

REQUIREMENTS TO MANUSCRIPTS

1. The Collection of research papers of the State University of Infrastructure and Technologies. Section “Economics and Management” (hereinafter - the Collection) publishes only scientific articles which include:

1.1. UDC – see <http://www.udcc.org> and the JEL classifier <https://www.aeaweb.org/jel/guide/jel.php?class=M>.

1.2. Author information in two languages (Ukrainian, English). Indicate name and surname, degree, academic title, position, and place of work (name of the of higher education institution), ORCID ID.

1.3. Abstract and keywords in two languages (Ukrainian, English). The abstract should meet these requirements:
- informative value (without descriptive generalizations); authenticity; content (reflect the main content of the article and research findings); proper structure (division according to subject headings as in the article is possible: subject, theme, purpose, methods, findings, application of findings, conclusions); abstract volume (200 words minimum)

Abstract in English should be not less than 1800 symbols;
- avoid unnecessary introductory phrases (e.g., “the author of the article reviews”). Do not mention historical references (unless they are the subject of the paper), description of earlier published papers and well-known regulatios in the abstract.

1.4. Problem statement in general and in relation to important scientific or practical specifications;

1.5. Analysis of the latest research and publications which solve the problem and which the author refers to. You should highlight the aspects of the general problem which remain unsolved and which this article concerns;

1.6. Statement of the aim of the article;

1.7. Main part rationalizing research findings;

1.8. Conclusions and suggestions according to this study and prospects for further research in this area.

1.9. References according to the standards of bibliographic description. If references include digital object identifier, be sure to specify it.

This should be followed by **REFERENCES** - transliteration of references list, translation of references into English in square brackets (see the example of references below).

2. The Collection publishes articles in Ukrainian, Russian, English, French and German.

3. The article should correspond to the subject area of the Collection. The authors are completely responsible for the article content. The Editorial Board may not share the opinion of the papers’ authors and reserves the right to reduce, edit and correct the articles (main conclusions and style of the author are

kept).

The Collection does not review or publish the articles which do not meet the requirements.

You should submit to the Editorial Board of the Collection:

- **electronic version of the article** to *publication_em@duit.edu.ua*;
- author application;

4. The subject matter of the article should be brief, logic and stylistically correct. The article volume should be at least 7 pages and should not exceed 12 pages. Exceptions are allowed only according to the decision of the Editorial Board of the Collection. The final page of the article should be at least half full. Terms and definitions must comply with applicable standards. Repeating and extra details when transferring previously published information are not allowed. The units of measurement should comply with international system of SI units or Ukrainian standards.

5. Quotations, tables, statistics, figures that increase the validity of analytical study should refer to the sources. Tables should be numbered and have a heading. The authors are responsible for these descriptors.

6. Type matter is prepared and typed on sheets of single-grade white paper using Microsoft Word computer text editors. A built-in formula editor is used for typing formulas. Times New Roman font should be used.

Formatting requirements:

Page setup:

- top margin, side margins – 20 mm;
- bottom margin – 25 mm.

In the section “Page setup” choose option “Paper source” and set “From edge to header” 1.5 cm; “From edge to footer” 1.5 cm.

Header, footer and page numbering shouldn't be entered. Indent – 5 mm, line space – single.

7. Text is typed:

- *UDC* – 12 pt., *Italic*;
- *authors* – 12 pt., ***Bold, Italic***;
- **TITLE – CAPITAL LETTERS, 12 pt, BOLD**;

- *abstract in Ukrainian* – 11 pt., ***Bold, Italic***;

- *key words – 11 pt., Italic;*
- main part – 12 pt., Times New Roman;
- **copyright sign (© I.Ivanenko, 2021) – 12 pt., Bold, Italic, copyright sign is on the first page of the article);**

- **THE WORD «REFERENCES» – CAPITAL LETTERS, 12 pt., BOLD;**

- list of references – 11 pt., Times New Roman, *authors' surnames or first word of reference's name - Italic.*

- **THE WORD «REFERENCES» – CAPITAL LETTERS, 12 pt., BOLD;**

• after the list of references in Ukrainian (and/or in source language) you should present the same list in Latin transliteration. You should also indicate the translation of paper's title into English in square brackets;

- ***abstract in English - 11 pt., Bold, Italic;***

- *key words English – 11 pt., Italic.*

8. Spaces between elements of the article:

- UDC – authors – 2;
- authors – title – 3;
- title – abstract and key words – 2;
- abstract and key words – main part – 1;
- main part – name of the table (head edge of figure, chart, diagram) – 2;
- name of the table – its head edge – 1;
- foot edge of figure, chart, diagram – their names – 1;
- foot edge of table (name of figure, chart, diagram) – main part – 2;

- main part – copyright sign – 1;
- main part – REFERENCES – 1;
- REFERENCES – list of references – 1;
- list of references – REFERENCES – 1;
- REFERENCES – authors in Russian and English – 1;
- authors in Russian and English – abstract and key words – 1.

9. All figures and tables should have names and numbers (in the case if article contains two or more elements), for example, “Fig. 1. Calculation

scheme... ”or “Table 1. Descriptors...”

Words Fig., Table and their numbers are in italics, 12 pt., names are in bold, 12 pt., names and numbers of tables are placed above tables, and names of figures - under figures, **align centre**. If the table exceeds one page, all its columns are numbered. Indicate “Table continued” in the top right corner above the part which is transferred and specify number of the table.

10. **Formulae** are align centre. The formula number is indicated to the right at the end of the line, in brackets, without being out of relevant margins. Single space between formulae and the text. The letters and symbols (characters) are typed in italics.

11. References are listed in accordance with DSTU 8302: 2015 Information and documentation – Guidelines for bibliographic references and citations to information resources.