 a,b)				
Source with an unknown publishing year	Bērziņš (n.d.)	Jones (n.d.)			
	Grīns (Green, n.d.)				
	Masļeņikovs (Масленников, n.d.)				
Quoting a secondary source	Bērziņš (2002, 12. lpp.)	Jones (2002, p. 23)			
	Grīns (Green, 2002, 12. lpp.)				
	Bērziņš (2002, 12.-13. lpp.)	Jones (2002, pp. 23-24)			
	Grīns (Green, 2002, 12.-13. lpp.)				
	Masļeņikovs (Масленников, 2012, 245. lpp.)	Berzins (Bērziņš, 2003, p. 25)			
<i>Quotations are placed in inverted commas, their length must not exceed five lines, pages are indicated</i>					

		Grīns (Green, 2002, citēts Smits (Smit), 2005, 12. lpp.)	
		Masļeņikovs (Масленников, 2010, citēts Aleksējeva (Алексеева), 2012, 132. lpp.)	Liepins (Liepiņš, 2002, quoted in Kalnins (Kalniņš), 2005, p. 12
	Table, diagram, figure, formula	Bērziņš (2002, 12. lpp.)	Jones (2002, p. 23)
		Grīns (Green, 2002, 12. lpp.)	
		Masļeņikovs (Масленников, 2009, 245. lpp.)	Berzins (Bērziņš, 2002, p. 12)
2.	Reference if the author is not mentioned in the text (surname is not indicated)	Source by one author	(Bērziņš, 2007)
			(Brown, 2007)
			(Green, 2002)
			(Kļaviņš, 2013)
			(Халилов, 2013)
			(Халилов, 2013)
		Source by two or three authors	(Bērziņš un Kļava, 2007)
			(Brown and Red, 2007)
			(Green and Smith, 2002)
			(Гуляева и Алексеева, 2012)
			(Bērziņš un Kļava, 2010)
		Source by four or more authors (group of authors)	(Bērziņš u.c., 2002)
			(Brown et al., 2007)
			(Green et al., 2002)
			(Bērziņš, u.c., 2010)
			(Жариков, и другие, 2012)
			(Жариков, и другие, 2012)
		Various authors of separate sources	(Bērziņš, 2007; Kļava, 2008)
(Brown, 2007; Red, 2009)			
(Green, 2007; Smith, 2009)			
(Brown, 2007; Red, 2009; Blue, 2010)			
	(Kot, 2012; Халилов, 2013)		
	(Bērziņš, 2006; Kļava, 2007)		
	(Kot, 2012; Халилов, 2013)		
Several sources by one author (in different years)	(Bērziņš, 2002; 2007)		
	(Brown, 2002; 2007)		
	(Green, 2002; 2005)		
	(Жариков, 2010; 2012)		
	(Bērziņš, 2010; 2012)		
Several sources by one author (within one year)	(Bērziņš, 2002a)... (Bērziņš, 2002b)		
	(Jones, 2002a)... (2002b)		
	(Green, 2002a)... (Green, 2002b)		
	(Bērziņš, 2002 a,b)		
	(Brown, 2002 a,b)		
	(Green, 2002 a,b)		
	Алексеева, 2010 a,b)		
	(Bērziņš, 2013 a,b)		
Source with an unknown publishing year	(Bērziņš, n.d.)		
	(Brown, n.d.)		
	(Green, n.d.)		
	(Масленников, б. д.)		
Quoting a secondary source	(Bērziņš, 2002, 12. lpp.)		
	(Jones, 2002, p. 23)		
	(Bērziņš, 2002, 12.-13. lpp.)		
	(Green, 2002, p. 12)		
	(Jones, 2002, pp. 23-24)		

			(Green, 2002, pp. 12-13) (Масленников, 2012, 245 с.)	(Bērziņš, 2002, 12. lpp.) (Масленников, 2012, 245 с.)
			(Bērziņš, 2000, citēts Kļava, 2002, 142. lpp.) (Green, 2000, cited in Smith, 2002, p. 142) (Масленников, 2010, цитировано в Алексеева, 2012, 132 с.)	(Jones, 2002, cited in Basset, 2007, p. 23) (Bērziņš, 2000, citēts Kļava, 2002, 142. lpp.)
	Table, diagram, figure, formula		(Bērziņš, 2002, 12. lpp.) (Green, 2002, p. 12) (Масленников, 2009, 245 с.)	(Jones, 2002, p. 23) (Bērziņš, 2002, 12. lpp.) (Масленников, 2009, 245 с.)
3.	Internet sources	Direct reference in text	LR Centrālā statistikas pārvalde (2013) Uzņēmumu reģistrs (2013)	Central Statistical Bureau of Latvia (2013) Register of Enterprises (2013)
		Indirect reference in text	(LR Centrālā statistikas pārvalde, 2013) (Uzņēmumu reģistrs, 2013)	(Central Statistical Bureau of Latvia, 2013) (Register of Enterprises, 2013)
4.	Reference to regulations (Republic of Latvia, European Union regulations)	Direct reference in text	Augstskolu likums (1995) MK noteikumi Nr.916 (2010) Eiropas Parlamenta un Padomes direktīva 2009/28/EK (2009) Padomes regula (EK) Nr. 42/2001 (2001)	Law on Institutions of Higher Education (1995) The Regulations of the Cabinet of Ministers No. 916 (2010) Council Directive 2000/43/EC (2000) Council Regulation (EC) No. 1206/2001 (2001)
		Indirect reference in text	(Augstskolu likums, 1995) (MK noteikumi Nr.916, 2010) (Eiropas Parlamenta un Padomes direktīva 2009/28/EK) (Padomes regula (EK) Nr. 42/2001)	(Law on Institutions of Higher Education, 1995) (The Regulations of the Cabinet of Ministers No. 916, 2010) (Council Directive 2000/43/EC) (Council Regulation (EC) No. 1206/2001)
5.	Reference to a source with an unknown author (indicate editor, if none, then publisher)	Direct reference in text	red. Helers (2004) izd. Pētergailis (2010) red. Brauns (Brown, 2012) izd. Juniti Dana (ЮНИТИ ДАНА, 2010)	ed. Smith (2012) pub. Petergailis (Pētergailis, 2010) pub. Harvard University Press (2012)
		Indirect reference in text	(red. Helers, 2004) (izd. Pētergailis, 2010) (ed. Brown, 2012) (ред. Масленников, 2013) (изд. ЮНИТИ ДАНА, 2010)	(ed. Smith, 2012) (izd. Pētergailis, 2010) (ред. Масленников, 2013) (pub. Harvard University Press, 2012)

