

# Recommendations for authors

The requirements for the structure, content, and technical design of the article meet the requirements of the Journal Article Reporting Standards, or [JARS](#), as set forth, in particular, in the [Publication Manual of the American Psychological Association, Seventh Edition \(2020\)](#). In cases where the APA standard does not contain any requirements, we refer to the [National Standard of Ukraine DSTU 7152:2020. Edition. Formatting of Publications in Journals and Collections](#) and the [EASE \(European Association of Scientific Editors\) Recommendations for Authors and Translators of Scientific Articles in English](#), but only to the extent that this does not contradict the APA standards. We try to avoid eclecticism of different standards.

The author submits the article to the journal in Ukrainian or English in several files. Accordingly, all elements of the article are formatted in the language of submission, a translation of the element is added if the system requires it. In the case of several authors, one, responsible author still submits. Please note that the published article and the author's (manuscript) article differ in the number of elements. Editors are responsible for the formatting of published articles.

1. [Submission File Requirements](#)
2. [Article Structure and Content Requirements](#)
3. [Article Technical Requirements](#)

## 1. Submission File Requirements

**Attention!** We distinguish between the language of the article and the language of submission. We recommend, although not required, that the language of submission be the same as the language of the article. The language of submission is chosen during the first step of submission. We use two languages – Ukrainian or English.

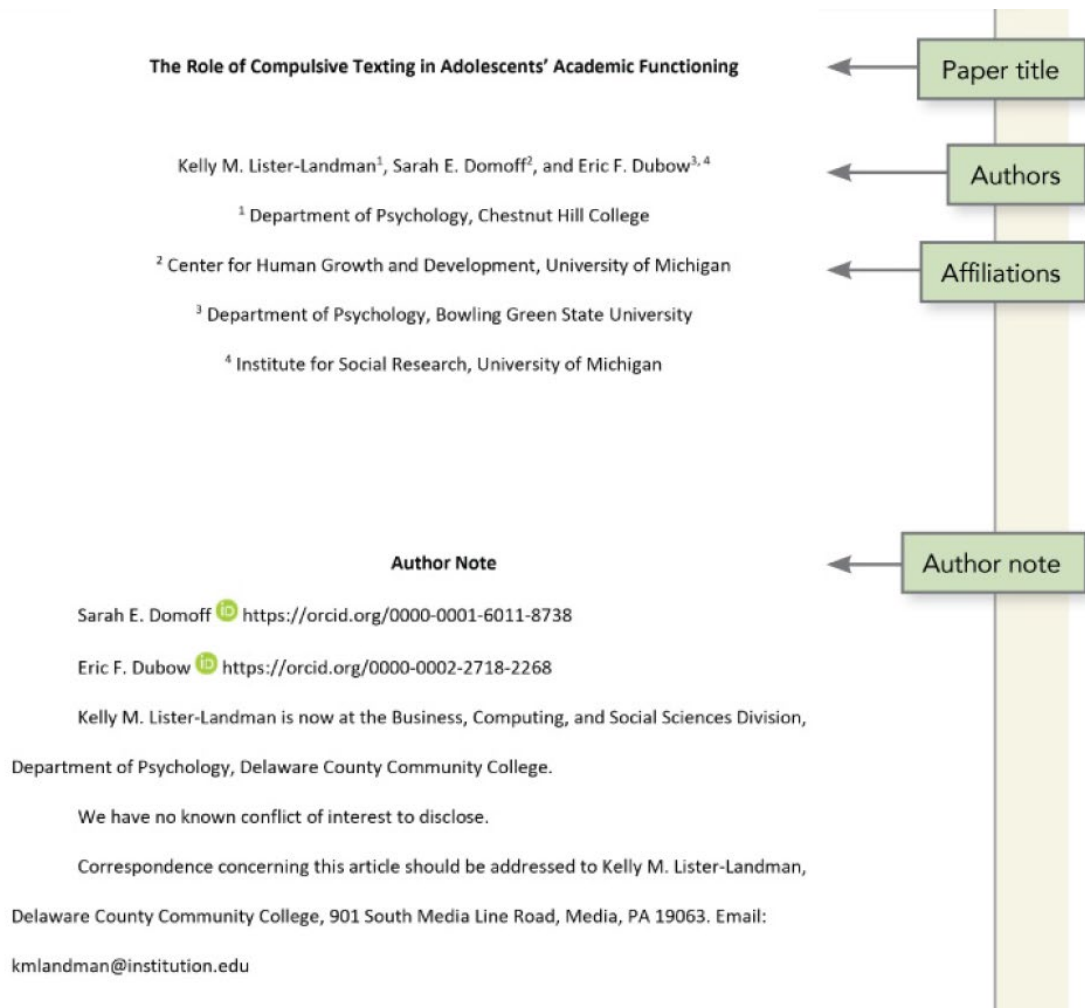
***The author submits at least 4 files:***

- File about the author(s) in .doc, .docx format. In the file name, indicate the last name of the responsible author followed by AVT through a hyphen.

**The structural elements of the file include:**

1. Title of the article (in the language of the article).
2. Author(s) (in the language of the article).
3. Institutional affiliation of the author(s) (in the language of the article).
4. Author Note (in the language of the article).
5. Abstract (in the language of the article).
6. Keywords (in the language of the article).
7. Title of the article (in translation).
8. Author(s) (in translation).
9. Institutional affiliation of the author(s) (in translation).
10. Author Note (in translation).
11. Abstract (in translation).
12. Keywords (in translation).
13. Information about the contribution of the authors (in the language of the article).
14. Acknowledgements (preferably in the language of the article).
15. Declaration of possible conflicts of interest (in the language of the submission).
16. Consent to publish the article in the journal and on electronic resources (in the language of the submission).

Example:



**(1, 7) The title of the article** should be centered, printed in bold Times New Roman 12 point, as in a sentence, and not in capital letters. However, each important word in the title should be capitalized. After the title, there should be two blank lines.

**(2-3, 8-9) Authors** should be written with commas in the order agreed upon by the authors. In articles in English, two authors should be written with “and”, more than two with commas, but before the last one “and”. Write the first name, then the last name. Number the authors with a superscript if the affiliation is different. If the affiliation is the same, indexing is not required. For affiliation, indicate the name of the institution, city, country. If there is no institutional affiliation, indicate only the city and country. Center the authors and affiliation on the page, print in a normal font without highlighting.

Variation	Example
One author, one affiliation	Maggie C. Leonard Department of Psychology, George Mason University
One author, two affiliations	Andrew K. Jones-Willoughby School of Psychology, University of Sydney Center for Behavioral Neuroscience, American University
One author, no institutional affiliation	Isabel de Vries Rochester, New York, United States
Two authors, shared affiliation	Mackenzie J. Clement and Talia R. Cummings College of Nursing, Michigan State University
Two authors, different affiliations	Wilhelm T. Weber <sup>1</sup> and Latasha P. Jackson <sup>2</sup> <sup>1</sup> Max Planck Institute for Human Development, Berlin, Germany <sup>2</sup> College of Education, University of Georgia
Three or more authors, shared affiliation	Madina Wahab, DeAndre L. Washington Jr., and Julian H. Lee School of Public Health, University of California, Berkeley
Three or more authors, different affiliations	Savannah C. St. John <sup>1</sup> , Fen-Lei Chang <sup>2, 3</sup> , and Carlos O. Vásquez III <sup>1</sup> <sup>1</sup> Educational Testing Service, Princeton, New Jersey, United States <sup>2</sup> MRC Cognition and Brain Sciences Unit, Cambridge, England <sup>3</sup> Department of Psychology, University of Cambridge

**(4, 10) Author Note includes four paragraphs.**

**First paragraph.** Includes ORCID identification number (if no author number is available, the paragraph can be omitted):

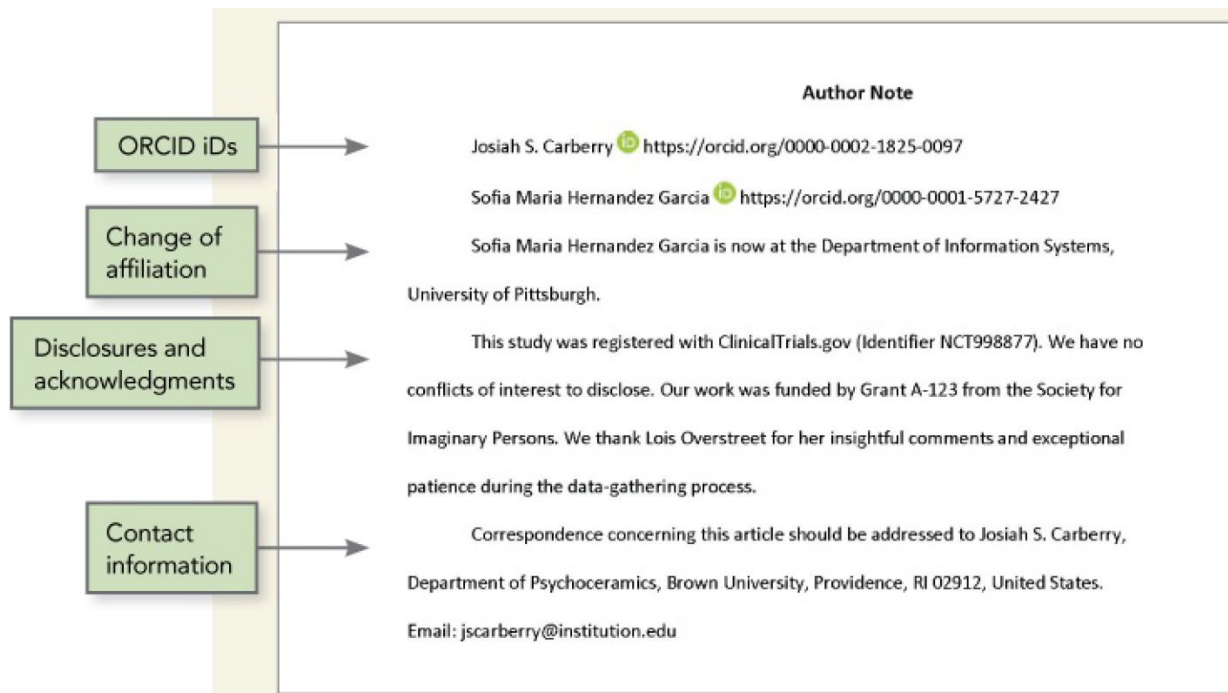
.

Josiah S. Carberry  <https://orcid.org/0000-0002-1825-0097>

Sofia Maria Hernandez Garcia  <https://orcid.org/0000-0001-5727-2427>

Each paragraph of Note should be written on a new line with an indent.

**Second paragraph.** Indicate any changes in the author's affiliation at the time of submission compared to the time of the research. Use the following wording: "[Author's name] is currently employed by [affiliation]." The affiliation above indicates the location of the research. This paragraph can also be used to acknowledge the author's death. This paragraph can be omitted if there are no changes.



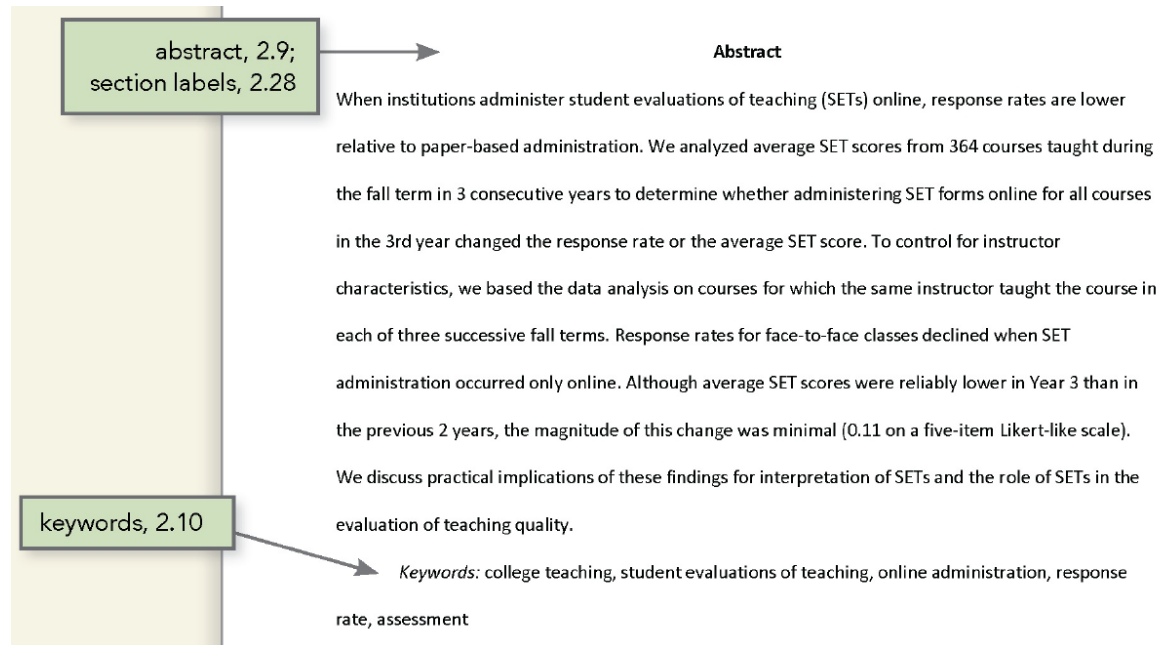
**Third paragraph.** Indicate within which scientific research work or departmental topic, grant, etc. the article was performed, the topic registration number, etc. If the dataset was made public in some way, indicate this here, and at the same time include a reference to the dataset in the list of sources used (references). Indicate whether the authors have any conflict of interest with other research participants. If someone else's data is used in the article, indicate the source, and whether there is permission to use it. Indicate at whose expense the research was conducted, and also indicate any financial support for the research and the article.

**The fourth paragraph** discloses the contacts of the person responsible for submitting the author:

Correspondence regarding this article should be sent to [author name]  
author@institution.edu

**(5-6, 11-12) The abstract** should be no more than 250 words. Depending on the type of article, the structure of the abstract may vary.

Any abstract with keywords has the following form:



Please note that the word **Abstract** is printed in bold, centered. The text of the abstract is printed in a single paragraph without paragraph indentation. *Keywords* are printed in italics, followed by a colon, the words themselves are separated by a comma, there is no period at the end, with a paragraph indent of 1.27 cm. If keywords continue to the next line, then this line is without paragraph indentation.

**Attention!** The title, abstract with keywords are located on a separate page. Since we require this to be submitted in two languages, there should be two separate pages accordingly.

The abstract structure for *empirical* (research) articles is as follows:

- **Objectives.** State the problem being studied, including the main hypotheses.
- **Participants.** Describe the subjects (non-human animal studies) or participants (human studies), indicating their relevant characteristics for the study; in animal studies, indicate the genus and species. Participants are described in more detail in the main body of the article.
- **Research method.** Describe the research method, including the study design (e.g., experimental, observational study); sample size; materials used (e.g., instruments, apparatus); outcome measurements; data collection procedures, including a brief description of the source of any secondary data. If the study is an analysis of secondary data, indicate this.
- **Results.** Report the results, including effect sizes and confidence intervals or statistical significance levels.
- **Conclusions.** State any conclusions that go beyond the simple results and report implications or applications.

We recommend that you use the same abstract structure for other types of articles whenever possible. However, the APA standard does provide general requirements for [other types of articles](#).

*Replication articles.* The abstract for a replication article should describe the following:

- the type of replication being reported (e.g., direct [exact, literal], approximate, conceptual [constructive])
- the detailed scope of the replication
- the original study or studies being replicated
- the overall conclusions drawn from the replication

*Quantitative or qualitative meta-analyses.* The abstract for a quantitative or qualitative meta-analysis should describe the following:

- research questions, questions, or hypotheses being investigated
- characteristics for inclusion of studies, including
  - o for quantitative meta-analyses, independent variables, dependent variables, and appropriate study designs
  - o for qualitative meta-analyses, eligibility criteria in terms of study topic and study design
- synthesis methods, including statistical or qualitative meta-methods used to summarize or compare studies, and specific methods used to integrate studies
- main results, including
  - o for all studies, number of studies; number of participants, observations, or data sources; and their important characteristics
  - o for quantitative analyses, most important effect sizes and any important moderators of these effect sizes
  - o for qualitative analyses, most important findings in their context
- conclusions (including limitations)
- implications for theory, policy, and/or practice

*Literature review articles.* The abstract for a literature review article should describe the main content being reviewed, including the following:

- the scope of the literature examined in the review (e.g., journals, books, unpublished abstracts) and the number of items included in the review
- the time period covered by the review (e.g., range of years)
- the overall conclusions drawn from the review

*Theoretical articles.* The abstract for a theoretical article should describe the following:

- how the theory or model works and/or the principles on which it is based
- what phenomena the theory or model explains and the connections to empirical results

*Methodological articles.* The abstract for a methodological article should describe the following:

- the general class, main characteristics, and range of application of the methods, methodologies, or epistemological beliefs being discussed
- the main characteristics of the approaches being described, such as robustness or energy efficiency in the case of statistical procedures or methodological integrity and validity in the case of qualitative methods

**(13) Information on the contribution of authors** in a free form includes the distribution between the authors of their participation in the conduct of the research and preparation of the article.

Information on the contribution of authors to the preparation of the article should be indicated in accordance with [CRediT \(Contributor Roles Taxonomy\)](#):

- **Conceptualization.** Ideas; formulation or evolution of overarching research goals and objectives.
- **Formal analysis.** Application of statistical, mathematical, computational, or other formal methods to analyze or synthesize empirical research data.
- **Software.** Programming, software development; design of computer programs; implementation of computer code and supporting algorithms; testing of code components.
- **Methodology.** Development or design of methodology; creation of models.
- **Data validation.** Verification of reproducibility of results/experiments and other research outputs.
- **Writing (original draft).** Writing the initial version (draft) of the article.
- **Writing (review and editing).** Making significant changes, additions to the article.

Example:

**Authors' Contribution:** First Name, Last Name — conceptualization, methodology; First Name, Last Name — software, formal analysis; First Name, Last Name — data validation, writing (original draft); First Name, Last Name — writing (review and editing).

**(14) Acknowledgements.** Mention all people who made significant contributions to the research but are **not co-authors**: coordinated the research activities, provided resources (research materials, reagents, laboratory specimens, animals, instruments, computing resources or other analysis tools).

List all sources of funding.

**Recommended format:** “This work was supported by the Medical Research Council (grant number xxxx)”.

**NOTE: If there was no funding, you do not need to write anything.**

**(15)** The following wording may be used in a conflict of interest statement:

The authors declare no conflict of interest. The sponsors were not involved in the design of the study; in the collection, analysis, or interpretation of data; in the writing of the manuscript; or in the decision to publish the results.

At the same time, the authors can point to possible conflicts, for example between the sociological service and the authors of the study regarding the incorrect interpretation of the survey results.

**(16)** On behalf of all authors, the corresponding author writes the following **letter**:

With this letter, I confirm my consent to the publication of a scientific article entitled "" in the journal "", as well as to the placement of its full text on the official electronic resources of the publication and in scientometric databases in which the journal is indexed. I guarantee that the submitted article is original, has not been previously published and has not been submitted to other publications. All co-authors (if any) are familiar with the content of the article and agree to the terms of its publication. The author(s) do not object to the distribution of the article in electronic form for scientific and educational purposes.

- File on the use of AI by authors (in .doc, .docx format). In the file name, indicate the last name of the responsible author and, through a hyphen, **DECLARATION**.

The file content could be as follows:

I, ....., confirm that no artificial intelligence tools were used to create, write, or edit the text during the preparation of this manuscript. All results are original and obtained without the help of AI.

*Declaration on Generative Artificial Intelligence and Technologies Using Artificial Intelligence in the Writing Process.*

During the preparation of this article, the authors used ChatGPT4o to search for scientific sources. After using this tool, the authors checked and analyzed the suggested sources. The AI Assistant tool integrated into Adobe Acrobat Online was also used to analyze the content of the sources. Information about this is included in the “Method” section of the article. The authors of the article are fully responsible for the correct use and citation of sources.



- Dataset file(s) (in .doc, .docx, or any other format in which the data is stored). The file(s) name should include the last name of the responsible author followed by DATASET, hyphenated.

The content of the file can be:

All data is presented in the article.

The data is located at the link [URL, DOI]. In this case, the data should also be included in the references.

Instead of such a file, the data files themselves can be uploaded.

- Article file (in .doc, .docx format). In the file name, specify the word from the article title followed by ART, hyphenated.

A mandatory requirement for this file is compliance with the file structure, which will be discussed in the section "Requirements for the structure and content of the article."

## 2. Article Structure and Content Requirements

**The structural elements of an author's article (manuscript), submitted as a separate file, include:**

1. Title of the article (in the language of the article).
2. [The main text of the article](#) (has its own structure, **no more than 40 thousand characters**, including spaces, which is equal to 3000 cm<sup>2</sup> of the area of illustrative material).
3. [References](#).
4. [Appendices](#) (if necessary, **no more than 8 thousand characters**, including spaces, or no more than 1200 cm<sup>2</sup> of the area of illustrative material).
5. [Supplementary materials](#) (if provided; can be submitted in separate files).

**(1) The title of the article** should be centered, printed in bold Times New Roman 12 point, as in a sentence, and not in capital letters. However, each important word should be capitalized.

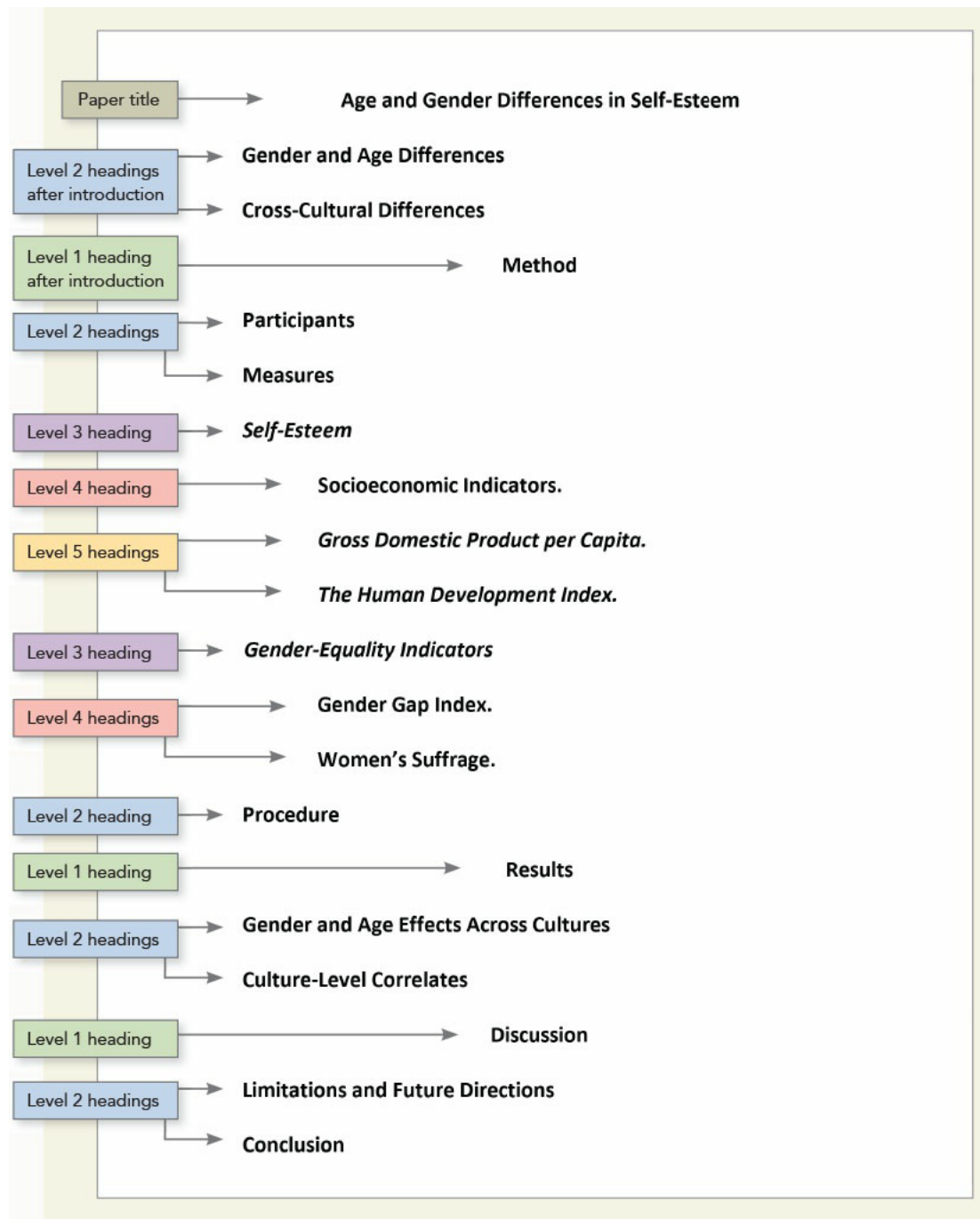
**(2) The main text of an empirical article has a so-called [IMRAD](#)- structure:**

- **Introduction**
- **Method**
- **Results**
- **Discussion**

We recommend using this structure for all types of scientific articles, although the APA standard does not require it.

We require that you adhere to this architecture of the main text of the article at the heading level. According to APA style, there are five levels of headings in the article:





**Table 2.3** Format for the Five Levels of Heading in APA Style

Level	Format
1	<b>Centered, Bold, Title Case Heading</b> Text begins as a new paragraph.
2	<b>Flush Left, Bold, Title Case Heading</b> Text begins as a new paragraph.
3	<b>Flush Left, Bold Italic, Title Case Heading</b> Text begins as a new paragraph.
4	<b>Indented, Bold, Title Case Heading, Ending With a Period.</b> Text begins on the same line and continues as a regular paragraph.
5	<b>Indented, Bold Italic, Title Case Heading, Ending With a Period.</b> Text begins on the same line and continues as a regular paragraph.

Note. In title case, most words are capitalized (see [Section 6.17](#)).

**ATTENTION!** There is no requirement to write the word "Introduction". You can start the text of the introduction immediately after the title (article title). **We do not require you to write this word.**

We provide a standard for [the content of empirical articles](#) based on **quantitative methods** (quantitative articles). You should follow this standard, using the content elements that you have.

We provide a standard for [the content of empirical articles](#) based on **qualitative methods** (qualitative articles). You should follow this standard, using the content elements that you have.

There are no JARS (APA) standards for the content of other types of scientific articles. However, we recommend applying the requirements of the above standards, adapting them, to the content of other types of articles. We provide an approximate content structure for other types of scientific articles, developed by our editorial team based on APA recommendations for the structure of annotations for other types of articles.

[Replication articles.](#)

[Quantitative or qualitative meta-analyses.](#)

[Literature review articles.](#)

[Theoretical articles.](#)

[Methodological articles.](#)

**Illustrations, tables.** All figures (schemes, graphs, diagrams, etc.) and tables must be numbered with Arabic numerals and placed directly in the text where they should be in the content (and not at the end of the document).

Figures should be given explanatory captions (above the figure, in a separate paragraph, with an exception on the left, on separate lines, the title in normal italics, the word **Figure** in straight bold), and tables should have thematic titles (above the table, in a separate paragraph, with an exception on the left, on separate lines, the title in normal italics, the word **Table** in straight bold). Captions and titles should reflect the content of the images and tables, be concise and informative. Each figure or table should be referred to in the main text of the article and its serial number should be indicated, for example: (Table 1), (Figure 1). Read more about the design of tables and figures [here](#).

table number, 7.10

table title, 7.11

**Table 1***Means and Standard Deviations for Response Rates (Course Delivery Method by Evaluation Year)*

Administration year	Face-to-face course		Online course	
	<i>M</i>	<i>SD</i>	<i>M</i>	<i>SD</i>
Year 1: 2012	71.72	16.42	32.93	15.73
Year 2: 2013	72.31	14.93	32.55	15.96
Year 3: 2014	47.18	20.11	41.60	18.23

table note, 7.14

Note. Student evaluations of teaching (SETs) were administered in two modalities in Years 1 and 2: paper based for face-to-face courses and online for online courses. SETs were administered online for all courses in Year 3.

figure number, 7.24

figure title, 7.25

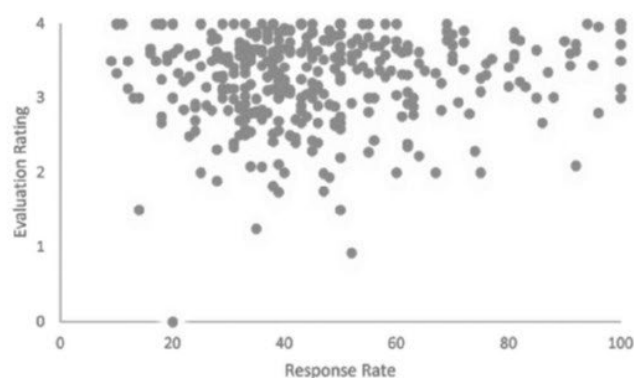
**Figure 1***Scatterplot Depicting the Correlation Between Response Rates and Evaluation Ratings*

figure note, 7.28

Note. Evaluation ratings were made during the 2014 fall academic term.

names for infographics should be clear and consistent with the titles in the text (e.g., **Figure 1**, **Figure 2**). Image resolution: 1200 dpi for line art, 600 dpi for grayscale, and 300 dpi for color.

### (3) References

Bibliographic descriptions in references are given according to the **APA style references (7th Edition) bibliographic citation style**.

Sources in references are **not numbered** and are presented **alphabetically**.

**For each source, a DOI or URL (if available) must be indicated.**

The article provides **ONE** list of sources used — **References**, in which the bibliographic description of the sources is **not in Roman script**, but in Cyrillic, Arabic, Chinese, etc., in the original or transliterated in Roman script, after the original title in square brackets is presented a translation into English. For example:

Женченко, М. (2019). Цифрові трансформації видавничої галузі [Digital transformation publishing industry]. Жнець.

**ATTENTION!** We do not transliterate names into Cyrillic, we keep them in the original!

### FORMAT OF IN-TEXT CITES

In-text citations are given **in parentheses** with the following:

- **the author's surname (if there is only one author) or the first words of the title of the work (for publications without authors)**, followed by a comma for **the year of publication** and, if necessary, by a comma for the pages after the abbreviation "c." (in Ukrainian) or "p." (in English). The title of the work can be abbreviated, and omitted words can be indicated by an "ellipsis" sign:

(Freeberg, 2019), (Freeberg, 2019, p. 147), (Freeberg, 2019, pp. 56–57), (Наукова спадщина..., 2017, с. 45), (Проблеми типологічної ... лексикології, 2018, с. 184–185);

- **surnames of all co-authors (if there are no more than three authors), year of publication:**

(Cornell & Harlow, 2003), (Cornell & Harlow, 2003, p. 200), (Dormus, Brown, & Bloom, 2013);

- **surnames of only the first co-author (if there are more than three authors), abbreviation "та ін." or "et al.", year of publication):**

(Grady et al., 2019), (Назаренко та ін., 2022);

- **author's last name and initials, year of publication (if the article contains references to works by authors with the same last name, published in the same year):**

(Reinberg, T., 2005);

- **author's surname, year of publication of the first work, year of publication of the next work (if the article contains references to works by the same author published in different years, the author's surname is not duplicated):**

(Gibson, 2007, p. 115; 2010, pp. 73–75);

- **author's last name, year of publication, lowercase letter after year of publication (if the article contains references to works by the same author published in the same year):**

(Gibson, 2005a; 2005b; 2005c);

- **with the number or title (if there is no number) of the part of the electronic source (volume, part, section, etc.) separated by a comma after the year of publication, if the pages are not numbered.**

(Brown, 2017, vol. 2).

Citations to multiple sources at the same time are given with a semicolon in alphabetical order by the first letter of the author's last name of each source or the title of the work for publications without an author. For example, researchers studied a certain problem:

(Freeberg, 2019; Grady et al., 2019).

The main part of the references in the publication should be to authoritative sources from the last 5–7 years of publication. The list of references (references) should contain at least 30% of articles published in rated journals indexed in the scientometric databases *Scopus* and *Web of Science*. Self-citations should not exceed 15% of the total number of cited sources.

## **EXAMPLES OF FORMATION OF BIBLIOGRAPHICAL DESCRIPTIONS (according to APA style references)**

### ***Book edition***

Author, A. A. (year of publication). *Title of the book*. Publisher.

Covey, S. R. (2013). *The 7 habits of highly effective people: Powerful lessons in personal change*. Simon & Schuster.

For e-books or books that have electronic versions, the URL is listed at the end of the bibliographic description, for example:

Svendsen, S., & Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed.). Hans Reitzel Forlag. <https://thebigpicture-academicwriting.digi.hansreitzel.dk/>

Brück, M. (2009). *Women in early British and Irish astronomy: Stars and satellites*. Springer Nature.

<https://doi.org/10.1007/978-90-481-2473-2>.

Женченко, М. (2019). *Цифрові трансформації видавничої галузі*. 2-ге вид., переробл. і доповн. Жнець.

<https://www.zhnets.com.ua/zhnenchenko-maryna-tsyfrovi-transformatsiyi-vydavnychoyi-galuzi-kyiv-zhnets-2019-2-ge-vyd-zmin-409-s/>

### **Journal article**

Author, A. A. (year of publication). Title of article. *Title of journal*, volume number (issue number), pages. URL

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

### **Conference presentation**

Author, A. A. (year, month, date of conference). Title of presentation [Conference presentation]. Title of conference, location of conference. URL

Evans, A. C., Jr., Garbarino, J., Bocanegra, E., Kinscherff, R. T., & Márquez-Greene, N. (2019, August 8–11). Gun violence: An event on the power of community [Conference presentation]. APA 2019 Convention, Chicago, IL, United States. <https://convention.apa.org/2019-video>

### **Conference materials published in the conference proceedings**

Author, A. A. (year). Publication title. In Proceedings editors' names (ed.), *Conference title: Number. Title* (pages). Publisher. URL

Bedenel, A.-L., Jourdan, L., & Biernacki, C. (2019). Probability estimation by an adapted genetic algorithm in web insurance. In R. Battiti, M. Brunato, I. Kotsireas, & P. Pardalos (Eds.), *Lecture notes in computer science: Vol. 11353. Learning and intelligent optimization* (pp. 225–240). Springer. [https://doi.org/10.1007/978-3-030-05348-2\\_21](https://doi.org/10.1007/978-3-030-05348-2_21).

Батрак, А. К. (2015). До питання про мораторій на відчуження земельних ділянок. У Д. В. Санніков, І. В. Ігнатенко, А. П. Гетьман, М. В. Шульга (Ред.), *Перші кроки в науці земельного, аграрного та екологічного права* (с. 42–45). Національний юридичний університет імені Ярослава Мудрого. <http://nauka.nlu.edu.ua/download/zemelnoe2015.pdf>

### **Dissertation**

#### **Published**

Author, A. A. (year). *Title of the dissertation* [Type of work, University]. Database. URL

Корхова, М. М. (2015). *Продуктивність сортів пшениці м'якої озимої залежно від строків сівби та норм висіву в умовах Південного Степу України* [Дис. канд. с.-г. наук, Миколаївський національний аграрний університет]. Інституційний репозитарій Миколаївського національного аграрного університету. <http://dspace.mnau.edu.ua/jspui/handle/123456789/2677>.

Moss, C. L. (2015). *Expanded internet art and the informational milieu* (Publication No. 3740855) [Doctoral dissertation, New York University]. PQDT Open.  
<https://pqdtopen.proquest.com/doc/1753118023.html?FMT=AI>.

### *Unpublished*

Author, A. A. (year). *Title of the dissertation* [Unpublished type of work]. Name of the university where the dissertation was defended.

Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia.

Лісовський, С. А. (2004). *Економіко-географічні засади збалансованого розвитку України* [Неопубл. дис. д-ра геогр. наук]. Інститут географії Національної академії наук України.

### **Author's abstract**

Заїнчківська, І. П. (2020). *Етнорелігійні виміри творчої спадщини І. Огієнка* [Автореф. дис. канд. філос. наук, Національний педагогічний університет імені М. П. Драгоманова]. ENPUIR.  
<http://enpuir.npu.edu.ua/handle/123456789/28228>.

### **Regulatory and legal acts, standards**

*Про забезпечення функціонування української мови як державної*. (2019). Закон України від 25.04.19. № 2704-VIII. <https://zakon.rada.gov.ua/laws/show/2704-19>.

International Organization for Standardization. (2018). *Occupational health and safety management systems – Requirements with guidance for use* (ISO Standard № 45001:2018).  
<https://www.iso.org/standard/63787.html>.

Detailed requirements and examples of bibliographic descriptions can also be found in: [Publication Manual of the American Psychological Association \(APA\), 7th Edition](#) and in [Examples of APA Reference Formatting \(7th ed.\)](#).

To correctly compile bibliographic descriptions in references, you can use specialized programs, for example: <https://www.grafiati.com/uk/>

**(4) Appendices** (if necessary, no more than 8 thousand characters, including spaces, or no more than 1200 cm<sup>2</sup> of illustrative material). The author may add appendices to the main text of the article, which will be referred to in the text of the article. Appendices may include texts, tables, graphs, photos, lists of links to audio and video files, etc. The author determines the appropriateness of such appendices and discusses them with the editor. [Requirements for the design of appendices](#) are provided by the APA style.



**(5) Supplementary materials** (if provided). The author of the article may refer to supplementary materials that are useful for understanding the text of the article or are data for the article, which are located on other resources. In addition, some journal websites have special sections "Supplementary Materials", where editors, at the suggestion of authors, place supplementary materials. These materials are not part of the article, although they may be evaluated by reviewers or editors. Supplementary materials can only be online. References to supplementary materials are made in the notes to the article or directly in the text of the article.

If the journal website has a "Supplementary Materials" section, then from the supplementary material you can go to the article to which it refers. Information about this type of material can be found in the APA standard, an excerpt from which is read [here](#).

**ATTENTION! We require additional materials to be submitted as separate files if the author wants to post them on the journal website.**

### 3. Article Technical Requirements

The technical design of the article must meet the requirements for submission in APA style (download all requirements in one [pdf file](#)), including:

1. The text should be submitted as a file in **WinWord format (\*.doc, \*.docx) without using style markup**.
2. **Page settings:**
  - line spacing — double;
  - paragraph indentation — 1.27 cm;
  - paragraph aligned only on the left edge;
  - format — A4;
  - all margins — 2.54 cm.
3. **Formatting parameters of structural elements:**
  - font for all elements Times New Roman 12;
  - **bold headings** and center;
  - do not start a new page and do not make additional line breaks when a new heading appears; each section of the text should follow the next without a break;
  - mark the list of references as "**References**", write it in capital letters, **bold** and **center aligned**. **Double space** between all entries in the list of references (including in the reference itself and between references). Use **hanging indentation** for all references, i.e., the first line of each reference is aligned to the left, and subsequent lines are indented 0.5 inches (12.7 mm);
  - start each appendix on a separate page after any references, footnotes, tables, and figures. Give each appendix a caption and title. If the article has one appendix, label it "Appendix"; if the article has more than one appendix, label each appendix with a capital letter (e.g., "Appendix A," "Appendix B") in the order in which it is mentioned in the text. Each appendix should be cited (called out) at least once in the text by its caption (e.g., "see Appendix A");
  - for footnotes in the footer of the page, notes to tables and figures, and citations that follow in a separate paragraph, use the same font, but 10-point, single-spaced.
4. **Additional requirements for the text of the article:**
  - each abbreviation should be entered in the text in parentheses after the first mention of the corresponding full phrase; only then can the entered abbreviation be used;
  - all quotations should be presented in the language of the article (regardless of the original language), necessarily accompanied by references to the source and a specific page;
  - if the quotation is equal to a paragraph or several paragraphs, then it should also be presented as a separate paragraph with a left indent of 1.27 cm without indenting the first line, but the following paragraphs of the quotation should be given with an indent of the first line of another 1.27 cm;
  - all references from the list of sources used should be cited in the text; all references cited in the text should also be included in the list of references;
  - omitted quotations should be indicated by square brackets with three dots: [...];

- formulas in articles should be typed using the formula editor (Microsoft Equation or MathType Equation) and the Microsoft Office formula editor, font size 10 pt;
- between the numerical value and the abbreviated name of the unit of measurement, put a non-breaking space (Ctrl+Shift+Space);
- adhere to the following format of graphic symbols: quotes "...", apostrophe ...'..., dash ... – ... (a short [–] dash should be used, not a long [—] or hyphen [-]);
- to indicate the range (from ... to ...) put a short dash: pp. 95–97, 30s–40s, April–May, Kyiv–Lviv;
- do not allow the replacement of Latin letters with Cyrillic letters and vice versa (for example, Latin o, a, c, x, p, e, H, T, I, M, B with Cyrillic o, a, c, x, p, e, H, T, I, M, V), especially in the author's last name and first name, article title, annotation, keywords, bibliographic references, as this may cause erroneous indexing of the publication and make it impossible to identify it in search and bibliometric systems.