

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 cm² 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 cm² 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:

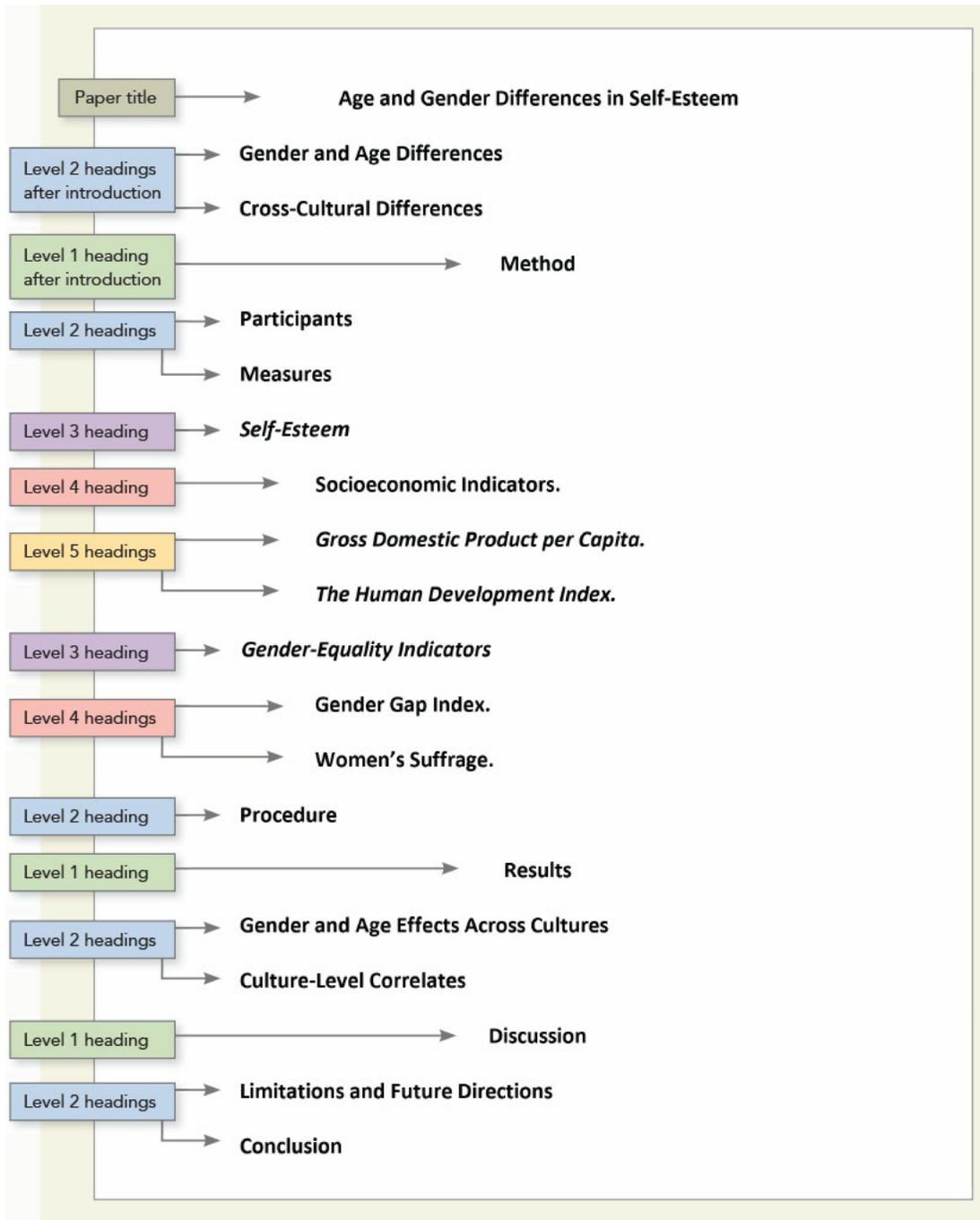


Table 2.3 Format for the Five Levels of Heading in APA Style

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

table title, 7.11

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 1

figure title, 7.25

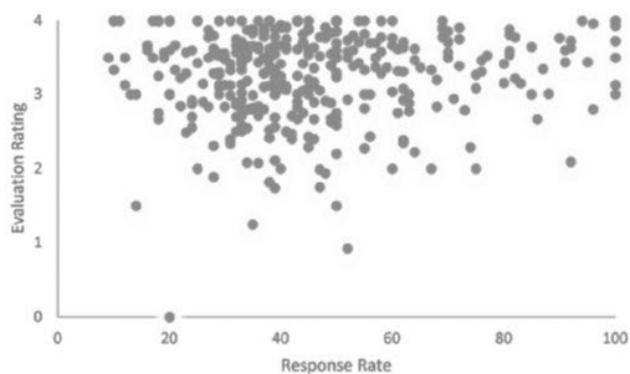
Scatterplot Depicting the Correlation Between Response Rates and Evaluation Ratings

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 "с." (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/zhenchenko-maryna-tsyfrovi-transformatsiyi-vydavnychoyi-galuzi-kyviv-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
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 cm² 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.