

Contents

ABOUT THE JOURNAL.....	1
JOURNAL EDITORIAL BOARD	3
PUBLICATION PROCESS.....	4
PUBLICATION FEES.....	4
ETHICS GUIDELINES.....	5
Editorial Responsibility.....	5
Author's Responsibilities.....	6
Reviewer's Responsibility.....	7
INFORMATION FOR AUTHORS	8
Author Responsibilities	8
Use of Artificial Intelligence (AI) Tools.....	9
Formatting Guidelines.....	9
Examples of Reference Formatting:.....	11
INFORMATION FOR REVIEWERS	13
Reviewer Responsibility	13
Review Form	14
EDITOR'S RESPONSIBILITIES	16
Privacy Policy	17

ABOUT THE JOURNAL

The “Latvian War Museum Yearbook” is a peer-reviewed academic journal. It publishes articles on the military history of Latvia and the Baltic region from the earliest times to the present, as well as on military-related processes that have influenced the history of Latvia or the Baltic region.

The journal’s goal is to promote professional, high-quality research on the past and to foster dialogue among military history researchers, thereby broadening the general understanding of the region’s military history and its study.

The journal publishes original, previously unpublished, and thematically relevant research; scholarly commentaries on historical sources; analytical reviews of museum collections; as well as reviews of publications relevant to the field.

The journal is published by the Latvian War Museum.

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The journal is published once a year, in December.

The print version of the journal is available for purchase at the Latvian War Museum.

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PUBLICATION PROCESS

Articles for publication in the Latvian War Museum Yearbook are submitted to its editor-in-chief. The editor-in-chief evaluates the submitted articles. If an article does not meet the Yearbook's objectives, subject matter, or formatting requirements, the editor may reject it without further consideration.

Articles that meet the requirements are forwarded for review. The editor-in-chief, in consultation with members of the editorial board, selects two reviewers for each article. Reviewers are scholars from Latvia or abroad and are selected based on their professional qualifications. The review process is double-blind. Communication between the author and the reviewers takes place through the journal's editor-in-chief.

After evaluating the article, the reviewers fill out a review form. Reviews are prepared within four weeks. If necessary, this period may be extended by two weeks.

If the reviews require revisions, the author is given four weeks to incorporate the requested revisions into the text. If necessary, this period may be extended by two weeks. If both reviews are negative, i.e., the article is rejected as unpublishable, the article is rejected and will not be published. If one review is negative, the decision to reject the article or return it to the author for revision is made by the editor-in-chief, in consultation with the editorial board members or, if necessary, by involving a third reviewer. The revised version of the article is coordinated with the reviewers as needed.

At all stages of the article's evaluation, the editor consults with the editorial board regarding their decisions.

PUBLICATION FEES

There is no fee for the review process or for publication in the Yearbook.

Paid advertisements are not published in the Yearbook.

Before submitting an article for review and publication, authors must ensure that the manuscript is formatted according to the requirements.

ETHICAL GUIDELINES

All parties involved in the publication of an article—the author, the editor-in-chief, members of the editorial board, reviewers, and the publisher—are obligated to adhere to the ethical standards for publication set forth in the COPE (Committee on Publication Ethics) Best Practice Guidelines (www.publicationethics.org).

The descriptions of the duties and responsibilities of authors, editors, and reviewers have been developed in accordance with these guidelines.

Editorial Responsibilities

The editor is responsible for ensuring compliance with ethical standards and maintaining high scientific quality in articles accepted for publication in the journal.

The editor adheres to the principle that all manuscripts are evaluated solely on the basis of their intellectual merit. The editor, reviewers, and publisher are prohibited from disclosing any information about a manuscript to third parties.

If an article does not meet the Yearbook's objectives, subject matter, or formatting requirements, the editor may reject it without further consideration.

Articles that meet the requirements are submitted for review. The editor-in-chief, in consultation with members of the editorial board, selects two reviewers for each article. Reviewers are Latvian or foreign scholars and are selected based on their professional qualifications. The review process is double-blind. Communication between the author and the reviewers takes place through the journal's editor-in-chief.

The editor-in-chief decides whether to accept or reject an article based on the evaluations expressed in the reviews.

At all stages of the article evaluation process, the editor-in-chief consults with the editorial board regarding their decisions.

If information is received regarding misconduct related to articles that have already been published or submitted for publication (e.g., plagiarism, manipulation of citations, falsification, or fabrication of data), the editor and publisher will act in accordance with the COPE (Committee on Publication Ethics) guidelines for handling such situations. The editor and publisher will ensure that corrections or retractions are published as necessary.

Author's Responsibility

By submitting an article for publication in the Latvian War Museum Yearbook, the author certifies that the submitted article is his or her own original work, that it has not been previously published, and that it has not been simultaneously submitted for publication in another journal. The publication of the same article in multiple publications is considered unethical and is not permitted. If, for any reason, the editorial board agrees to the republication of an article or a portion thereof, a reference to the original publication must be included.

If an article submitted for publication is based on a defended academic thesis (e.g., a master's thesis), this must be indicated in a note next to the article title, specifying the educational institution, the title of the thesis, and the thesis advisor.

Authors guarantee that the works they submit are entirely original. Plagiarism in any form is considered unethical in publishing and is unacceptable. If authors have used the works of other authors, they must be properly cited or referenced.

Authors are responsible for obtaining all necessary copyright permissions to reproduce any third-party materials (images, tables, texts, etc.) that are considered separate copyrighted works. A copy of each permission must be submitted to the editor.

All sources of financial support must be listed in the "Acknowledgments" section. It is the author's responsibility to disclose in the manuscript any potential conflicts of interest (including the source of research funding) that could be considered to have influenced the study's results or the interpretation of the sources used.

The author ensures that all those who have made a substantial contribution to the research described in the publication are recognized as authors or co-authors of the article. The author ensures that all co-authors have approved the final version of the article for publication and have agreed to its publication in an open-access journal. All authors agree that the articles are available under an open-access license in accordance with the terms of the Creative Commons Attribution-NonCommercial 4.0 (CC BY-NC 4.0) license.

Before submitting an article, the author ensures that it is thematically appropriate, well-structured, reviewed, and formatted in accordance with the guidelines. If an article does not meet the Yearbook's objectives, subject matter, or formatting requirements, the editor-in-chief may reject it without further consideration.

If an author discovers a significant error or inaccuracy in their published work, they are obligated to notify the journal's editor immediately. The author, in collaboration with the editor and publisher, shall ensure that the publication is retracted or corrected.

Use of Artificial Intelligence (AI) Tools

If AI tools (such as large language models, generative AI technology, and chatbots) were used in the preparation of the article, their use must be clearly indicated in the article. The author must include a statement specifying which tool was used, for what purposes it was used, and the rationale and objective for its use. This statement should be included in the description of the methodology used in the article.

Tools that do not generate new content but process text written by the author themselves do not need to be disclosed and are permitted. For example: translation and text editing tools, as well as tools for improving spelling and style. When using these tools, the author is obligated to review the suggestions provided by the AI tools, and the author assumes full responsibility for the content of the article upon submission.

Responsibility of the Reviewer

The reviewer evaluates the article based solely on its content. During the review process, the reviewer assesses the article according to the criteria listed in the Yearbook's review questionnaire.

The reviewer must not disclose to third parties any information related to the article or its content.

The reviewer is obligated to inform the editor-in-chief of any circumstances that would warrant the rejection of the article submitted for publication.

If circumstances arise that prevent a reviewer from completing the review or meeting the specified deadlines, the reviewer must immediately inform the editor-in-chief so that the article can be assigned to another reviewer.

INFORMATION FOR AUTHORS

Author's Responsibility

By submitting an article for publication in the Latvian War Museum Yearbook, the author certifies that the submitted article is his or her own original work, that it has not been previously published, and that it has not been simultaneously submitted for publication in another journal. Publishing the same article in multiple journals is considered unethical and is not permitted. If, for any reason, the editorial board agrees to the republication of an article or a portion thereof, a reference to the original publication must be included.

If an article submitted for publication is based on a defended academic thesis (e.g., a master's thesis), this must be indicated in a note next to the article title, specifying the educational institution, the title of the thesis, and the thesis advisor.

Authors guarantee that the works they submit are entirely original. Plagiarism in any form is considered unethical in publishing and is unacceptable. If authors have used the works of other authors, they must be properly cited or referenced.

Authors are responsible for obtaining all necessary copyright permissions to reproduce any third-party materials (images, tables, texts, etc.) that are considered separate copyrighted works. A copy of each permission must be submitted to the editor.

All sources of financial support must be listed in the "Acknowledgments" section. It is the author's responsibility to disclose in the manuscript any potential conflicts of interest (including the source of research funding) that could be considered to have influenced the study's results or the interpretation of the sources used.

The author ensures that all those who have made a significant contribution to the research described in the publication are recognized as authors or co-authors of the article. The author ensures that all co-authors have approved the final version of the article for publication and have agreed to its publication in an open-access journal. All authors agree that the articles are available under an open-access license in accordance with the terms of the Creative Commons Attribution-NonCommercial 4.0 (CC BY-NC 4.0) license.

Before submitting an article, the author ensures that it is thematically appropriate, well-structured, reviewed, and formatted in accordance with the guidelines. If an article does not meet the Yearbook's objectives, subject matter, or formatting requirements, the editor-in-chief may reject it without further consideration.

If an author discovers a significant error or inaccuracy in their published work, they are obligated to notify the journal's editor immediately. The author, in collaboration with the editor and publisher, shall ensure that the publication is retracted or corrected.

Use of Artificial Intelligence (AI) Tools

If AI tools (such as large language models, generative AI technology, and chatbots) were used in the preparation of the article, their use must be clearly indicated in the article. The author must include a statement specifying which tool was used, for what purposes it was used, and the rationale and objective for its use. This statement should be included in the description of the methodology used in the article.

Tools that do not generate new content but process text written by the author themselves do not need to be disclosed and are permitted. For example: translation and text editing tools, as well as tools for improving spelling and style. When using these tools, the author is required to review the suggestions provided by the AI tools, and the author assumes full responsibility for the content of the article upon submission.

Formatting Guidelines

Latvian War Museum Guidelines for the Formatting and Submission of Articles for the LKM Yearbook

A fully prepared electronic version of the publication must be submitted.

Format: .doc or .docx; font: Times New Roman. Font size: 12 pt; line spacing: 1.5

Article **length**: 20,000 to 40,000 characters (including spaces). Longer articles may be published in exceptional cases at the discretion of the editorial board.

Submissions must be **in Latvian or English**, with an abstract in English or Latvian, respectively.

References and notes should be placed at the bottom of the page (footnotes).

Illustrations, if included in the article, must be submitted along with the publication in separate files (*TIF, PDF, Microsoft Excel, etc.*); the number of illustrations may vary depending on the topic.

Texts must be written **exclusively in the Latin alphabet**; therefore, text segments—including references in Cyrillic—must be transcribed into the Latin alphabet based on an accurate phonetic transcription, available, for example, at: <http://translit.cc>

For example:

Ilmjarv M. Bezmolvnaja kapituljacija: vneshnjaja politika Jestonii, Latvii i Litvy mezhdvu dvumja vojnami i utrata nezavisimosti (s serediny 1920-h godov do anneksii v 1940). Moskva: Rosspen, 2012., str. 311–313.

Publications must be structured and consist of:

1. Article title

2. Author information

First name, last name, academic degree, academic institution, position, mailing address, email address, ORCID ID number.

3. Abstract

The purpose of the abstract is to provide a general overview of the article's content; therefore, the abstract should concisely summarize the article's objective and essence in 700–750 characters (including spaces).

4. Keywords and Concepts

No more than five keywords should be provided; these are the core concepts of the scientific research that characterize its subject matter and essence.

5. Introduction

The introduction states the research objective and tasks, describes the research subject or main problem, outlines the research methods and theoretical framework, reviews the current state of research on the topic, and justifies its relevance. If necessary, the reference should indicate the project, its name, and number (e.g., Cultural Capital Project, grant name, etc.) that funded the research on the topic.

6. Chapters

7. Conclusions

The conclusions should articulate new findings, patterns, the extent and nature of the achievement of the objective, the scientific novelty of the results obtained, and their significance.

8. Summary.

The summary is an expanded version of the abstract, detailing the essence of the research, the methodology, and the most important results of the work. It should be prepared in Latvian (for articles in English) or in English (for articles in Latvian). Length: 2,000–4,000 characters, including spaces.

10. Abbreviations Used

In the list, abbreviations, symbols, and special terms should be arranged in a column with the abbreviations on the left and their explanations on the right. The list of abbreviations should be arranged alphabetically.

11. Captions for figures and other illustrations.

It should be submitted as a separate file, indicating the author's first and last name and the title of the article. The list must include the first and last name of the author of any illustrations, images, or tables; if this information is unavailable or unknown, the source from which the illustration was obtained must be cited (journal, book, museum collection, archives, private archive of an individual, online resource, etc.).

Authors are required to obtain all necessary copyright permissions to reproduce any third-party materials (images, tables, texts, etc.) that are considered separate copyrighted works. A copy of each permission must be submitted to the editor.

The date of submission must be indicated at the end of the article

Basic requirements for text formatting:

When mentioning a person for the first time, provide their first name and last name, with the spelling in the original language indicated in parentheses (if the original language is Russian, Belarusian, Ukrainian, or another language written in the Cyrillic alphabet, follow the Cyrillic transcription rules specified below). When mentioning the person again, include the initial of the first name and the last name.

Page numbers should be placed at the bottom right of the page.

Examples of reference formatting:

A. Monograph or collective work:

Jēkabsons Ē. *Latviešu virsnieki Krievijas impērijas armijā. 19. gadsimta otrā puse – 1914. gads*. Rīga: LU Akadēmiskais apgāds, 2022, p. 255.

Krīgere I., Zariņš K. *75 priekšmetu stāsti par Latviju Pirmajā pasaules karā*. Rīga: Latvijas Kara muzejs, 2018, p. 152.

Caune A. (ed.). *Latvijas zemju robežas 1000 gados*. Rīga: Latvijas Vēstures institūta apgāds, 1999, pp. 75–77.

Parker T. R. *American Presidents in Diplomacy and War: Statecraft, Foreign Policy, and Leadership*. Notre Dame, Indiana: University of Notre Dame Press, 2026, p. 56.

Dissertations:

Dambītis K. *Latvijas armijas artilērija 1919.-1940.: vieta bruņotajos spēkos, struktūra un uzdevumi*. Promocijas darbs. Rīga: Latvijas Universitāte, 2015.

Woodworth B. *Civil Society and Nationality in the Multiethnic Russian Empire: Tallinn/Reval, 1860–1914*. Dissertation. Bloomington: Indiana University, 2003.

B. Articles in journals or other periodicals:

Jēkabsons Ē. Norises Rīgā 1919. gada 12.-15. oktobrī kauju laikā ar Bermonta spēkiem: atspoguļojums Lielbritānijas politiskās misijas vadītāja Stīvena Talentsa ziņojumos. *Latvijas Universitātes Žurnāls Vēsture*, No. 7/8 (2019), pp. 149–151.

Puķe E. Mūsu mantu darbnīcas. *Daugavas Vanagu Mēnešraksts*, 1970, No. 6, pp. 30–33; 1971, No. 1, pp. 30–31.

No konferences vairs nekā nesagaida. *Latvijas Kareivis*, No. 87, April 15, 1930, p. 3.

Kuzmins V. Latviešu leģiona 15. divīzijas 15. sapieru bataljona cīņas spēja no 1943. gada 18. augusta līdz 1944. gada 9. decembrim. *Latvijas Kara muzeja Gadagrāmata XIII*, Rīga: Latvijas Kara muzejs, 2012, pp. 95–107.

Articles in collective publications and anthologies:

Kangeris K. Latvijas okupācija: starptautiskie aspekti. In: Bleiere D. (sast.). *Otrais pasaules karš un Latvija: notikumi un sekas. 20. gadsimta 40.-60. gadi*. Rīga: Zinātne, 2011, pp. 65–77.

Zariņš K. Dzīve okupācijā. Vācijas militārā pārvalde Latvijā 1915.–1918. gadā. In: Jēkabsons Ē. (red.) *Karš un sabiedrība Latvijā 1914–1920*. Rīga: LU Akadēmiskais apgāds, 2021, pp. 128–183.

C. Archival and Museum Collections:

Letter from J. Apsītis to K. Bērziņš, 12.12.1918. Latvian National Archives, Latvian State Historical Archives (hereinafter – LNA LVVA), f. 1515, Apr. 1, p. 126, p. 2.

Order No. 17 of the Minister of Defense, §1, 15.04.1921. Latvian War Museum, LKM 4-29660/1074(1-3)-DK.

Memoirs of Aleksandra Mežciema. Paula Stradiņš Museum of the History of Medicine, MVM-17344/Rp-6247, 102/12, p. 173.

D. Online Resources

Ozoliņa A. Lāčplēša Kara ordenis. Available at: <https://enciklopedija.lv/skirklis/133054-Lāčplēša-Kara-ordenis> [accessed 20.12.2022]

INFORMATION FOR REVIEWERS

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Review Form

LATVIAN WAR MUSEUM YEARBOOK
REVIEW
Date of review:
Article title:
1. Does the title of the article correspond to its content? Are the main concepts correctly formulated? ☐ Yes ☐ Partially ☐ No <i>Comments:</i>
2. Is the purpose of the study or the research problem analyzed in the article defined? ☐ Yes ☐ Partially ☐ No <i>Comments:</i>
3. Is the methodology used described? Is it clear and appropriate for the study's objective? ☐ Yes ☐ Partially ☐ No <i>Comments:</i>

4. Is the structure of the paper logical, and is the presentation coherent and understandable? ☐ Yes ☐ Partially ☐ No <i>Comments:</i>
5. Are the facts mentioned in the article correct? ☐ Yes ☐ Partially ☐ No <i>Comments:</i>
6. Are the author's conclusions well-founded, sufficient, and clearly stated? ☐ Yes ☐ Partially ☐ No <i>Comments:</i>
7. Are the references included in the text formatted correctly in an academic style and in accordance with the guidelines? Are the literature and sources used sufficient? ☐ Yes ☐ Partially ☐ No <i>Comments:</i>
8. Are the tables, graphs, and other illustrations relevant to the article and understandable? ☐ Yes ☐ Partially ☐ No <i>Comments:</i>

9. Does the language of the article meet the requirements of academic style and correct spelling? ☐ Yes ☐ Partially ☐ No <i>Comments:</i>
Concluding Remarks:
Recommendations: ☐ Accept without amendments ☐ Minor amendments required; adopt after amendments without further review ☐ Substantial amendments are required; submit for reconsideration after they have been made ☐ Reject (state reasons in the concluding remarks)

Information for editors: reviewer's name, institution, and signature

EDITORIAL RESPONSIBILITY

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