

## *Dear authors!*

Preparing publication in professional journals of Odessa Regional Institute for Public Administration, NAPA under the President of Ukraine, Editorial Board and Publishing Office ask you to follow these requirements:

- the materials are submitted in Ukrainian in proofread quality;
- the text of the article is submitted with the abstract and key words in Russian and Ukrainian;
  - the abstract should form 8-10 lines (4-6 sentences), which clearly formulate the main idea of the article and briefly prove its relevance;
  - a shortened version (extended annotation) of the article in English is submitted separately. The text should include: problem and relevance; the aim of the article, its tasks; summary of the nature of the study; findings and outcomes. The size of the English version of the article should be two pages (up to 4,000 printed characters);
  - title, surname, name and patronymic, information about the authors are also duplicated in Russian and English;
  - in authors' reference the surname, name and patronymic (in full, in the nominative case), scientific degree, academic affiliation, position, address, telephone and other means of communication are indicated; foreign authors should also point their country name;
  - the size of the article, including the list of references, tables, diagrams, etc., should not exceed 0.5 copyright sheet, i.e. 20,000 printed characters with spaces (12 p. A4):
    - the text should be typed with Times New Roman font size 12 in 2 intervals, upper and lower margins - 2 cm, left - 2.5 cm, right - 1,5 cm;
    - the references to the literature are given in the text in square brackets;
    - at the end of the material the guidance literature and its registration in compliance with the requirements of HAC (Higher Accreditation Commission) of Ukraine, GOST 7.1-84, GOST 7.1.2-9-3, GOST 3582-97 are required:
      - the list of references should include only the sources referred to in the text;
      - the number of these sources, which are referred to in the text must match the number of sources listed in the references;
      - the materials must be:
        - typed on a computer (editor Microsoft Office Word), recorded on electronic media (disc), with graphs, tables, diagrams, etc. given as individual files and included in the text as well;
        - an electronic media (disc) and printed one copy of the text (designed for listed requirements) are submitted to the publisher 2 months before the release of the print edition; the disc and texts are not returned;
        - if there are differences between the electronic and the paper versions, the paper variant is preferred;
        - the Editorial Board and Publishing Office have the right to edit and cut the materials;
        - the authors are responsible for the content of the submitted materials;

- the materials must be submitted with two reviews of experts (external and internal) and the department's extract from the minutes for publishing;
- the reviewer's signature must be certified in the established order; the statement of the author(s) about the originality of the article and about the author's contribution in case of co-authoring is attached to the article.
  - all authors have to sign the material with their handwritten signature;
  - according to the decree of the Presidium of HAC of Ukraine from 15.01.2003 № 7-05 / 1 "On increasing requirements for professional publications, listed HAC of Ukraine" the content of scientific articles which are accepted for publication in professional journals, should include the following components:

- 1) the statement of the problem and its connection with important scientific and practical tasks;
- 2) the analysis of recent researches and publications in which a solution of the problem is started and which the author refers to;
- 3) previous unresolved part of the problem to which the article is devoted;
- 4) formulation of the aims of the article (main problem);
- 5) the main material with full justification of scientific results;
- 6) the findings and outcomes of the study and perspectives for further research in this direction.

### **Note**

According to the order № 36 from 10.06.04 the following procedure for providing publishing services related to the publication of scientific works in periodic scientific publications of ORIPA NAPA under the President of Ukraine is established:

1. for faculty members, researchers and other specialists of the Institute who have scientific degree or academic title, civil servants, local self-government officials who hold positions of I-IV categories, specialists from other agencies, institutions and organizations who submit the materials ordered by the Institute, publications are funded by the institute according to the established order.

2. The quota for free publishing services during the period of training is established:

- for PhD students who study on public order, - 3 articles;
- for Doctoral students who are preparing for public order - to 20 articles.

The other authors who submit the material for publication in the NAPA Publishing Office, the publishing services are provided under the resolution "On paid services".