

# Paper requirements

## WHEN DRAWING UP YOUR DOCUMENT:

**1. DO NOT APPLY “STYLES” OF Microsoft Word.**

**2. DO NOT USE ACTIVE HYPERLINKS.**

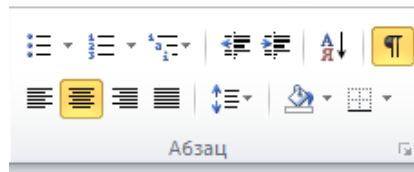
(To disable hyperlinks in the text, do the following: select all text, press Ctrl+Shift+F9).

**3. Figures, tables, math formulas and equations are made according to the requirements of the System of standards on information, librarianship and publishing**

(Reference book of the editor and the proofreader edited by A.E. Milchin, p. 311, item 20.10).

**4. For text entering validity check – ENTER YOU TEXT ONLY WITH THE SPECIAL CHARACTERS**

**DISPLAY MODE ON**



Dear authors, we DO NOT ACCEPT FOR PUBLICATION papers if:

- they do not correspond to the topic of the conference (seminar, round table discussion, etc.);
- they do not correspond to the paper requirements;
- they do not have a statement on open access publication (except for foreign participants);
- the author has not paid the registration fee.

### 1. GENERAL INFORMATION

Paper length: 5-12 pages.

Document format: Microsoft Word (doc, docx), page size – A4 (210x297mm).

Orientation: portrait;

Margins: upper, right, left, bottom – 1,5 cm (since it is an electronic publication, margins may be made smaller);

Interval: line – 1,0; between paragraphs: 0.

### 2. UDC

Font: Times New Roman; font size: 12 pt; without a paragraph indentation. According to the classifier, before the title, in block letters, with left indentation, separated from the paper title by a blank line.

### 3. PAPER TITLE

Font: Times New Roman; font size: 14 pt; without a paragraph indentation; in capital semibold letters, with central alignment, separated from the information about the authors by a blank line.

### 4. INFORMATION ABOUT THE AUTHORS

Font: Times New Roman; font size: 12 pt; paragraph indentation: 1,25 cm; left alignment, indented.

Full name (in subjective case, in full), academic degree (for example: PhD in ..., associate professor of DSc in ... , professor), academic title or position (for example: professor, professor at the Department ...).

If there are several authors, their last names are indicated according to their contribution to preparation of the paper, one by one, without blank lines between them.

Information about the authors is separated from the information about the authors' place of employment by a blank line.

## 5. INFORMATION ABOUT THE AUTHORS' PLACE OF EMPLOYMENT

Name of the university (organization), city, country, e-mail: ...

Font: Times New Roman; font size: 12 pt; paragraph indentation: 1,25 cm; left alignment, indented. Left alignment, separated from the abstract by two blank lines. For two or more authors from one organization, the name of the university should be written once.

## 6. ABSTRACT

Font: Times New Roman, font size: 12 pt; in italics; paragraph indentation: 1,25.

Length: 5-7 lines.

The abstract is separated from the information about the authors with two blank lines, and from the body text- with a single blank line.

## 7. BODY TEXT

Font: Times New Roman; font size: 12 pt; paragraph indentation: 1,25 cm.

Hyphenation: Auto.

Full justification of the body text

The body text is separated from the reference list heading by a single blank line.

Reference to the literature in the text is made in square brackets with the corresponding number (for example: [1, p. 3-7; 3, p. 1-4; etc.].)

## 8. HEADING OF THE SECTION AND SUBSECTION

Font for the headings of the paper sections: Times New Roman; font size: 12 pt; semibold, center alignment; without paragraph indentation.

Font for the headings of the paper subsections: Times New Roman; font size: 12 pt; semibold, in italics, center alignment, without paragraph indentation.

## 9. HEADING OF THE REFERENCES

Font: Times New Roman, semibold capital letters, font size– 12 pt, center alignment, paragraph indentation– 0.

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Font: Times New Roman, semibold capital letters, font size – 12 pt, center alignment, paragraph indentation – 1,25 cm,

Numeration of the references: by hand, AUTOMATIC NUMBERING IS PROHIBITED.

The list of references is made in textual order.

THE LIST OF REFERENCES is made according to National State Standard 7.1-2003.

USING AUTOMATIC PAGE-BY-PAGE REFERENCES IS PROHIBITED.

REFERENCES are made according to National State Standard P 7.0.5-2008.

## 11. PAPER TITLE IN ENGLISH

Font: Times New Roman; font size: 14 pt; without paragraph indentation; in semibold capital letters, with center alignment. The title should be separated from the information about the authors by a blank line.

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Font: Times New Roman; font size: 12 pt; paragraph indentation: 1,25 cm; left alignment, indented.

Full name (in subjective case, in full), academic degree (for example: PhD in..., associate professor or DSc in..., professor), academic title or position (for example: professor, professor at the Department of...).

If there are several authors, their last names are indicated according to their contribution to preparation of the paper, one by one, without blank lines between them.

Information about the authors in English should be separated from the information about the place of work with a single blank line.

### 13. INFORMATION ABOUT THE AUTHORS PLACE OF EMPLOYMENT IN ENGLISH

Name of the university (organization), city/town, country, e-mail: ...

Font: Times New Roman; font size: 12 pt; paragraph indentation: 1,25 cm; left alignment, indented. Left alignment, separated from the abstract by two blank lines. For two or more authors from one organization, the name of the university should be written once.

### 14. ABSTRACT IN ENGLISH

Font: Times New Roman, font size: 12 pt; in italics; paragraph indentation: 1,25cm.

Length: 5-7 lines.

The abstract is separated from the information about the authors with two blank lines; and from the body text- with a single blank line.

### 15. USING FORMULAS

Use a special tool from the tab when typing formulas:

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If a formula appears in the text as a separate line, it should be aligned to the right and separated by a line at the top and by a line at the bottom. Also, the formula may be placed inside the text. All elements of the formula must be deciphered. If the formula is not the only one in the text, it must be marked with continuous numbering in Arabic numerals in parentheses. A formula must be mentioned in the text before it is inserted. A formula must be written in Cambia Math font, font size – 12 pt.

PLEASE DO NOT INSERT FORMULAS AS FIGURES.

### 16. USING TABLES

The word Table: font – Times New Roman, font size – 12 pt, in italics; right alignment, paragraph indentation – 0 cm.

Table name: font – Times New Roman, font size – 12 pt semibold; center alignment, paragraph indentation – 0 cm; separated from the table itself with a blank line.

Table contents: font – Times New Roman; font size – 10 pt.

Table alignment: auto fit in window.

After the table- one blank line of the body text.

PLEASE DO NOT INSERT FORMULAS AND FIGURES IN THE TABLE.

### 17. USING GRAPHICS

It is allowed to use figures, diagrams, screens, etc. Please pay attention to the fact that text captions in figures must be typed using the same fonts as the main text but in smaller size.

Figure caption: font – Times New Roman, in italics, font size – 11 pt, center alignment, one blank line after the caption, without paragraph.

**IT IS IMPORTANT: PLEASE DO NOT CREATE FIGURES AND DIAGRAMS FROM SEPARATE**

ELEMENTS USING WORD TOOLS. All figures must be inserted as finished images in one of the formats: tif, jpg, gif, bmp, or all the elements of the figure must be grouped together into one element using "Group" option in the "Format" tab. Numbers, symbols and text inside the figure margin must be legible.

The decision on publication of the material is made by the head of the section, the chairperson of the Organizing Committee.

## 18. EXAMPLES OF BIBLIOGRAPHICAL ENTRY

### **Books by one-three authors:**

Novikova A.M. All-in-one economic dictionary.- M.: Ekonomika, 1995.- 135p.

### **Books by more than three authors:**

Quality assurance of chemical analysis results / P. Buitash, N. M. Kuzmin, L.Leistner etc..- M.: Nauka, 1993.- 165 p.

### **Books not having independent authors (edited):**

Current development in management in the USA. (Edited by Yu.L.Ushakov).- M.: Nauka, 1986.- 246 p.

Research library of theses and abstracts disserCat

Physics problem book: student book for universities / edited by S. M. Pavlov.- 2nd edition, enlarged.- M.: Vysshaya shkola, 1995.- 347 p.

### **Recommended practice and resource books:**

Water supply and water disposal in residential and public buildings: calculation example: study guide for graduate term paper for students of degree programme № 290700/G. F. Bogatov.- Kaliningrad: Izd-vo KGTU, 1997. – 40 p.

### **Multi-volume editions:**

Whole edition:

Book about books: bibliographical publication: in 3 volumes. -Moscow: Kniga, 1990.

Separate volume:

Book about books: bibliographical publication: in 3 volumes. -Moscow: Kniga, 1990. -V. 1. -407 p.

### **Thesis:**

Osipov V.A. Theoretical background of raising efficiency of machinery production: On the example of shipbuilding and shiprepairing: doctoral thesis in Economics. -Khabarovsk, 2000. -284 p.

### **Abstract of a thesis:**

Zelentsov A.L. Organizational tool for quality management in construction under self-regulation conditions: abstract of the PhD thesis in Engineering. -Rostov-on-Don, 2013. -180 p.

### **Articles from journals, periodicals:**

If there is from one to three authors:

Buzmakova M.M. Computer modeling of the structure of epoxide resin, modified by fullerenes// Marine intellectual technologies. -2018. -V. 38. -№ 3. -P. 189-193.

If there are more than three authors:

Histiocytic damages of eye sockets and appendages/ S. Yu. Nechestyuk, A.I. Pavlovskaya, I. V. Poddubnaya, E. E. Grishina etc. // Arkhiv patologii. -2001. -V.63. -№ 4. -P. 30-37.

### **Articles from collection of works:**

Key elements of research work organization/ A.A. Andreev, M. L. Zakirov, G. N. Kuzmin etc. // Abstracts of republican interuniversity research conference on difficulties of teaching students, Chirgin, 14 - 16 April. 1977. -Tashkent, 1977. -P. 21-32.

### **Description of patent documents:**

Intake pipeline for internal combustion engine: pat. 1007559 USSR, MKI F 02M 35/10 / M. Urbinati, A. Mannini ( Italy ); Chentro Richerche Fiat S.p.A. (Italy). — № 2782807 / 25-06; appl. 25.06.79 ; publ. 23.03.83, Bull. № 11, Priority 26.06.78, № 68493 A/78 (Italy). 5 p.

### **Archive materials:**

Certificate of Penza regional committee of Komsomol to AULYCL Central Committee on assistance of the regional young communists and youth in Donbass mines recovery // State archive of the Tomsk re-

gion. F.1. Op. 8. D. 126. L. 73.

**Description of encyclopedia entries:**

Blagoobrazov V.A., Gvozdetskiy N.A., Burtman V. S. Tien Shan // GSE. 3rd edition, -M., 1997. -V. 26. - P. 428-431.

**Description of a chapter, paragraph or part of the document:**

Performance standards // Economist's reference book on labour / S. Kh. Gurianov, I. A. Polyakov, K. S. Remizov etc. 5th edition, revised. -M., 1982. -Ch.1. -P. 5-58.

**Network resources:**

10 risks for the global economy in 2018 // Electronic data. Available at: <http://www.vestifinance.ru/articles/98500> (reference date 15.03.2018).

**Local access digital resource (CD, DVD etc.):**

Jefferson R. Collection of equations and problems for students of biochemistry and molecular biology // Electronic data. 1999. –1 digital optical disc (CD-ROM).