

# The Requirements of the Document Execution

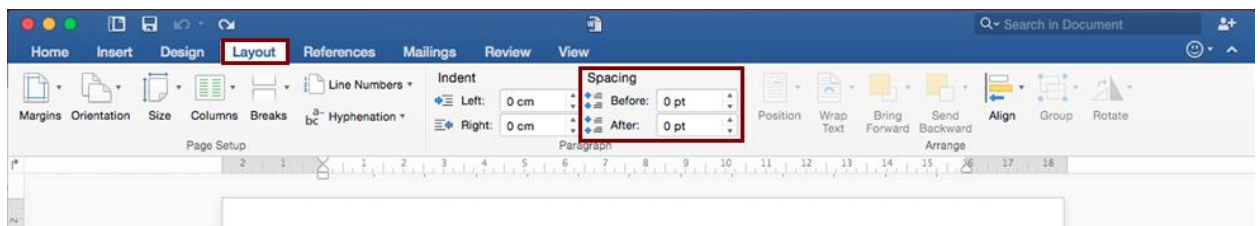
The file must be prepared in English language in format of MS Office Word, no more than 1 page.

## The parameters of the page, fields:

- Page format – A4;
- Top – 1,5cm;
- Bottom – 1cm;
- Left – 2,5cm;
- Right – 1,5cm;
- Binding – 0,5cm.

## Title:

- Font style – Times New Roman, bold;
- The font size – 16pt;
- Align text in the centre without a paragraph;
- Line spacing – 1,5;
- Layout spacing after 16pt;
- The header format as in the example.

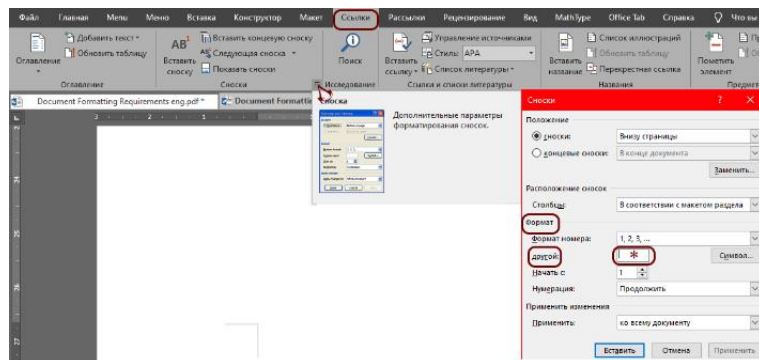


## Authors' names:

- Font style – Times New Roman, bold;
- The font size – 14pt;
- Align text in the centre without a paragraph;
- First the initials, and then the surname;
- Line spacing – 1,5;
- Layout spacing after 14pt;
- Index to the address of the institution in numbers.

## E – Mail:

- Font style – Times New Roman;
- Font size – 11pt;
- Align text to the width.
- The word **E - Mail**: in bold, the address itself in italics
- Use References → Footnotes → Format → other → "\*" "



### Address of the institution:

- Font style – Times New Roman, italic;
- The font size – 12pt;
- Align text in the center without a paragraph;
- Layout spacing after 12pt;
- Full name and address.

### Abstract:

- Font style – Times New Roman, italics;
- Font size – 10pt;
- Line spacing – 1,5;
- Layout spacing after 12pt;
- Indentation of the context – on the left side 1.5cm;
- Align text to the width.

### Keywords:

- 5 words;
- Font style – Times New Roman;
- Font size – 12pt;
- Line spacing – 1,5;
- Paragraph indentation – 1.5 cm;
- Align text to the width.

### Figures:

- The Figures must be in png, jpg or gif format;
- Align the figure to the centre without a paragraph;
- If the figures contain variants a, b, ... then add them in the drawings from the left edge with the help of image editing programs;
- Layout spacing before 12pt;
- The maximum width of the inserted figure is 10cm.

### Description of the Figure:

- It is written under the figure without a paragraph;
- If the description of the picture is one line, then align the text in the centre; if there are two or more lines, then align it in width
- Font style – Times New Roman;

- Font size – 12pt;
- Layout spacing after 12pt;
- The figure is labeled «**Fig.1.**», bold
- After the description, do not put punctuation marks.

### **Tables:**

- Table Title: font size 12pt, bold, text justified
- Auto-fit to the width of the window;
- Cell alignment: Vertical in the centre;
- Column name: centre, bold;
- Line spacing – 1,5;
- Layout spacing before 12pt;
- Text in the first column is aligned to the left

### **Формулы:**

- Align formulas to the right, without a paragraph;
- Type formulas by MathType or by using the "formula" command in MS Word;
- Layout spacing before and after 12pt;
- Number the formulas as in the example.

### **Reference.**

1. Authors, Journal title, Publishing house, Publisher's place, The volume and issue of the journal, The date of the publication, Pages
2. Authors, Proceeding's book title, article title, Publishing house, Publisher's place, The date of the publication, Pages
3. Authors, book title, Publishing house, Publisher's place, The date of the publication, Pages

**\*Examples are presented in a separate file in Word format**