

REQUIREMENTS TO DRAWING UP OF PUBLISHED MATERIALS

Technical requirements

Document format *.doc.

Page format A5. Mirror margins: internal 15 mm, upper 18 mm, external 18 mm, bottom 21 mm.

Printing type Times New Roman, size 10 pt.

Paragraph indentation 1 cm. Line interval is single.

Drawing up of article elements

UDK code (<http://teacode.com/online/udc/>) is put in the left upper corner of the first page, printing type size 8 pt.

The information about authors is placed before the article title on the left, is typed in italics, size is 8 pt, and the author's surname, given name, patronymic are included fully, full name of the organization – author's place of employment in the subjective case, country, city, academic degree, academic title, e-mail address, correspondent address – address of the place of employment (it may be one address for all authors), for example:

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If all article authors work in one institution, the place of employment, address are indicated by a separate line after the other information about the authors.

The article title is typed by capital letters of semi-bold letter form and placed on centre of the page (without paragraph indentation).

The abstract (300–500 characters with blanks) is placed after the article title, without paragraph indentation, is typed in italics, size is 8 pt, is aligned width.

Key words (5–7 words) follow the abstract and are separated one from the other by a semicolon, are typed without paragraph indentation in italics, size is 8 pt, are aligned width.

Tables are aligned center of the page. The table title is broken from the preceding text by one line and placed on centre. If there are several tables, the title consists of numeric and topical headings. The numeric heading is typed on the right in italics, the topical one is typed on centre by upright font, size is 10 pt. For example,

Table 1

Basic indices of labour costs

The table text is typed by base font, the text of the column heading – by semi-bold of size 8 pt. Note to tables are typed with indentation in one line with the paragraph, font size is 8 pt.

Figures are aligned center of the page. The topical part of the caption text is typed under the figure on the centre by base font. If there are several figures the caption text also includes a figure number (is typed in italics). The explication is typed with a new line by font of size 8 pt and is separated from the topical part of the caption text by a colon. Each explication group begins with a new line. The explication elements are separated by a semi-colon. After the convention of each figure or details a dash is put. Conventions are typed in italics.

Figure 1. Influence of ground waters on the mechanism of karstic devolutions:

a– geological sheet; 1– soil layer-topsoil;

2 – water-resisting rock; b– plan of caving in the crust of earth: 1– cavity;

2– level of groundwater occurrence

All tables and figures must have references in the text for example, Table 1, Figure 1).

Formulas are typed by a separate line on centre. They are numbered if in the text there are references to them. Index numbers of formulas are typed by Arabic figures in round brackets near the right band edge. At references a number is put in round brackets (for example, in formula (1)).

Italic lettering in formulas is used for variables denoted by Latin letters, upright font is used for Greek and Cyrillic characters, trigonometric functions, measurement units.

Example of formula execution:

Density of each sample ρ (kg/m^3) is calculated by the formula

$$\rho = \frac{m}{V}, \quad (1)$$

where m – sample weight, kg;

V – sample volume, m^3 .

References follow after the text with breaking in one line from it, are typed by a font of size 8 pt in the order of mentioning in the text and are executed according to STB 7.208-2008 or GOST 7.0.5-2008 “Reference. General requirements and rules of drawing up”. In the text the index number of the reference is given in round brackets.

The record heading in the reference can contain names of 1–3 authors. Authors’ names indicated in the heading are not repeated in the information about liability.

The assigned sign a dot and a dash, separating the fields of bibliographic description, is replaced by a dot.

Examples of execution of references:

Varelopulo G.A. Organization of movement and carriages on the city passenger transport. M. : Transport, 1990.

Accounting of time length of being carriages on access roads and railway stations : guidance manual / I.A. Elovoi [etc.] ; Ministry of Education of the Republic of Belarus, Belarusian State University of Transport, Gomel : BelSUT, 2014. 100 p.

Kartashevich A.N., Malyskin P.Y. Influence of feed of gas fuel on diesel ecological indices // BGSMA newsletter. 2013. No.3. P. 110–115.

Garlitsky E.I. Improvement of technology of servicing of tracks of uncommon use : synopsis of thesis ... Cand. Techn Science. M. : MGUTIS, 2015. 24 p.

Development of technology of work of railway transport of common use of the Republic of Belarus under conditions of using electronic legally significant documents : report of R&D / Belarusian State University of Transport.; leader Elovoi I.A. ; executor: Kolos M.M. [etc.]. Gomel, 2015. 203 p. No. GR 9558.

Method of plasma coating : pat.19218 Republic of Belarus / V.A. Okovity, A.F. Ilyushenko, A.I. Shevtsov, V.V. Okovity, S.B. Sobolevsky, G.F. Gromyko ; applicant Institute of Powder Metallurgy. No. a 20120751; appl. 15.05.2012; publ. 30.06.2015 // Official bulletin 2015. No. 3.

About approval of the Conception of formation and development of business education system in the Republic of Belarus and plan of actions for its realization : resolution of the Council of Ministers of the Republic of Belarus dtd. August 31, 2015 No. 734 // National Register of Legal Acts of the Republic of Belarus. 2015. No. 35. 5/40996.

Order and procedures of methods of control of mounting of the natural gas equipment. Motor vehicles : GOST 31972-2013. Introd. 01.09.2014. M. : Standardinform : Publishing office of standards, 2014. 31 p.

Construction and reconstruction of motor roads in Belarus [Electronic resource]. Access mode: <http://www.baif.by/stati/stroitelstvo-i-rekonstruktsiya-avtodorog/>(accessed date: 06.11.2015).

Attention! After the references the information about authors, article title, abstract and key words are given **in English**.