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(no more than 20 words)

**Abstract.** The volume of the abstract – up to 200 words. The abstract should describe the introduction, purpose, methodology, results, discussion of the results and the most important findings.

Font Times New Roman 9 pt should be used for formatting an abstract.

**Keywords in alphabetical order (5):** some general terms, some subject-specific terms. Keywords should be formatted in Times New Roman 9 pt.

**Introduction (11 pt)**

Use Times New Roman 10 pt for formatting paragraphs in a section, or to continue after an extract.

In the introduction the importance of the research should be highlighted. The information about the previous research on the subject should be included. The context of the research and the research problem should be established. The research question and/or hypothesis that was investigated should be stated. The aim, topicality, novelty, policy implication, etc., should be indicated in this section.

**Theoretical framework or Literature Review (11 pt)**

The main text should include the previous research on the subject, methodology (for empirical paper) and/or theoretical framework (for review paper), hypothesis (for empirical paper) and/or a research question (for review paper) should be derived/ developed logically based on the previous studies, results of the research, and discussion with an interpretation of the results obtained, finalizing with the conclusion.

An in-depth analysis of recent literature (scientific literature from the last 5 years) should be presented in the theoretical part. The sources from Clarivate Analytics Web of Science and/or Scopus are very welcome.

**Methodology (11 pt)**

The methodology part should present all methods used for the research. Newly developed methods should be described in detail. Here the type of investigation, method and applied techniques are established in a descriptive way. This section establishes the rigidity with which the study was carried out and allows the reader to understand how to carry out the investigation and replicate it if required.

**Results (11 pt)**

The results should be presented in a precise manner logically in line with the research.

This section presents the information obtained in a clear way, specifying the main findings from the interpretation of the data in light of the theoretical references or the literature review. This section seeks to fulfill the objective of the investigation.

**Discussion (11 pt)**

The discussion part should present a direct comparison of the results to previous studies. Moreover, all limitations of the research should be highlighted.

This section analyzes and explains the results, as well as determines the place of the results obtained during the study in the structure of knowledge known to humankind.

Discussion of the results includes summarizing and evaluating the results of the study. It is necessary to compare the results obtained in the article with the results of research by other authors. Having considered other scientific concepts, to define, from a position of which of them it is possible to explain the received results. Reflect the assessment of the reliability of the results obtained and their comparison with other people's existing results. That is, it is necessary to determine the place of the results obtained during the study in the structure of knowledge known to humankind.

**Conclusions (11 pt)**

The conclusion part should discuss the obtained results with direct and special stress on the value-added, as well as policy implication and future research directions.

Conclusions or generalisations about the research should be presented using Times New Roman 10 pt. Do not provide figures or tables in Conclusions.

**Acknowledgments (11 pt)**

Authors may provide the following information in this section: technical help, indirect assistance, funding bodies, grant numbers, associated fellowships etc.

**References (11 pt)**

References should be presented using Times New Roman 9 pt.

Please use the APA (surname and year) short reference system for citations in the text with a detailed alphabetical list at the end of the paper. For the work by two authors both should be mentioned every time. The word “and” between the authors’ names within the text and the ampersand in parentheses should be used, e.g. Brown and Caste (2004)… or (Brown & Caste, 2004). The first author’s surname followed by et al. should be used if the item have three or more authors (Singh et al., 2012). Write out the full name of the organizations or groups that serve as authors the first time they appear in the text, e.g. (International Organization for Standardization [ISO], 1998). For subsequent citations, the name of the group or organization may be abbreviated (ISO, 1998). In case the list of references includes persons bearing the same surnames, the first letter of the author’s name should be indicated, e.g. (V. Paulauskas & D. Paulauskas, 2013). Sources of the same authors and the same year should be mentioned in the following way (Liu, 2013a, 2013b). In case no author is indicated, the title of the source in the signal phrase, and the first word or two of the title in the parentheses should be used (Oxford Dictionary of English, 2010). If there is no date in the source, the abbreviation “n.d.” (for “no date”) should be used. Two or more works by different authors who are cited within the same parentheses should be listed in alphabetical order by the first author’s surname and putting semicolons between them. Please use the transliterated (not translated) version of the names and sources in Cyrillic according to the USA Library of the Congress Romanization rules https://www.loc.gov/catdir/cpso/roman.html.

See examples in Reference list:

 For a book (Montgomery, 2012; Oxford Dictionary of English, 2010);

 For chapters or parts of edited works included in collections or textbooks (Slack, 2007);

 For journal articles (Chrobot-Mason, & Aramovich, 2013; Davoudabadi et al., 2019; Liu, 2013a, 2013b; V. Paulauskas & D. Paulauskas, 2013);

 For internet documents (Brown, 2019; Klibanoff, n.d.);

 For online newspapers (Isaak, & Conger, 2018);

 For conference proceedings:

a) published (Saraiji, Harb, & Hamdan, 2011);

b) unpublished (Brown & Caste, 2004);

 For thesis or dissertation (Sledevič, 2016; Suwetwattanakul, 2010);

 For technical reports (Eller, & Olson, 2009);

 For working papers (Altunbas, Manganelli, & Marques-Ibanez, 2011);

 For quality standards (European Committee for Standardization, 2005; International Organization for Standardization, 1998);

 For EU publications (European Parliament & Council of the European Union, 2009);

 For videos (Harvard University, 2019);

 For social media posts (Gates, 2019; News from Science, 2019);

 For archives (Wilson, 2000).

For formatting references use Times New Roman 9 pt (style References, or Alt + Ctrl + X).

**Examples:**

Altunbas, Y., Manganelli, S., & Marques-Ibanez, D. (2011). *Bank risk during the financial crisis. Do business models matter?* (ECB Working Paper Series 1394). European Central Bank.

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# Appendix may be added if needed.

# Notations

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.

*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.

## Formatting lists

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

* First;
* Second;
* Third.

To create numbered lists, use the following style:

1. First;
2. Second;
3. Third.

# Formulas and equations

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 7.5 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:

  (use style Displayed equation, or Alt + Ctrl + E), (1)

if necessary, value of symbols should be specified.

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

Equations are numbered with Arabic numerals in round brackets and aligned right. The punctuation and numbers of more extended equations, like (2), must be vertically centred with the last line of the equation.

  (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 the document from *Insert* → *Symbol*. In the *Symbol* dialogue box select the required character and click *Insert*.

# Figures and tables

Style and font size of all tables and figures should be the same in the whole manuscript. Figures and tables should follow the requirements provided in Table 2. Do not use boldface for text within figures (diagrams, charts and schemes), for emphasis use *Italic*. All tables should be presented as a part of the text and should be editable (do not use any macros and screenshots for figures and tables).

Table 1. Requirements for tables and figures. For the title of the Table use
Times New Roman 9 pt

|  |  |  |  |
| --- | --- | --- | --- |
|  | Font | Line thickness | File formats |
| Tables | Times New Roman 9 pt | 0.5 pt | \*.doc, \*.docx |
| Photos and images (resolution – no less than 300 dpi) | – | – | \*.jpg, \*.tiff, \*.gif, \*.png |
| Diagrams, charts, schemes | Times New Roman from 5 to 8 pt | From 0.3 to 2 pt | \*.pdf, \*.eps, \*.cdr, \*.xls, \*.xlsx, \*.dwg |

*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.

Insert figure here

 (no colourful backgrounds in the charts)

Figure 1. Title of the figure. Obtain permission and include the acknowledgement required by the copyright holder if a figure is being reproduced from another source. For the title of the Figure use Times New Roman 9 pt

Care and attention must be given to below guidelines because importing graphics packages can often be problematic:

* All figures and tables must be placed and cited in the text in consecutive numerical order. In multi-part figures, each part should be labelled, e.g. Figure 1. \*\*\*\*: a – \*\*\*; b – \*\*\*.
* 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 the minimised resolution, and the original figures must be provided in separate files.
* Figures in separate files should be saved in appropriate formats (see Table 1). The file name for the graphics should include their short description (e.g. Fig\_1, Fig\_2a).