Preparation of report materials for the conference "Problems of Information Economy Formation in Ukraine" (style Main Title)

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Summary in English (maximum size - 100 words, style Abstract).

Keywords - Conference collection of materials, formatting rules, layout, template (from 5 to 10 keywords, Style Index Terms).

#  Introduction (Heading 1 style)

To ensure the quality of printing of conference materials "Problems of information economy formation in Ukraine", the authors are requested to follow the rules of forming articles. Organising committee recommends authors to prepare articles for print using this template (just typing article text in it) in the MS Word.

**Report materials size: 2-4 full pages of text (including pictures and references) formed in accordance the requirements of this template and saved as MS Word (.doc або .docx).**

#  Forming page

Use font Times New Roman 10pt with line spacing 1 (style Normal). Indent 1st line of a new paragraph should be 3 mm. Layout is presented in Table 1.

TABLE 1

DESCRIPTION Layout

|  |  |
| --- | --- |
| Page size | А5 (14,8cm x 21cm) |
| The internal field | 18mm |
| The external field | 20mm |
| Upper field | 18mm |
| Lower field | 15mm |

**Title of the article** forming font 14 pt, bold, center. The gap between the title and line with the authors names should be 5pt. The names of authors (no information on them) are typed font 12pt, centered. Information about the author (organisation, address, e-mail) should be placed under the line with authors names text 9pt, сenter. Distance between authors names and information about them should be 5pt.

Further, the author gives a brief summary in English (abstract) up to 100 words and key words in English. These sections are made so: 9pt **bold** *italic* (short summary), 9pt (keywords).

Text of the article can be divided into several sections. **Section titles** should be formed so: 12pt, font Arial. Numbering sections must be by Roman numerals. The spacing between sections should be 8pt, between the section and its title - 2pt.

**Equations** should be centered and labeled. For example:

  (1)

**Tables** are numbered and must have caption located above the table in the center of the interval before and after in 3pt. The title should be formed so: 10pt, font SMALL CAPS.

**Pictures.** All pictures must be should be signed bottom (9pt).



Picture 1. Example picture

With reference to the formula, picture, table or literature sources use the following marking: (1); Picture 1., Picture 1., 2; Table 1., Table 1, 2; [1], [1, 2].

**References to the literature** should form according to state standards DSTU GOST 7.1: 2006.

# Conclusion

In the template shown the example for forming the report materials for the collection of conference "Problems of Information Economy Formation in Ukraine."

# Literature

1. Batenko L.P. Project Management: Educ. manual / L.P. Batenko, O.A Zagorodny, V.V. Lishchynska. - K .: KNEU, 2013. - 321 p. (style Literature).