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# Notations (use style Heading 1, or Alt + Ctrl + 1)

In this section, variables, functions, abbreviations, etc. should be listed with explanations. Please note that these explanations should not be repeated in the running text (use style Paragraph body, or Alt + Ctrl + Z).

*Variables and functions*

*a* – explanation of the first variable;

*b* – explanation of the second variable;

*c* – explanation of the third variable, etc.

*Abbreviations*

EFA – Example of First Abbreviation, etc.

# Introduction (use style Heading 1, or Alt + Ctrl + 1)

**Introduction, Notations, Conclusions, Acknowledgements, Funding, Author Contributions, References, and Appendix are not numbered**. Use Times New Roman 10 pt for formatting paragraphs in a section, or to continue after an extract (use style Paragraph body, or Alt + Ctrl + Z).

In the introduction, context of the research should be established, the purpose and/or hypothesis that was investigated should be stated. The information on previous research on the subject can be included either in Introduction, or in the following section. Also, the main idea, importance, novelty, etc. can be indicated in this section (use style Paragraph body, or Alt + Ctrl + Z).

# 1. General regulations (use style Heading 1, or Alt + Ctrl + 1)

The main text should include previous research on the subject (if it is not included in the Introduction), methodology and/or theoretical framework, results of the research, and discussion with interpretation of results obtained. Use *Italic* (not boldface typing or capital letters)for emphasizing a word or a phrase. More requirements for a manuscript are provided in Table 1 (use style Paragraph body, or Alt + Ctrl + Z).

## Formatting lists (use style Heading 2, or Alt + Ctrl + 2)

For bulleted lists use an en-dash (–) rather than strong dot (•). It should be formatted in Times New Roman 10 pt, e.g.:

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To create numbered lists, use the following style:

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Table 1. Requirements for a manuscript. For formatting the title of the Table use Times New Roman 9 pt (style Table title, or Alt + Ctrl + I) (source: Author, year)

|  |  |  |
| --- | --- | --- |
| Requirements | Clarification | Other notes |
| The manuscript should include all parts. | Abstract, keywords, notations, introduction, body text, conclusions, and references. | Acknowledgements, funding, disclosure statement, authors contribution and appendices can be added if needed. Acknowledgements, funding, disclosure statement and contribution should be provided into the Title Page. |
| All figures and tables must be placed and cited in the text in consecutive numerical order. The resolution of pictures should be no less than 300 dpi (dots per inch). | If the size of the final file is too large (more than 10 MB), then the manuscript should contain the figures with minimised resolution, and the original figures must be provided in original size, resolution and appropriate format. Do not use text editor for providing separate figures. | For more details see section ‘Figures and tables’ |
| Proper citation of sources is necessary. | The Journal uses the APA Style (surname and date) short reference system for citations in the text with a detailed alphabetical list at the end of the paper. Every reference cited in the text should be also present in the reference list and vice versa. | For more details see section ‘Reference style’. Examples are provided in section ‘References’. |
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Formulas, equations and their components presented in the text must be written in Equation Editor. The size of basic symbols in equations should correspond to the letter size of the main text – 10 pt; indexes should be in 7 pt, sub-indexes – 6 pt.

All the numerals, including index numbers, are presented in Regular type, variables in *Italic*. Matrices are written in square brackets [ ] or bold, and vectors in figurative brackets { }. Equations should be formatted in Times New Roman 10 pt. Punctuate equations with commas or periods when they are a part of a sentence, as in:

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Please confine equations to one column width – 8 cm. If the equation is longer, it should be split at appropriate algebraic symbols. The parts of the longer equations must be horizontally left aligned in the equation editor.

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 (2)

Use an en-dash (–) rather than a hyphen (-) for a minus sign. Please note that an en-dash should be used for connecting values (years, tables, figures, equations, etc.) in a range; for connecting variables in a range, please use ÷, or ‘from … to …’ construction. Reformatting of running text, into which special characters such as Greek letters have been entered via the keyboard, can cause these characters to disappear. In order to avoid this problem, always insert special characters to your document from *Insert* → *Symbol*. In the *Symbol* dialog box select the required character and click *Insert*.

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Table 2. Requirements for tables and figures. For the title of the Table use Times New Roman 9 pt (style Table title, or Alt + Ctrl + I)

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| --- | --- | --- | --- |
|  | Font | Line thickness | File formats |
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| Photos and images (resolution – no less than 300 dpi) | – | – | \*.jpg, \*.tiff, \*.gif, \*.png |
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*Note:* The width of figures and tables should be either 8 cm, or 14–16.5 cm. Use Times New Roman 8 pt for formatting notes (style Notes, or Alt + Ctrl + O).

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* The resolution of pictures should be no less than 300 dpi (dots per inch). If the size of the final file is too large (more than 10 MB), then the manuscript should contain the figures with minimised resolution, and the original figures must be provided in separate files.
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# References (use style Heading 1, or Alt + Ctrl + 1)

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* References (Alt + Ctrl + X)
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