

# Rules of articles' design

Please, keep the following rules

*The volume of the article should be at least 14,000 printed signs, i.e. not less than 3 pages of full text*, the last page of the article, in spite of their number, should be complete.

The article with space out/contraction throughout the text, with margins that do not correspond to paragraph 1.1 and also with a line interval in the main text not equal to 12 pt will be reduced to the volume which has the article without space out/contraction with a line interval equal to 12 pt. If after this the article is reduced in volume greatly it will not be included in the journal as not appropriate to the requirements.

The use of text space out/contraction is allowed only for the SINGLE paragraph and is not more than 0.3 pt.

Line interval for the text should be definitely **12 pt**, for formulas - single.

The whole text of the article, including tables, notes, inscriptions on the images and subscriptions under the images should be typed in Times New Roman (Cyr) printing type.

UDC, initials and surnames of the authors, the title of the article, the prime text of the article should be typed with **11 pt**.

Summary, inscriptions on the images, subscriptions under the images, tables and also the word Table, the name of the table should be typed with **10 pt**.

At the end of the article, after the list of references (without separation from the last source, in italics, with 10 pt font, right alignment), the line with the date of the article's emergence in the editorial office is located (for example, was received March 15, 2017).

It is **forbidden** to use the Paint program to draw images and a set of inscriptions; styles to paragraphs and headlines.

To create formulas one should use **only MathType**.

An electronic version of these requirements with the example of the article is posted on the site of BSTU: <https://journals.belstu.by/index.php/first/typefase-rules>.

## 1. Page setup

1.1. Margins: top - 2.7 cm, bottom - 2.4 cm, left - 2.15 cm, right - 2.15 cm (Page layout / Page setup / Margins).

1.2. The size of sheet of paper is A4 (Page layout/ Page setup / The size of paper).

## 2. UDC

2.1. It is located in the upper left corner of the page without indents.

2.2. There is no need to insert space after it.

## 3. Initials and authors' surnames, place of work

3.1. Initials and surnames of authors

1) are listed through comma on the next line after UDC in the center without indents;

2) are bold-drawn;

3) initials are spaced from each other and from the surname (A. P. Petrov).

3.2. If the authors' work places are not the same, then after every surname with the help of the top index a numeric index (1, 2, etc.) is set, which is deciphered after all surnames and initials (see the example on the site (see the example on the site <https://journals.belstu.by/index.php/first/typefase-rules>.) If two or more authors work at the same organization, the same indices are placed next to their names.

3.3. The authors' work places are mentioned on the next line after all initials and surnames of authors in the center without indents.

3.4. If all authors work at the same organization, the place of work is mentioned only once (see the example on the site <https://journals.belstu.by/index.php/first/typefase-rules>).

3.5. The authors' place of work at different organizations follows in the order of surnames.

3.6. There is no need to insert space after authors' names.

## 4. Title of the article

4.1. It is mentioned on the next line after the authors' names in the center without indents.

4.2. It is typed in CAPITAL LETTERS, a bold font without word hyphenation.

4.3. It is separated from the place of work by 11 pt (one empty line).

4.4. There is no need to insert space after it.

## 5. Summary (150-200 words)

5.1. It is mentioned on the next line after the title of the article and is separated from it by 11 pt (one empty line).

5.2. It is typed in Russian.

5.3. Right and left paragraph indent is 1 cm, the indent of the first line of the paragraph is 0.6 cm (Home / Paragraph / Right and left paragraph indent – 1 cm / First line - 0.6 cm).

5.4. It is separated from the title of the article by 6 pt.

#### **6a. Keywords (5-7 words)**

6.1. Are mentioned on the next line after the summary.

6.2. Are listed after words Keywords:

6.3. They are typed in Russian.

6.4. Right and left paragraph indent is 1 cm, the indent of the first line of the paragraph is 0.6 cm (Home / Paragraph / Right and left paragraph indent – 1 cm / First line - 0.6 cm).

#### **6b. For citation**

6.1. The text is mentioned on the next line after summary and is separated from it by 6 pt.

6.2. Right and left paragraph indent is 1 cm, the indent of the first line of the paragraph is 0.6 cm (Home / Paragraph / Right and left paragraph indent – 1 cm / First line - 0.6 cm).

For more detailed information use <https://journals.belstu.by/index.php/first/typeface-rules>

#### **7. Then items 3-6 are repeated in English**

Page break is used after key words (Page layout/ Breaks/ Section break/ Current page). Is separated from the main text of the article by 6 pt.

#### **8. The main text of the article**

8.1. It is typed in two columns with the width of 8 cm and interval of 0,7 cm. The cursor is used after the break created in item 7 and is chosen (Page Layout/ Columns/ Other columns/ Number of columns -2/ the width – 8 cm/ Interval – 0,7 cm.).

8.2. The text of the article should be divided into Introduction, Main part, Conclusion. These words are placed at the beginning of the paragraph, they are bolded, after them a full stop is placed, then follows the main text.

8.3. The article must have word hyphenation (Page Layout / Word hyphenation / Auto).

8.4. It is located in width of the column (Home/ Paragraph/ Alignment/ Full justification).

8.5. Paragraph indent (first line indent) – 0,6 cm (Home/ Paragraph/ First line – 0,6 cm).

8.6. The line interval is 12 pt (Home / Paragraph/ The line interval/ Exact – 12 pt).

## **9. Images**

9.1. It is not allowed to use images and inscriptions made by hand and then scanned as well as drawn in the program Paint.

9.2. Before inserting the image into the document you should choose File/Parameters/Additional/Size and quality of image/ Don't pack an image in the file.

9.3. The thickness of extension lines should be 0.5 pt, coordinate axes – from 0.5 to 0.75 pt and main lines – from 1.0 to 1.5 pt.

9.4. All inscriptions on the images should be written in Times New Roman and have size of 10 pt. The images made not with the help of Microsoft Word should be overlap (Insert/Figures/Inscription).

9.5. The layout group is provided with:


1) prepared article in Microsoft Word;

2) images in the form of separate graphic files: pictured vector (EPS, WMF, CDR, AI) and original raster images (JPEG, TIFF, etc.).

9.6. Images are placed using Insert / Image.

9.7. Change of the image's parameters (pruning, turning, position regarding the text) and inscriptions (contour, margins) to them is done in tabs Format of the image (right mouse button in the picture), Format of the inscription (right mouse button in the inscription).

9.8. Images with the inscriptions created in Microsoft Word (menu Insert / Inscription), or images, drawn in Microsoft Word, must be grouped.

Grouping of the image and inscriptions - select objects with the Select Objects tool () , click on them with the help of right mouse button and select Grouping / To group.

9.9. Numbers or letters denoting details, graphics, parts of the image (1, 2, 3 or a, b, c) in the image and in caption to it have an italic font.

9.10. The word Image 1 and the caption underneath the image are mentioned on the next line after the image, are separated from it by 6 pt and have a size of 10 pt (Image 1.Title).

9.11. Alignment of images and captions underneath the image is in the centre without indents.

9.12. The image is separated from the main text at the top and bottom by 11 pt (one empty line).

9.13. The image having the width of one column should be placed after the paragraph containing the reference to it.

9.14. Figures that are two columns wide should be placed only at the top or bottom of the page. To do this, a break is inserted after the main text (Page Layout / Breaks / Breaks sections / Current page), after which one column is created (Markup pages / Columns / Other columns / Number of columns - 1, width - 16.7 cm), where the picture with image-related text is located. In order to place the text in two columns after the picture, you should insert a break after the caption (Page Layout / Breaks / Breaks sections / Current page), further see p. 6.1.

9.15. It is not allowed to place images at the end of the article (just before the list of used references).

## **10. Tables**

10.1. The table is separated from the main text at the top and bottom by 11 pt (one empty line).

10.2. If there is only one table in the article, the word Table is not written before its title, if there are several of them, Table 1 is written and so on.

10.3. The word Table is right- aligned, the title of the table is not separated from it.

10.4. The next line after the word Table is the Title of the table, which is highlighted with a bold font and aligned in the center (without an indent).

10.5. The top line of the table is separated from the title of the table by 6 pt.

10.6. The table is created using the Insert / Table menu/ Insert Table, where the number of lines and columns is mentioned.

10.7. Alignment of column headings is in the center (without an indent); of text data in columns is in width, of numerical is in the center.

10.8. The note to the table is separated from the table by 6 pt, it is aligned in width with the indent of the first line 0,6 cm.

10.9. The word Note is highlighted in italics, after it a full stop is placed.

10.10. The text of the note follows the word Note and starts with a capital letter.

10.11. The word Note and text of the note are typed by 9 pt.

10.12. Table with the width of one column should be placed after the paragraph containing reference to it.

10.13. Table with the width of two columns should be placed on the top or bottom of the page.

10.14. If the table is placed in a column with the width of 8 cm, then its size should also be 8 cm. If the table is two columns width and is placed on the top or bottom of the page, then its size is 16.7 cm

To set the required size, the table is highlighted, then displayed in the Layout / Properties / Width - 8 or 16.7 cm.

10.15. It is not allowed to place the table at the end of the article (just before the list of used references).

## **11. Formulas**

11.1. Formulas are separated from the text at the top and bottom by 6 pt, alignment is in the center (no indent).

11.2. Letters, signs, symbols separately placed in the text should be typed without using the formula editor (a, =, a, etc.).

Greek letters (a, b, d, j, l, m, r, etc.) as well as signs (£, ±, ', <sup>1</sup>, ¥, ®, °, W, etc.) are inserted from the Insert / Symbol, font Symbol.

11.3. Formulas containing fractions, signs of sums, integrals, upper and lower indices at the same time should be typed only in formula editor MathType:

The size of symbols in the formula is set through the menu Size / Define: standard – 11 pt, large index – 7 pt, small index – 6 pt, large symbol – 16 pt, small symbol – 11 pt.

11.4. Composite chemical formulas must be typed in a special chemical editor (packets ChemOffice Ultra, ChemWindow).

11.5. In the decoding of formulas, which begins with the word where, the symbols and their order must comply with the symbols and their order in formulas.

11.6. Mathematical signs in formulas, equations should be separated from symbols, numbers with a space.

11.7. All formulas should be placed in the 8 cm width column. If the length of the formula is more than the width of the column (8 cm), then it is necessary to break this formula into several lines in accordance with the rules of the transfer of mathematical formulas.

11.8. The number of formula is right-aligned:

1) if one formula is divided into several lines, then the number of formula is placed opposite the last line of the given formula;

2) if the number refers to several formulas at the same time, it is placed in the center of all formulas that it unites.

## **12. References**

12.1. It is designed according to STB 7.208-2008.

12.2. It is typed after the main text of the article in one column (for this it is necessary at the end of the main text of the article put a page break (Page Layout / Breaks / Breaks sections / Current page) and select one column.

12.3. Word References is highlighted with a bold font, is center-aligned without an indent, has an indent from the top of the main text - 6 pt and below the list of references - 6 pt (Home/ Paragraph / Interval after and Interval before - 6 pt).

12. 4. The text of the article should include references (in square [] brackets) to all literary sources. In the list of references the sources are numbered and listed in the order in which they are mentioned in the text.

12.5. Every source is placed on a new line with an indent of 0.6 cm.

### **12.6. Standards for bibliography:**

Series 1. Forestry, nature management and processing of renewable resources. It is recommended to use at least 15 sources in the article; for scientific review - not less than 50–80 sources.

Series 2. Chemical technology, biotechnology, geoecology. It is recommended to use at least 15 sources in the article; for a scientific review - at least 50–80 sources.

Series 3. Physical and mathematical sciences and informatics. It is recommended to use at least 5–7 sources in the article.

Series 4. Print and media technologies. It is recommended to use at least 15 sources in the article.

Series 5. Economics and Management. It is recommended to use at least 15-20

Sources in the article. Works by foreign authors must make up at least 30% of the whole list of literature. It is recommended to refer to works published not earlier than 2015.

Series 6. History, philosophy. It is recommended to use at least 5 sources in the article. There must be links to works of foreign authors, as well as links to historical sources.

## **13. References**

Item 12 is mentioned in English here. As an example use <https://journals.belstu.by/index.php/first/typefase-rules>.

#### **14. Information about authors**

14.1. Words Information about authors are highlighted with a bold font, are center-aligned without an indent, have a 6 pt top and bottom indent (Home / Paragraph / Interval after and Interval before - 6 pt).

14.2. Full name of author is typed fully, is highlighted with a bold font, after it a dash is placed and then PhD, academic title, post at the department or organization are listed. The main place of work is mentioned (in brackets the full address is written: the index, city, street, house, country). E-mail.

#### **15. Information about the authors (author)**

Item 14 is mentioned in English here. As an example use <https://journals.belstu.by/index.php/first/typefase-rules>.

#### **16. General rules of typing**

16.1. Direct (i.e. not italic) attribute should have:

- 1) Greek symbols ( $\alpha$ ,  $\beta$ ,  $\delta$ ,  $j$ ,  $l$ , etc.) and signs ( $\%$ ,  $\pounds$ ,  $\pm$ ,  $'$ ,  $^{\circ}$ ,  $\text{®}$ ,  $\text{°}$ ,  $W$ , etc.);
- 2) trigonometric functions ( $\text{tg}$ ,  $\text{sin}$ ,  $\text{cos}$ ,  $\text{ctg}$ ,  $\text{ln}$ ,  $\text{max}$ , etc.);
- 3) units of measure ( $Wt$ ,  $V$ ,  $\text{kg}$ ,  $m$ , etc.);
- 4) Cyrillic (i.e. Russian) letters ( $\Pi$ ,  $\text{Л}$ ,  $\text{И}$ );
- 5) abbreviations from Russian or Belarusian words ( $q_{cp}$ );
- 6) terms of chemical elements and compounds ( $P$ ,  $H_2O$ );
- 7) brackets  $()$  and commas  $(,)$  in formulas and after them ( $x^2 - 0,5b (1,5 + ca)$ ).

16.2. Latin letters (i.e. English) denoting the variables ( $K$ ,  $y$ ,  $z$ ,  $x$ ,  $V$ ,  $i$ ,  $j$ ) should be typed in italics.

16.3. Are not separated (no spaces):

- 1) a hyphen (-) in composite words ( $K\text{-space}$ );
- 2) dashes (–) (Ctrl + "-") between the numbers denoting the limits of any figure (20–30 people);



3) the signs -, +, £, > in the meaning of positive or negative figure, the degree of increase or decrease;

4) the signs %, °, (-10°C);

5) brackets () and inverted commas «» from the words enclosed in them (throughout the whole work inverted commas must have the same pattern «»).

16.4. Are separated (with spaces):

1) dashes (–) on both sides with a space as a punctuation mark between words as well as in the following cases: man-machine, May-June, etc.;

2) mathematical signs (-, +, £, ±, s, ', =, W, etc.) in formulas, equations, when they are signs of arithmetic action ( $R1 + R2 = 0.75$ );

3) the signs №, § from the numbers following them (№ 4);

4) the integers containing 5 or more symbols are divided into 3 numbers from right to left (40 450, 8 345 458);

5) shortened words from proper nouns to which they refer (Sverdlova Str.);

6) numbers from full or shortened terms (100 m, 2005).

16.5. In the text in Russian and Belarusian quotation marks should look like "", in English - "".

16.6. Minus in the text and figures is typed as a dash (-) (Ctrl + "-" on the numbering keyboard).

## **17. Heading "Brief information"**

To the heading "Brief information" in series 3 "Physical and mathematical sciences and informatics" and 4 "Print and media technologies" can be submitted materials less than 14,000 words. These materials should be written in accordance with the general rules, but the abstract and a list of keywords should not be mentioned. The text is typed in one column.