**Requirements for the technical design of articles for authors of the scientific journal “Scientific Journal of Astana IT University”**

These guidelines are designed to help authors of scientific publications and contain a description of the basic requirements for preparing scientific articles for publication in a journal.

**Articles for publication in** **English**, previously unpublished problematic ones, representing original results and research methods, articles in the extended list in the application are accepted for publication:

* Information security
* IT in Education and Learning
* Info-communication technologies (ICT)
* IT in Management, Governance, Finance and Economy
* Project Management

**General Instructions on using this template and submitting a title to**

***Scientific Journal of Astana IT University***

Thank you for preparing a manuscript for submission to ***Scientific Journal Astana IT University***. Using this template, or following the guidelines below, will help us in processing your paper. Our goal is to be able to identify each section of your title so that we can accurately record the title, authors, abstract, etc. and to enrich it by including reference links and an accurate layout.

**Title:** No more than 96 characters, lacking jargon and abbreviations where possible.

**Authors:** maximum number of authors is 6.

**Affiliations:** Author’s name

 Academic degree, Position

Organization, Country

*\*Example provided below in this document*

**Abstract:** 250-280 words

**Keywords:** No more than 40 characters.

**Main Text**

Introduction

Main part

Conclusion

*\*Detailed explanation provided below in this document*

**References and Notes:** (Followed by a numbered list); only a single reference list should be provided for the main text and supplemental information in **APA Style.**

*\*Example provided below in this document*

**List of Supplementary Materials (SM):** Include a list, noting which references are only cited in the SM.

\*Please use the .docx format (all versions after Word 2007). If you are using LaTeX, please convert your paper into a Word .docx file.

\*\*Also, please provide your figures from the article in high quality .JPG format (sources)

DOI*: (given by editors)*

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TITLE: HOW TO FORMAT A SCIENCE PAPER *(replace with your real title)*

**Abstract:** The abstract should be 250 words, and organized in this structure: An opening sentence that sets the question that you address and is comprehensible to the general reader, background content specific to this study, results, and a concluding sentence. It should be a single paragraph.

**Keywords:** are a tool to help indexers and search engines find relevant papers. If database search engines can find your journal manuscript, readers will be able to find it too. This will increase the number of people reading your manuscript, and likely lead to more citations.

However, to be effective, Keywords must be chosen carefully. They are should:

* **Represent**the content of your manuscript;
* Be **specific**to your field or sub-field.

**Main Text:**

We prefer the use of a ‘standard’ font, preferably 12-point Times New Roman. For mathematical symbols, Greek letters and other special characters, use normal text or Symbol font. A4 paper size (210 \* 297 mm). Alignments justified, indentation is 1.25 cm. Spacing 0 pts, single lining. The upper margins are 2, the lower margins are 2.5, the left margins are 3, and the right margins are 1.5.

In general, this should include a brief (1-2 paragraph) introduction, followed by a statement of the specific scope of the study, followed by results and then interpretations. Please avoid statements of future work or claims of priority, and avoid repeating the conclusions at the end. The authors should submit a ready paper of ***8-10 pages***

## **Identify the Headings** Headings, or heads, are organizational devices that guide the reader through your paper. There are two types: component heads and text heads.

Text heads organize the topics on a relational, hierarchical basis. For example, the paper title is the primary text head because all subsequent material relates and elaborates on this one topic. If there are two or more sub-topics, the next level head (uppercase Roman numerals) should be used and, conversely, if there are not at least two sub-topics, then no subheads should be introduced. Styles named “Heading 1”, “Heading 2”, “Heading 3”, and “Heading 4” are prescribed.

## Units

* Use either SI (MKS) or CGS as primary units. (SI units are encouraged.) English units may be used as secondary units (in parentheses). An exception would be the use of English units as identifiers in trade, such as “3.5-inch disk drive”.
* Avoid combining SI and CGS units, such as current in amperes and magnetic field in oersteds. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity that you use in an equation.
* Do not mix complete spellings and abbreviations of units: “Wb/m2” or “webers per square meter”, not “webers/m2”. Spell out units when they appear in text: “... a few henries”, not “... a few H”.
* Use a zero before decimal points: “0.25”, not “.25”. Use “cm3”, not “cc”. (bullet list)

**Subheadings** (“Results”, “Discussion”, or more specific subheadings, but not a leading “Introduction”) may be included in Research Articles or Reviews and should be brief, set off by a line break and formatted in bold face. Reports should not have subheadings.

**Introduction*:*** The author should use the introduction to summarize current literature, present the problem his or her research addresses, why this problem is significant, and how it applies to the larger field of research. The author should address relevant studies by other researchers; however, a full history of the topic is not needed. Finally, the author must clearly state the hypothesis and briefly summarize the methods used to investigate that hypothesis. The introduction should contain all the background information a reader needs to understand the rest of the author’s paper. This means that all important concepts should be defined.

**Main part:**Depending on the topic, the author(s) may subdivide the body portion of the manuscript into several sections. The purpose of this section is to describe and evaluate studies in detail, comparing them and discussing their implications.

**Conclusion*:*** The *Conclusion* section presents the outcome of the work by interpreting the findings at a higher level of abstraction than the *Discussion* and by relating these findings to the motivation stated in the *Introduction*. Conclusions are often the most difficult part to write. However, you need to keep in mind that most readers read the abstract and conclusion first. A conclusion is where you summarize the paper’s findings and generalize their importance, discuss ambiguous data, and recommend further research. An effective conclusion should provide closure for a paper, leaving the reader feeling satisfied that the concepts have been fully explained.

**Equation -** Equations can be included. We do not recommend using the native Word 2007, 2008, 2010, or 2011 equation editor. This can in some cases produce less reliable MathML, the online markup language we use, which may result in display errors. Instead, use the legacy equation editor in Word (Chose Insert > Insert Object > Word Equation) or use Mathtype (recommended). If you enter equations in simple LaTeX, check that they will convert accurately (Word 2007 and higher can convert simple LaTeX equations).

* Use “(1)”, not “Eq. (1)” or “equation (1)”, except at the beginning of a sentence: “Equation (1) is ...”
* Number equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). To make your equations more compact, you may use the solidus ( / ), the exp function, or appropriate exponents. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use an en dash (–) rather than a hyphen for a minus sign. Use parentheses to avoid ambiguities in denominators.

 (1)

* Please set in Microsoft Equation following fonts: Regular – 12 pt, Large index – 7 pt, Small index – 5 pt, Large symbol – 18 pt, Small Symbol – 12 pt.
* Complex equations should be embedded using standard plug-ins like Mathtype or the Word Equation Editor contained in versions of Microsoft Word up to 2003 (or 2004 for the Macintosh) or the legacy equation editor in Word 2007, 2008 for Mac, or 2010ю
* If the paper includes many equations or schemes, these can be collected in a table of equations, which we can display as a boxed figure.

**Figures and tables:** All Figures and Tables should be cited in order, including those in the Supplementary Material (which should be cited as, for example, “Fig. 1”, and “Table 1”). Also figures and tables should be ordered sequentially (1,2,3…). They should be referenced within the text in this format: “The results show [...] (Figure 2). Include figures as high-resolution JPEG images.

Place figures and tables after they are first cited in the text. Large figures and tables may span across both columns. Figure captions should be centered below the figures; table heads should appear above the tables. Use the abbreviation “Fig. 1”, even at the beginning of a sentence.

|  |
| --- |
|  |
| 1. Magnetization as a function of applied field. Note how the caption is centered in the column. (figure caption)
 |

Figure Labels: Use 8 point Times New Roman for Figure labels. Use words rather than symbols or abbreviations when writing Figure axis labels to avoid confusing the reader. As an example, write the quantity “Magnetization”, or “Magnetization, M”, not just “M”. If including units in the label, present them within parentheses. Do not label axes only with units. In the example, write “Magnetization (A/m)” or “Magnetization {A[m(1)]}”, not just “A/m”. Do not label axes with a ratio of quantities and units. For example, write “Temperature (K)”, not “Temperature/K”.

## **References**

Number citations consecutively in square brackets [1]. The sentence punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] was the first ...”

Grammatically, they may be treated as if they were footnote numbers, e.g., as shown by Clerk Maxwell [2]; as mentioned earlier [2], [4]–[7]; Jacobs and Bean [5]; Yorozu et al. [7]

Number footnotes separately in superscripts. Place the actual footnote at the bottom of the column in which it was cited. Do not put footnotes in the reference list. Use letters for table footnotes.

Unless there are six authors or more give all authors' names; do not use “et al.” Papers that have not been published, even if they have been submitted for publication, should be cited as “unpublished” [4]. Papers that have been accepted for publication should be cited as “in press” [5]. Capitalize only the first word in a paper title, except for proper nouns and element symbols. References are not enumerated.

**APA Reference List Examples**

##### **References**

**Book with Single Author:**

1. Gore, A. (2006). *An inconvenient truth: The planetary emergency of global warming and what we can do about it.* Emmaus, PA: Rodale.

 **In-text reference:** [1]

**Book with Two Authors:**

1. Michaels, P. J., & Balling, R. C., Jr. (2000). *The satanic gases: Clearing the air about global warming*. Washington, DC: Cato Institute.

**In-text reference:** [1]

**Book with Editor as Author:**

1. Galley. K. E. (Ed.). (2004). *Global climate change and wildlife in North America.* Bethesda, MD: Wildlife Society.

**In-text reference:** [1]

**Brochure or Pamphlet:**

1. New York State Department of Health. (2002). *After a sexual assault*. [Brochure]. Albany, NY: Author.

**In-text reference:** [1]

**An Anonymous Book:**

1. *Environmental resource handbook*. (2001). Millerton, NY: Grey House.

 **In-text reference:** [1]

**Articles in Reference Books (unsigned and signed):**

1. Greenhouse effect. (2005). *American heritage science dictionary*. Boston, MA: Houghton Mifflin.
2. Schneider, S. H. (2000). Greenhouse effect. *World book encyclopedia* (Millennium ed. Vol. 8, pp. 382-383). Chicago, IL: World Book.

 **In-text references:** [1], [2]

**Magazine Articles:**

1. Allen, L. (2004, August). Will Tuvalu disappear beneath the sea? Global warming threatens to swamp a small island nation. *Smithsonian, 35*(5), 44-52.
2. Begley, S., & Murr, A. (2007, July 2). Which of these is not causing global warming? A. Sport utility vehicles; B. Rice fields; C. Increased solar output. *Newsweek, 150*(2), 48-50.

**In-text references:** [1], [2]

**Newspaper Articles (unsigned and signed):**

1. College officials agree to cut greenhouse gases. (2007, June 13). *Albany Times Union,* p. A4. Landler, M. (2007, June 2). Bush’s Greenhouse Gas Plan Throws Europe Off Guard. *New York Times,* p. A7.

**In-text references:** [1]

**Journal Article with Continuous Paging:**

1. Miller-Rushing, A. J., Primack, R. B., Primack, D., & Mukunda, S. (2006). Photographs and herbarium specimens as tools to document phonological changes in response to global warming. *American Journal of Botany, 93,* 1667-1674.

**In-text reference:** [1]

**Journal Article when each issue begins with p.1:**

* 1. Bogdonoff, S., & Rubin, J. (2007). The regional greenhouse gas initiative: Taking action in Maine. *Environment, 49*(2), 9-16.

**In-text reference:** [1]

**Journal Article from a Library Subscription Service Database with a DOI (digital object identifier):**

1. Mora, C., & Maya, M. F. (2006). Effect of the rate of temperature increase of the dynamic method on the heat tolerance of fishes. *Journal of Thermal Biology, 31*, 337-341. doi: 10.101b/jtherbio.2006.01.055

**In-text reference:** [1]

**Website:**

1. United States Environmental Protection Agency. (2007, May 4). *Climate Change*. Retrieved From the Environmental Protection Agency website: <http://www.epa.gov/climatechange>

**In-text reference:** [1]

1. Gelspan, R. (2007). *The Heat Is Online*. Lake Oswego, OR: Green House Network. Retrieved from The Heat Is Online website: [http://www.heatisonline.org](http://www.heatisonline.org/)

**In-text reference:** [2]

**Transliterated lists of references (sources used)**

References to sources in a language using the Cyrillic alphabet must be transliterated in Latin letters; To do this, you can use the website: [http://translit.net](http://translit.net/). A Romanized bibliography should look as follows: author (s) (transliteration) → (year in parentheses) → article title in transliterated version [translation of the article title into English in square brackets], name of the Russian-language source (transliteration, or English name - if available), and notation in English. Example:

1. Gokhberg L., Kuznetsova T. (2011) Strategiya-2020: novye kontury rossiiskoi innovatsionnoi politiki [Strategy 2020: New Outlines of Russian Innovation Policy]. Foresight-Russia, 5 (4), 8–30.

**In-text reference:** [1]