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In the paper title, capitalize the first letter of the first and last word and all the nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*If, Because, That, Which*). Capitalize abbreviations that are otherwise lowercase (e.g., use DC, not dc or Dc) except for unit abbreviations and acronyms.

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Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do not have to be defined. Do not use abbreviations in the title or heads unless they are unavoidable.

## 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”.
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* 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)

## Equations

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.

$λ\_{i}=lim\frac{1}{p}\sum\_{t=1}^{p}ln\frac{\left|w\_{i}\left(t\right)\right|}{\left|w\_{i}\left(t-1\right)\right|}$ (1)

For Office 2016 and higher versions use the built-in Equation Editor (e.g., $A=πr^{2}$). Match the main text size 12 pt. Subscripts and symbols scaled automatically.

Note that the equation is centered using a center tab stop. Be sure that the symbols in your equation have been defined before or immediately following the equation. Use “(1)”, not “Eq. (1)” or “equation (1)”, except at the beginning of a sentence: “Equation (1) is ...”

## Some Common Mistakes

* The word “data” is plural, not singular.
* The subscript for the permeability of vacuum **0, and other common scientific constants, is zero with subscript formatting, not a lowercase letter “o”.
* In American English, commas, semi-/colons, periods, question and exclamation marks are located within quotation marks only when a complete thought or name is cited, such as a title or full quotation. When quotation marks are used, instead of a bold or italic typeface, to highlight a word or phrase, punctuation should appear outside of the quotation marks. A parenthetical phrase or statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.)
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* There is no period after the “et” in the Latin abbreviation “et al.”.
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An excellent style manual for science writers is [7].

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Component heads identify the different components of your paper and are not topically subordinate to each other. Examples include Acknowledgments and References and, for these, the correct style to use is “Heading 5”. Use “figure caption” for your Figure captions, and “table head” for your table title. Run-in heads, such as “Abstract”, will require you to apply a style (in this case, italic) in addition to the style provided by the drop down menu to differentiate the head from the text.

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.

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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. (use style: figure caption)
 |

1. Table Type Styles (use style: Table Head)

|  |  |
| --- | --- |
| Type size (pts.) | Appearance (table col head) |
| Regular | Bold | Italic |
| 8 | References, table header, footnotes, text subscripts, and superscripts |  |  |
| 9 | Table captions and table names – uppercase. Table superscripts, figure captions | Abstract, keywords | Words “Abstract” and “Keywords” |
| 10 | Authors’ affiliations, main text, equations |  | Subheading |
| 11 | Authors’ names |  |  |
| 20 | Paper title |  |  |

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## 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.

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The placement of the Acknowledgment appears after the final text of the paper, just before the References section, and after any Appendix(es).

All acknowledgment of financial support must be removed from the Acknowledgment section, and placed in the first paragraph of the first footnote.

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The preferred spelling of the word “acknowledgment” in America is without an “e” after the “g.” Try to avoid the stilted expression, “One of us (R. B. G.) thanks …” Instead, try “R.B.G. thanks …”

When citing names within the Acknowledgment, use first initials only, not full names. Do not use Mr., Mrs., Ms., or Miss (list first initial and last name only). Use the Dr. or Prof. title with each name separately; do not use plural Drs. or Profs. with lists of names.

##### References

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4. K. Elissa, “Title of paper if known,” unpublished.
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8. *Annual Report of Research Institute of Intelligent Computer systems*, 2009, 71 p. (in Ukrainian)
9. G. Richenhagen, *Teamwork and other competences in agile organisations - Why too many cooks not always spoil the broth*, in Knowledge is tasty, (in German): Springer, Wiesbaden, 2018, pp. 319–334.
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