

## INSTRUCTIONS FOR AUTHORS

Scope of work: up to 20,000 characters

Technical characteristics of work

Paper format: A4, Times New Roman font. Use the Latin alphabet.

Title of the paper, information about the author / authors, abstract and keywords:

- The main title of the text is written in CAPITAL LETTERS (bold, font 14pt, line spacing 1), centered.

- Under the title of the paper, the name, middle letter and surname of the author are stated, and in the new line the name of the institution in which also works space (centered, font 11pt, line spacing 1). The author's name is accompanied by a footnote with an email address.

If there are several authors, the data for each author are given in a new line according to the same propositions as for the first author.

- Summary: bold, italic, centered, font 11pt, line spacing 1.

Below the title of the paper and the name of the author, a summary with key words should be given. The length of the summary is from 100 to 150 words. The summary allows readers to get briefly acquainted with the content of the paper. Not in the summary cite references. The summary should contain the following elements: significance and context of the problem, goals, sample, methods, research results. Theoretical papers should contain the significance and context of the problem, goals, key ideas or assumptions.

- Keywords: italic, bold, centered, font 11pt, line spacing 1, up to 5 keywords. They are listed below summary.

Basic text

- Font 12pt, Times New Roman, double-sided alignment, spacing 1.5.

- It is desirable that the text be structured into appropriate units (to have subheadings).

- Subheadings of the first line in the text: font 12pt, bold, left alignment. The space between the title and the text is two rows.

- Second line subtitles in the text: font 12pt, italic, left alignment. Spacing between text and the subtitle is one line.

- The first line of text after the subtitle and in each new paragraph is indented - 0.5 (paragraph indentation left 0.5).

Tables, charts, diagrams, pictures:

- They need to be numbered, have a name and be separated from the text in one line before and after text.

- The name of the table is written above the table, font 10pt, bold, left alignment (for example: Table 1. Difference between audit and control).

- Text in the table: font 10pt, line spacing 1.

- How to refer in the text to tables, graphs, schemes and figures: (Table 1).

- The name of the chart, scheme and image is written below the chart, scheme and image, font 10pt, bold, left alignment.

- Sources are written below the table, and in the footnote for graphs, pictures, schemes and other representations.

Citing references in the text:

References are given in the footnotes, and the literature at the end of the paper in CBE style.