
GUIDELINES FOR AUTHORS

To be considered for publication in the journal, only research papers which have never been published before are accepted. The article should be devoted to the relevant subjects, present the results of a thorough study, be characterized by innovations and scientific conclusions in accordance with article's goals (specified tasks).

The length of accepted manuscripts should be 15–17 pages (including references and extended summaries) of A4 format, 1.5 spacing. All margins – 2 cm, indent – 1.27 cm, font: Times New Roman 14 pt saved in Word for Windows (*.doc, *.docx). To create formulas, tables and charts, special functions of the Word for Windows should be used. The articles should be provided in two copies, in printed and electronic variants (by e-mail or on a flash drive). Articles are accepted in Ukrainian, Russian or English languages. There are should not be any divisions of words.

Postgraduate students and competitors for PhD should provide a letter of reference from their supervisors. Supervisor's signature should be verified with a stamp of institutions, while the author's signature should be put at the last page.

Every manuscript should have UDC code (on its upper left, over author's name). Over the basic text, on the left side – initials, last name (capitals, font bold), academic degree and rank, position, and affiliations (plain font). Below, the full postal address of author's institution (with index) and e-mail should be written – font 14.

Below, the publication's title in capitals should be placed (Times New Roman 14 pt. bold, left alignment).

Below, the full postal address of author's institution (with index) and e-mail should be written – font 14.

Below the article's title a summary should be written in the article's language within 100–250 words (not less than 10–12 lines) with a brief description of the findings and key words (5–10 words, font – 12, italics, interval – 1.5).

Then the same text should be duplicated in Russian and English (font – 12, interval – 1.5): name and surname, scientific degree, position, author's affiliation institution, postal and electronic addresses; article's title, summaries (each within 100–250 words) and key words (font – 12).

Mandatory guidelines for summaries:

- informing character (no general words);
- well-developed structure (successive logic of description of the article's findings should be assured);
- relevant (description of article's main contents; define the study's main tasks; summarize the key findings and their importance);
- detailed definition of the author's contribution (which positions are developed, proposed, revealed, etc.);
- compact character (within 100–250 words).

Author's summary should:

- explain the study's approaches, but without methodological details;
- provide no references and abbreviations.

A manuscript should contain such necessary elements as **the problem statement, the topicality, the review of last scientific progress and publications, the purpose and problem of research, the exposition of basic matter and finding of research, the conclusion, and the prospective of further research in this field, References** (an example can be obtained from the web-site).

All graphic materials (figures, illustrations, schemes, charts, etc.) should be clear and expressive; the lines in charts and diagrams as well as all symbols should be clear. The title of a figure should be placed below (left alignment). The word «Fig. N ___» should be given in italics, while the title of the figure – in bold (straight). Below the title, a source should be given.

Tables should be compact and provided with a title, while their headlines should respond to the contents, with no empty cells. The word «Table N ___» should be placed with left alignment, in italics. In the same line, the title of a table should be placed in bold standard font (as well as headlines). Source of information should be specified below a table.

Attention! Due to inclusion of the journal into some international bibliography and reference databases, the References of publications should be prepared in **two blocks**: ЖИТЕПАТЯПА and REFERENCES (this requirement is also eligible for publications in English):

1) ЖИТЕПАТЯПА – sources of reference in Ukrainian, prepared in accordance with the Ukrainian standard of bibliography description (Form # 23, approved by the Decree of the State Certification Committee of Ukraine from March 3, 2008 №147);

2) REFERENCES – the same list of references transliterated * into English. (guidelines of international bibliographic standard APA-2010, guidelines of transliterated references at <http://www.dse.org.ua>, section for authors). Words «Житєпатяпа» and «References» should be written in standard capitals. Surnames of authors in the references should be standard italics.

The titles of periodic journals in Ukrainian and Russian languages (journals, collections, etc.) are given in transliterated form (guidelines of Ukrainian transliteration: decree of the Cabinet of Ministers of Ukraine from 27 of January, 2010 №55, The Government Courier from 10.02. 2010 №5), while they should be accompanied with English translation in brackets.

References to the used sources, statistics and data are mandatory and should be specified in chronologic order within the text (a number in brackets), the list of references should be placed in the end of publication. References to works of foreign authors are mandatory in the section «Analysis of recent studies and publications» and through the text (their names are given in the language of origin – Ukrainian, Russian, and in English in italics in brackets). The titles of works (no more than 15) in the list of references are mentioned in accordance with order of citing in the text.

Instead of short summaries in Ukrainian and English, the text of publication should be supplied with reference description of basic ideas of publications (abstracts of 1-1.5 A4 pages each, 12 font) in English and Russian in the end. Above the abstracts, author's surname and name are placed (*standard italics*), below – scientific degree, academic rank, position where the author (authors) of the article, the full post address (with postal code) organization where the author (authors) in Russian and English respectively. Next – the title of publication (in Russian and English) and text of abstracts. Below the abstracts, the key words are placed in Russian and English respectively (*standard italics*).

A manuscript is a subject for an internal and external reviewing by the members of the Editorial Board, the specialists of respective research field. If review should be negative or contain substantial criticism, a manuscript should be declined or returned to its author for an improvement. The Editorial Board examines the manuscript, and the Academic Council of the Institute recommends it for publishing.

For the fair examination of scientific value of manuscript, it is possible to provide an independent blind review (without specification of names of authors and reviewers).

The author is responsible for adherence to the specifications. A manuscript that does not meet the specification should not be published.

The Editorial Board has a privilege to review, edit, abridge (not changing author's opinion), and select the manuscripts. Declined manuscript should not be returned.

The author is responsible for authenticity of the information, data, references, names and translation.

The materials that are being published in the journal reflect the view of their authors, and not necessarily are agreeing with the position of Editorial Board.

*To a manuscript, should be **necessarily** attached as follows:*

Full author's reference (first name, last name)	
Academic degree and rank	
Affiliation – institution and position, full postal address (<i>with index</i>)	
Postal address for sending the author's issue and correspondence (<i>index!</i>)	
E-mail	
Contact telephone numbers	