

**Requirements to typesetting of articles submitted to the scientific journal
«Herald of the University of Civil Protection of the MES of Belarus»**

Use standard fonts **Times New Roman** for the text of the article including tables, notes, legends, and inscription on the figures.

Use point size **12 pt** for UDC, article's title, names of the authors, scientific degrees and titles.

Use point size **11 pt** for working place of the authors, addresses, abstract, keywords and list of references.

Use point size **10 pt** for inscription on the figure, legend, notes, as well as the word "Table" and the title of the table.

Don't use styles for paragraphs and headings.

1. Parameters of pages

1.1. Margins: top – **2 cm**, bottom – **2,3 cm**, left – **2,15 cm**, right – **2,15 cm** (*Page Setup/Margins*).

1.2. Sheet size– **A4** (*Page Setup/Paper*).

2. UDC

2.1. In upper left corner of the page without indentations.

3. The article's title

3.1. In the next line after the UDC in the centre without indentations.

3.2. Boldface characters, without hyphenation.

3.3. Is separated from the UDC by **6 pt** (*Paragraph/Indents and Spacing/Spacing After – 6 pt*).

4. Information about authors

4.1. Surnames and initials of the authors

4.1.1. In the next line after the title of the article in the centre (*Paragraph/Indents and Spacing/Alignment – Centered*) without indentations (*Paragraph/Indents and Spacing/Indentation Special – (none)*).

4.1.2. Boldface characters, without hyphenation.

4.1.3. Initials are separated from the surname by a space: A.P. Petrov (*Ctrl + Shift + «space»*).

4.1.4. Separated from the article's title by **6 pt**.

4.2. Information about each author

4.2.1. Full justification (*Paragraph/Indents and Spacing/Alignment – Justified*).

4.2.2. Paragraph indentation – **Hanging 1 cm** (*Paragraph/Indents and Spacing/Indentation Special – Hanging 1 cm*).

4.2.3. Contains:

- surname, name, full father name, scientific degree, scientific title;

- affiliation (full name, address with post-code and country);

- position, telephone, e-mail.

4.2.4. Information about the various authors is separated by **6 pt**.

4.3. In case of many authors, the contact person on the content of the article should be indicated.

5. Abstract (not less than 80 and not more than 120 words) and **keywords** (not more than 15 words)

5.1. Next line after information about authors.

5.2. Abstract and keywords are separated by **6 pt** (*Paragraph/Indents and Spacing/Spacing After – 6 pt*).

5.3. Paragraph indention left and right – **1 cm**, first line of the paragraph indentation – **0,6 cm** (*Paragraph/Indents and Spacing/Indentation Left and Right – 1 cm, Special – First line 0,6 cm*).

5.4. It is separated from the below indicated date of submission by **6 pt**.

6. The date of submitting should be rendered in the following format: July 25, 2010.

7. Body of the article

7.1. It is recommended structuring the article's body as follows: **Introduction, Results, Discussion, Conclusion or similar sections**. These words should be placed at the beginning of the paragraph in bold type followed by a period.

7.2. Full justification (*Format/paragraph/Justification/Full*).

7.3. Paragraph indentation (first line) – **1,25 cm** (*Format/Paragraph/First line – 1,25 cm*).

7.4. Line-to-line spacing – **12 pt** (*Format/Paragraph/Spacing/Exactly – 12 pt*).

8. Figures

8.1. Continuous tone photography, scanned figures, hand-made inscriptions are not allowed; all lines on figures should be well-defined, uniform in thickness.

8.2. All inscriptions on figures should be keyboarded and embedded in the figure.

8.3. Figures at the end of the article just before the list of references are not allowed.

8.4. The figure should be placed after the paragraph referring to it.

8.5. The indentation of the figure from the main text up and bottom is **11 pt** (1 empty line).

8.6. Numbers or letters denoting details, graphs, parts of the figure (*1, 2, 3* or *a, b, c*) on the figure and in below legend should be rendered in *italic* characters.

8.7. The word **Figure 1** and legend are placed on the next line after the figure; they are separated from it by **6 pt** and have size **10 pt (Figure 1 – Legend)**. All in bold type.

8.8. Justification of figures and legends – centred without indentation.

9. Tables

9.1. The table should be placed after the paragraph referring to it.

9.2. Tables at the end of the article just before the list of references are not allowed.

9.3. The table is created by means of menu *Table/Insert/Table*, indicating the number of lines and columns.

9.4. Centred justification in the tables.

9.5. Notes (if necessary) are separated from the table by **6 pt**, full centred with paragraph indentation of **0,6 cm**.

9.6. The word *Note* is in italics and has a period.

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

9.8. The interval between the table and the main text up and bottom is **11 pt** (one empty line).

10. Formulas

10.1. Indentation of formula from the text up and bottom is **6 pt**, justification centred.

10.2. Simple formulas without fractions, sum symbols, integrals, superscripts and subscripts simultaneously, should be keyboarded as a text: $p = a, p^2, \lg a$.

Greek letters ($\alpha, \beta, \delta, \varphi, \lambda, \mu, \rho$ and others), as well as symbols ($\leq, \pm, \times, \neq, \infty, \rightarrow, ^\circ, \notin$ and others) should be inserted from the menu *Insert/Symbol* font Symbol.

10.3. Formulas containing fractures, sum symbols, integrals, superscripts and subscripts simultaneously should be rendered in equation editor Microsoft Equation:

$$\frac{[\text{H}_2\text{SO}_4] - \alpha}{[\text{C}_n\text{H}_m\text{O}_l\text{N}_d]}; \sum_{i=1}^n e; [\text{N}]_2 = \frac{m_N \cdot 100}{m_i(100 - W_S)}; \text{SO}_4^{2-}.$$

10.4. Greek symbols ($\alpha, \beta, \delta, \varphi, \dots$), trigonometric functions (tg, sin, cos, ctg, ln, max and so on.) units of measure (Wt, V, J, kg, m), Cyrillic letters ($\Pi, \text{Л}, \text{И}$), abbreviations of Russian or Belarusian words should have **direct lettering**.

10.5. Latin letters denoting variables (K, y, z, x, V, i, j) should be in *Italics*.

10.6. Symbols and their order in formulae interpretation beginning with the word “where” (this word should not be underlined) should correspond to the symbols in their order in the formulae.

10.7. Mathematical symbols in formulae, equations should be separated from the words, numbers by a space.

10.8. All formulae should be placed in a column of 8 cm width. If the length of the formula is larger than the width of the column (8 cm), it is necessary to separate this formula in several lines

in correspondence to the rules of hyphening of mathematical formulae (by the symbol « \Leftrightarrow » or by symbol of mathematical operations repeating them at the beginning of the second line).

10.9. The number of a formula has a right-margin column justification.

10.9.1. If one formula is divided into several lines the number of this formula is given in front of the last line of this formula.

10.9.2. If the number refers to several formulae simultaneously it is placed in the centre of all formulae which are united.

11. References

11.1. The format of the references should correspond to the Interstate Standard GOST 7.1-2003.

11.2. The word **References** is centred, bold-typed without indentation. Upper space from the text is **6 pt** bottom space from the list of references is **6 pt** (*Format/Paragraph/Space after and Space before is 6 pt*).

11.3. Sources are numbered and given according to the order of mentioning in the text.

11.4. Each source is placed in a new line with the indentation of **0,6 cm**.

11.5. The examples of list of references are to be found on the site of the Higher Attestation Committee. <http://www.vak.org.by/>.

12. Some guidelines of typesetting your manuscript

12.1. The hyphen is not separated in composed words: mineral-indicator, K-space.

12.2. Dash is separated from both sides by non-breaking space (*Ctrl + Shift + «space»*) as a punctuation mark between words, as well as in the next cases: Boyle – Mariotte's law, system «human – machine», May – June and so on.

12.3. Dash is not separated between numbers denoting limits of a quantity (e.g. 20-30 pers.).

12.4. Quotation marks all over the text should have one type («French quotation mark»), they are not separated from included words.

12.5. Symbols %, °, are separated from previous words by a space (10 %, 12 °C, symbol ° is not separated from the letter C).

12.6. Symbols –, +

- are not separated, if they accompany a number (–10 °C),

- are separated by a space, if they denote arithmetic operation ($R_1 + R_2 = 0,75$).

13. Information about the article in English

13.1. Is given on a separate page.

13.2. Contain:

- title of the article (par. 3);

- surnames and initials of the authors (par. 4.1);

- information about each author (par. 4.2);

- abstract (150-300 words) and keywords (par. 5);

- transliteration in Latin and translation in English of the list of references (par. 11).

13.3. The English abstract should contain the following items.

Purpose – the title of the article is revealed, the considered problems are determined, aim and tasks of the work are defined, as well as the object, the subject of the research.

Methods – approaches, methods and technologies are presented.

Findings – the most significant theoretical statements, experimental data are given, novelty and topicality is focussed.

Application field of research – possibilities of use of obtained results are described, their scientific and practical significance is mentioned/

Conclusions – summarising of the article is made, evaluation and recommendations are given, perspectives of further investigations are proposed.

13.4. The system of transliteration BGN is used for transliteration in Latin.