1. **Requirements for writing an article / report**

**Article structure**

* Author 's name, surname (12 pt , bold , capital letters ) Caps )).
* Author's degree, position, name of the university / institution (12 pt , ordinary article ) .
* Article title (14 pt , bold , capital letters ) Caps )).
* Summary of 1500 characters (Article 12) pt , italics ) .
* Keywords (3-5)
* Article text (12 pt , Normal ) \*.
* Footnotes (list of literature and sources) (10 pt , Normal ).

**Article text structure**

* *Introduction* (12 pt , Normal )- a short and concise study of the study performedtopicality and a defined range of problems, in the clarification of which the author has decided to participate.
* *The aim of the work* (12 pt , Normal ).
* *Methods* (12 pt , Normal )- the theoretical substantiation of the problem is given,
the contradictions in the research conducted by other authors are indicated , the research is described, detailed information about the research objects is provided (eg respondents, analyzed literature, archive files, normative acts, etc.). The course of the research, the questionnaires used, the principles of grouping and evaluation of the results, the methods of statistical analysis of the data are described.
* *Results* (12 pt , Normal )- the results of the research are presenteddata.
It is not possible to discuss all the research data in one article, and it is necessary to select the data according to the purpose and hypothesis of the work.
* *Discussion and Conclusions* (12 pt , Normal )- In the discussion and Conclusions section, the author
interprets the obtained results in comparison with the research results of other authors. The most important results can be used to confirm or refute the research hypothesis. The author clearly describes the specific conclusions of the study in relation to the aim and hypothesis. Finally, the author includes recommendations for further research.

**Design requirements** : article volume up to 8 pages. (excluding footnotes (list of literature and sources)).
Summary size - 1000 characters (including spaces). The article is prepared in A4 format, arranged in one column, observing
the following parameters: distance from top, bottom, from the right edge and from the left edge - 2.5 cm, text editor -

*Word* , font- *Times New Roman* , font size-12pt , line spacing -1.
Each paragraphstarts with a 1.5 cm indent.
Pages, tables, and pictures are numbered. The Arabic numbering
of tables and figures in the text is mandatory. The headings are written above the table and on the right side of the image page, together with the number in italics and
bold . Tables and figures must not exceed A4 in size.

**References** in the text indicate, in parentheses, the author's surname in the original language, the
year of publication of the work, eg (Gilbert, 2005) or ( Leiter & Maslach , 1998).

**Footnotes (list of literature and sources)** are at the end of the article, first in the Latin alphabet and then
in the Cyrillic alphabet.
For instance:

Sanchez , D., & King- Toler , E. (2007). Addressing disparities consultation and outreach strategies for university settings . *Consulting Psychology Journal : Practice and Research* , 59 (4), 286-295. doi: 10.1037 / 1065 - 9293.59.4.286

**Evaluation criteria in a 5-point system**

* Originality and topicality of the topic.
* Scientific substantiation of research methods.
* The scientific value of the content of the article.
* Correct use of references (or references in the text and notes (list of literature and sources) coincide).
* Compliance of the article structure with the design requirements.