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**Abstract.** An abstract should be a brief summary of significant items of the main paper. An abstract should give concise information about the content of the core idea of the paper and clearly describe methods and the major findings reported in the manuscript. The structure of an abstract is the following: purpose, methodology, findings, research implications (if applicable), practical implications, the originality and value of the paper. The volume of an abstract should be approximately 200 words. Font Times New Roman 9 pt should be used for formatting an abstract. The customised styles or the key combinations of the template can be used for quick formatting of the whole manuscript (the full list is provided at the end of the template). Also, the appropriate style of each item is indicated at the end of its description, e.g. use style Abstract, or Alt + Ctrl + K.

**Keywords:** some general terms, some subject-specific terms. There should be no less than 6 and no more than 10 words. Keywords should be formatted in Times New Roman 9 pt (use style Keywords, or Alt + Ctrl + K).

# Introduction (use style Heading 1, or Alt + Ctrl + 1)

Introduction, Conclusions, Acknowledgements, and References are not numbered. Use Times New Roman 10 pt for formatting paragraphs in a section, or to continue after an extract (style Paragraph body, or Alt + Ctrl + Z).

In the introduction, context of the research should be established, the purpose and/or hypothesis that was investigated should be stated. Also, you can include the main idea, importance, novelty, etc. (use style Paragraph body, or Alt + Ctrl + Z).

# 1. General regulations (use style Heading 1, or Alt + Ctrl + 1)

The main text should include previous research on the subject, methodology and/or theoretical framework, results of the research, and discussion with interpretation of results obtained. Use *Italic* (not boldface typing or capital letters)for emphasizing a word or a phrase. More requirements for a manuscript are provided in Table 1 (use style Paragraph body, or Alt + Ctrl + Z).

## Formatting lists and footnotes (use style Heading 2, or Alt + Ctrl + 2)

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 (use style Bulleted list, or Alt + Ctrl + B).

To create numbered lists use the following style:

1. First;
2. Second;
3. Third (use style Numbered list, or Alt + Ctrl + L).

Footnotes are most often used as an alternative to long explanatory notes that can be distracting to readers. It should be formatted in Times New Roman 8 pt (use style Footnotes, or Alt + Ctrl + O)[[2]](#footnote-2).

Table 1. Requirements for a manuscript. For formatting the title of the Table use Times New Roman 9 pt (style Table title, or Alt + Ctrl + I)

|  |  |  |
| --- | --- | --- |
| Requirements | Clarification | Other notes  |
| The manuscript should include all parts.  | Abstract, keywords, introduction, body text, conclusions, disclosure statement and references. | Acknowledgements, funding, contribution and appendices can be added if needed. |
| All figures and tables must be placed and cited in the text in consecutive numerical order. 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 minimised resolution, and the original figures must be provided in original size, resolution and appropriate format. Do not use text editor for providing separate figures. | For more details see section “Figures and tables”  |
| Proper citation of sources is necessary.  | The Journal uses the APA style (name and year of publication) short reference system for citations in the text with a detailed alphabetical list at the end of the paper. Every reference cited in the text should be also present in the reference list and vice versa.  | For more details see section “Reference style”. Examples are provided in section “References”.  |
| The list of references should be made according to the reference requirements of the Journal.  | References should be listed in alphabetical order.Please check if all names and surnames of the authors, also the details (title, year, volume, pages, etc.) in the list of references are correct. For more information and examples see sections “Reference style” and “References”. | Please check if all information required in the description of each reference is added. |
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# 2. 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 pt, sub-indexes – 6 pt.

All the numerals, including index numbers and Greek letters are presented in Regular type, variables in *Italic*. Matrices are written in square brackets [ ] and vectors in figurative brackets { }. Please do not use boldface for vectors and/or matrices. 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)

where: *a* – explanation; *b* – explanation, etc. (all symbols must be explained).

Please confine equations to one column width 82 mm. If the equation is longer, it should be split at appropriate algebraic symbols. The parts of the longer equations must be horizontally left aligned in the equation editor. Equations are numbered by Arabic numerals in round brackets and aligned right. The punctuation and numbers of longer equations that occupy two or more lines, 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. 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 your document from *Insert* → *Symbol*. In the *Symbol* dialog box select the required character and click *Insert*.

# 3. Figures and tables (use style Heading 1, or Alt + Ctrl + 1)

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 2. Requirements for tables and figures. For the title of the Table use Times New Roman 9 pt (style Table title, or Alt + Ctrl + I)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Font | Line thickness | File formats |
| Tables | Times New Roman 9 pt | 0.5 pt | \*.doc, \*.docx |
| Photos and scanned images (resolution – no less than 300 dpi) | – | – | \*.jpg, \*.tiff |
| 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 82 or 150–170 mm. Use Times New Roman 8 pt for formatting notes (style Notes, or Alt + Ctrl + O).

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 (style Figure caption, or Alt + Ctrl + F)

Insert figure here

 (no colourful backgrounds in the charts)

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 not be 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 minimised resolution, and the original figures must be provided in separate files.
* Figures in separate files should be saved in appropriate formats (see Table 2). The file name for the graphics should include their short description (e.g. Figure 1, Figure 2a).

# 4. Reference style

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). All the authors should be listed in the signal phrase or in parentheses when the source of up to five authors is cited for the first time in the text. The word “and” between the authors’ names within the text and the ampersand in parentheses should be used, e.g. Ferenhof, Durst, Bialecki, and Selig (2015)… or (Ferenhof, Durst, Bialecki, & Selig, 2015). The first author’s surname followed by et al. should be used for subsequent citations. If the sources have more than six researchers, only the surname of the first author followed by et al. should be indicated (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. (Vilnius Gediminas Technical University [VGTU], 2018). For subsequent citations, the name of the group or organization may be abbreviated (VGTU, 2018). 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);
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* For working papers (Altunbas, Manganelli, & Marques-Ibanez, 2011);
* For Quality Standards (European Committee for Standardization, 2005; International Organization for Standardization, 1998);
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For formatting references use Times New Roman 9 pt (style References, or Alt + Ctrl + X).

# Conclusions (use style Heading 1, or Alt + Ctrl + 1)

Conclusions or generalizations about your research should be presented using Times New Roman 10 pt (use style Paragraph, or Alt + Ctrl + Z).

# Acknowledgements

People who contributed to the work should be listed in the acknowledgments, along with their contributions. You must ensure that anyone named in the acknowledgments agrees to being named. Please avoid identifying any of the authors prior to peer review! This paragraph should be in Times New Roman 10 pt (use style Acknowledgements, or Alt + Ctrl + W).

# Funding

Please supply all details required by any funding and grant-awarding bodies as Funding in a separate paragraph as follows:

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This work was supported by the <Funding Agency> under Grant [number xxxx].

* For multiple agency grants

This work was supported by the <Funding Agency #1> under Grant [number xxxx]; <Funding Agency #2> under Grant [number xxxx]; and <Funding Agency #3> under Grant [number xxxx] (use style Acknowledgements, or Alt + Ctrl + W).

# Contribution

Authors are welcome to declare any involvement in writing a manuscript (e.g. conception and design of the work, acquisition of data, or analysis and interpretation of data, drafting the article or revising it critically for important intellectual content, etc.) (use style Acknowledgements, or Alt + Ctrl + W).

# Disclosure statement

Authors are required to include a statement at the end of their article to declare whether or not they have any competing financial, professional, or personal interests from other parties (use style Acknowledgements, or Alt + Ctrl + W).

# References (use style Heading 1, or Alt + Ctrl + 1)

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# Appendix may be added if needed.

# Instructions for Author Template

Please note that you will need to unzip the file after saving in order to use the template. When the template is downloaded, double-click it and open a new Word document. A new Word document will be created based on the template specifications. If the list of template is deviated while working with it, follow these instructions:

* To activate the *Page Layout*, click the *Page Setup* tab which should be visible at the top of your screen.
* Then insert additional *Page Setup* settings. *Top Margins* should be 2.5 cm, *Left* margins 2.5 cm, *Right* 2.5 cm, *Bottom* 2.5 cm. Paper (paper size) *A4*, *Width* 21 cm, *Height* 29.7 cm.

## To view the customised styles of the template

Select *Home.* You should now see the *Styles* gallery in the top right of the screen. Click on the small arrow in the bottom right corner of the box for the Styles window. *Faster way to open Styles gallery: click the following key combination (Alt + Ctrl + Shift + S).*

## Keyboard shortcuts

The template contains a collection of styles which are applied using the custom toolbars. Highlight a portion of the text, for example, the article title, look for the appropriate style in the custom toolbar and click the style name to apply it. Proceed through the document applying the styles as needed for your article. The following key combinations can be used to achieve the same result:

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* Author names (Alt + Ctrl + N)
* Affiliation (Alt + Ctrl + A)
* Correspondence details (Alt + Ctrl + C)
* Received date (Alt + Ctrl + R)
* Abstract (Alt + Ctrl + S)
* Keywords (Alt + Ctrl + K)
* Subject codes (Alt + Ctrl + J)
* Heading 1 (Alt + Ctrl + 1)
* Heading 2 (Alt + Ctrl + 2)
* Heading 3 (Alt + Ctrl + 3)
* Paragraph (Alt + Ctrl + P)
* Paragraph body (Alt + Ctrl + Z)
* Bulleted list (Alt + Ctrl + B)
* Numbered list (Alt + Ctrl + L)
* Displayed equation (Alt + Ctrl + E)
* Displayed quotation (Alt + Ctrl + Q)
* Acknowledgements (Alt + Ctrl + W)
* Notes (Alt + Ctrl + O)
* References (Alt + Ctrl + X)
* Table title (Alt + Ctrl + I)
* Figure caption (Alt + Ctrl + F)
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