THE REQUIREMENTS FOR THE MANUSCRIPT

**1. MANUSCRIPT STRUCTURE**

TITLE PAGE *(See Appendix 1)*

SERVICE INFORMATION *(See Appendix 2)*

INTRODUCTORY INFORMATION *(See Appendix 3)*

FOREWORD

MAIN PART *(See Appendix 4)*

CONCLUSIONS

CONFLICT OF INTEREST *(See Appendix 5)*

LITERATURE

APPENDICES

Draw your attention to the content of the section. *(See Appendix 6)*

**2. GENERAL REQUIREMENTS FOR MANUSCRIPT FORMATTING**

File format – .doc, .docx, .rtf

Sheet orientation – portrait

Font – Times New Roman

Font size – 14 pt

Interval – 1

Document margins – 20 mm

Number of pages – 200

**3. REQUIREMENTS FOR THE TITLE OF THE MANUSCRIPT**

The title of the manuscript should reflect the essence of the main tasks of research, scientific results and their practical application. The title should attract readers and interest them in further reading your work, so it is necessary to highlight the importance and relevance of research as accurately as possible. Abbreviations of words and abbreviations cannot be used in the title of the manuscript.

**4. REQUIREMENTS FOR THE DESIGN OF FIGURES**

Infographics should be presented in separate files, or they can be placed in a doc file. If it is a photo or other image, the file format must be .tiff or .jpg. If it is a figure, diagram or map – the file format should be .ai, .eps, .cdr. If the infographics are submitted only in separate files, then in the manuscript the place where it should be located should be indicated as follows:

[Insert figure 1]

Before a figure, there must be a reference to the figure in the form: Fig. 1, Fig. 2‒4, Fig. 5, *a*. Before a figure, there should be a link to the figure (in the same chapter/subsection as the figure itself)

The caption under a figure should take the form: Fig. 1. The title of the figure.

If the figure consists of several subfigures, the caption should take the form: Fig. 1. The title of the figure: *a* ‒ the name of the first subfigure; *b* ‒ the name of the second subfigure.

If there are designations, abbreviations, or abbreviations in the figure, the transcript of which were not given earlier in the text, then those should be explained in the text under the figure. For example, the figure shows three charts, which are marked, respectively, by numbers 1, 2, and 3. Then the text under the figure should take the form: Fig. 1. Title: 1 ‒ chart 1; b ‒ chart 2; 3 ‒ chart 3.

Text under the figure must be part of the text.

Figures should be streamlined "in text."

The inscriptions in the figure should not be bold or sloping.

All inscriptions in the figure must be written in one font and one size. The exception is screenshots of programs that do not allow one to edit the font.

The indices in the figure should take the same form as the indices in the text.

On the charts, the axes' titles must be moved from the scales to the same distance of at least 0.5 cm.

At least one size (height or width) in the text under the figure should be the same. The horizontally located subfigures should have the same height, and the vertically located ones should have the same width.



Figures must be of good quality (at least 300 dpi). The inscriptions on the figures should be clear and readable, the lines of the figure should not be blurred. There should be no noise in the figure.



The editorial board reserves the right to reject a paper if the authors refuse to provide the original figure files to avoid data falsification (dwg ‒ for COMPAS drawings; SolidWorks, AutoCad, cdr. ‒ for CorelDRAW files; xls/xlsx ‒ for Excel, etc.).

**5. REQUIREMENTS FOR TABLE FORMAT**

Header table does not contain blank cells

If your document table is broken into several pages, re-do the signature on a new page does not need to!

All tables should be vertical

**6. REQUIREMENTS FOR FORMATTING OF THE FORMULAS**

Formulas should be typed in the MathType equation editor

Links to the formula in the text are (1), (2)–(4)

Formulas should be numbered

Numbering alignment to the right

The formula is part of the text, so after a claim must stand semantic mark if the new proposal goes further, then the point, if further clarification is the comma.

**7. REQUIREMENTS FOR FORMATTING OF REFERENCES TO LITERATURE IN THE TEXT**

References should take the form [1], [2–6]

References should be in the order of their mention in the article

All literature references cited in the Literature part, reference should be in the text necessarily!

**8. Requirements for formatting the list of sources in the literature**

Sources are made according to the standard APA.

If gosts and national standards are used in the references, their foreign analogues must be given.

**9. INTERNATIONAL CONTEXT**

The full names of the national institutions (organizations, institutions) and the country should be indicated, because the readers may not be familiar with them.

When specifying a country and a group of countries, you should refer to their full name (for example, “Europe” and “America” are ambiguous).

Abbreviations of words and abbreviations must be deciphered at the first mention or in a separate list of abbreviations and abbreviations. They must be indicated in the language of the manuscript. Physical quantities must be indicated in the international SI system.

It should be borne in mind that the names of mathematical functions may change during translation.

Appendix 1

TITLE PAGE

– list of authors

– the title of the manuscript

– under whose editorship (academic degree, academic title)

– month and year of manuscript submission

Appendix 2

SERVICE INFORMATION

– BISAC SUBJECT CODES classifier code

– reviewers

– which organization is recommended

– a short description (up to 1000 characters), what the manuscript is about, for what circle of readers it is intended (students, teachers, researchers, practitioners, etc.)

– number of figures, number of tables, number of sources of literature (total)

Appendix 3

INTRODUCTORY INFORMATION

– a list of authors with an indication of which sections or chapters prepared by each author

– abstract (up to 2500 characters)

– keywords (up to 20 words)

– acknowledgement (optional)

– content

– a list of tables with an indication of the section (chapter, paragraph) and their names

– a list of figures with an indication of the section (chapter, paragraph) and their names

– list of acronyms and abbreviations

Appendix 4

MAIN PART

MANUSCRIPT STRUCTURE:

Section 1

Chapter 1

Paragraph 1

Paragraph 2

...

Chapter 2

Paragraph 1

Paragraph 2

...

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Section 2

Chapter 1

Paragraph 1

Paragraph 2

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Chapter 2

Paragraph 1

Paragraph 2

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*Attention!*

*1. The number of sections is not regulated, it is determined by the topic and logic of presentation.*

*2. In each paragraph, you can use separate blocks with background information, it will be important to understand the main essence of the presentation (ideas, concepts, theories, etc.).*

Appendix 5

CONFLICT OF INTEREST

It is necessary to indicate the absence or presence of a conflict of interest. If there is a conflict of interest, it must be specified.

When there is no conflict of interest, it is necessary to specify the phrase:

*The authors declare that they have no conflict of interest in relation to this research, whether financial, personal, authorship or otherwise, that could affect the research and its results presented in this paper.*

Appendix 5

SECTION CONTENT

– name

– author (only for collective monograph)

– abstract (up to 1000 characters)

– keywords (up to 10 words)

– introduction

– chapters and paragraphs

– conclusions (brief description of the main ideas and systematization of the most important information presented in the section)