



## REQUIREMENTS FOR SCIENTIFIC REPORTS

**Information about the authors of scientific reports (full name, academic title, professional position, and affiliation) and the topic and abstract of the report** should be presented in a file separate from the text of the report. The abstract should include from 250 to 300 words.

**The structure of the scientific report** should remain the structure of a scientific paper.

**The length** of the materials presented should be from 4 to 8 A4 pages.

### Formatting:

- Text format: MS Word;
- Times New Roman, 12 font;
- Single spacing;
- Margins: 2 cm – at the top and bottom, 2.5 cm - on the left, 1.5 cm - on the right;
- Full justification;
- Charts and images placed inside the document;
- The title should be typed in the center in uppercase boldface letters without hyphenation and a period at the end of the title;
- Beneath the title, in the center, type the authors' names and initials with their academic titles and professional positions. Leave one line space between the title and the authors' names;
- Beneath the authors' names, in the center, type the institutional affiliation, the city, and the contact author's e-mail separated by commas;
- Beneath the information about the authors type the text of the report. Leave one space between the text of the report and the information about authors;
- References are cited in the text only by square brackets and must be numbered according to the number of the sources in the references list (for example, [1]). References in footnotes should be avoided. If the references are cited within the text, they should contain the number of the page (for example, [3, p. 17]);
- The references (not more than 10 sources) are typed in alphabetical order under a heading **References**, 12 font, continuous numbering. One space should be left between the text of the report and the heading References.

