PAPERS PREPARATION INSTRUCTIONS

First Author's Name 1),              Second Author's Name 2)
orcid.org/00хх-0хх – 1
orcid.org/00хх-0хх - 2

1) Postal address, e-mail, Web address (URL)
2) Postal address, e-mail, Web address (URL)

Abstract: This document presents the required layout of papers to be submitted for publication at the scientific journal Information systems and technologies security. The abstract must summarize the paper content and should have a reasonable number of characters -1800.

Keywords: keyword; keyword; keyword; ...

1. ARTICLE FORMATTING

1.1 TITLE

Paper title has to be informative within a reasonable number of words, but it may not include more than 90 characters. Please avoid abbreviations and formulae where possible.

1.2 AUTHOR NAMES AND AFFILIATIONS

Where the family name may be ambiguous (e.g., a double name), please indicate this clearly. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author. Please mark a corresponding author.

1.3 ABSTRACT

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself. The abstract must summarize the paper content and should have a reasonable number of characters -1800.

1.4 KEYWORDS

Immediately after the abstract, provide a maximum of 10 keywords, using American spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

1.5 INTRODUCTION

There needs to be an adequate summary of references to describe the current state-of-the-art or a summary of the results.

1.6 MATERIAL AND METHODS

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

1.7 RESULTS

Results should be clear and concise.

1.8 CONCLUSIONS

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

1.9 SUBDIVISION

Divide your paper into clearly defined and numbered sections. Subsections should be numbered 1.1, 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal
cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

1.10 FORMULAE

Mathematical expressions and Greek or other symbols must be written clearly with ample spacing.

1.11 UNITS

Follow internationally accepted rules and conventions: use the international system of units (SI). If other units are mentioned, please give their equivalent in SI.

1.12 FOOTNOTES

Footnotes should be used sparingly. Number them consecutively throughout the article, using superscript Arabic numbers. Many wordprocessors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

1.13 REFERENCES

References must appear as a separate bibliography at the end of the paper, numbered by numerals in square brackets.

References in the text are indicated in square brackets. Journal titles must not be abbreviated. Please give journal volumes, issues (numbers) and page numbers.

Number of references has count more than 20. Percentage of own publications should be less than 20%.

1.14 FIGURES

Electronic version in EPS (Encapsulated Postscript) is preferred. The illustrations must be sharp, noise free and of good contrast.

1.15 PLEASE DO NOT:

- Supply files that are optimised for screen use (e.g., GIF, BMP, PICT, WPG); the resolution is too low;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

2. PAPER SIZE

The authors should submit camera-ready paper in MS Word format by e-mail. Use A4 (210 x 297 mm) format of the paper. Leave 20 mm margins at the top, bottom, left, and right. The camera-ready paper size should be no more than eight pages without authors photos and CVs. Authors are strongly recommended to leave on the last page some place for photos and short author’s CVs. Please, don’t use numbering pages in your papers.

3. LAYOUT

The text should be typed single-spaced. Use Times New Roman typeface for normal text.

Center the title (Arial, 14 points, bold), author(s) name(s) (Arial, 12 points, bold), affiliation(s), address(es), e-mail and Web/URL (Times New Roman, 10 points, regular). Leave one blank line below the title, and affiliation(s).

Then put short abstract of the paper use Italic (no longer than 150 words). For word Abstract use Bold. After it insert one blank line.

Below insert a list (preceded with one and followed with two blank lines) of up to 10 keywords. For the word Keywords use Bold.

Type the text of the paper (11 points, regular) in two columns 8,25 mm wide, separated with a 5 mm space. Balance the length of the columns, especially on the last page of the paper. Each column should be justified. The first line of each paragraph is to be indented 5 mm. Headings must be numbered. Do not use Roman numbers. Use only one level of headings (Arial, 12 points, bold) and precede each of them with one blank line. Use spacing of 6 points after paragraph.

Place a full list of references at the end of the paper. Please place the references according to their order of appearance in the text. Enclose the numbers in square brackets.

4. EQUATIONS

Equations should be placed in separate lines and numbered. Please use separate table's cells to place an equation and its number. Do not use any equations inside of paragraph. The numbers should be within brackets and right aligned. Please set in Microsoft Equation following fonts: Regular – 12 pt, Large index – 7 pt, Small index – 5 pt, Large symbol – 18 pt, Small Symbol – 12 pt. Leave one blank line above and below each equation. For example, the line expression

\[ y = a \times x + b, \]

where \( a \) – coefficient, \( x \) – argument, \( b \) – bias.

5. FIGURES AND TABLES
The figures and tables must be numbered, have a self-contained caption. Figure captions should be below the figures; table captions should be above the tables. Also, avoid placing figures and tables before their first mention in the text.

The text of figure captions should be 10 points high and bold. Use spacing of 6 points before and after. Leave one line after the tables unless a section title follows. Table captions and figure captions should be centered. Large figures and tables may span both columns. Leave one blank line before the caption of the table. Do not indent the captions. Do not use characters smaller than 10 point in figures.

All the figures, graphs and photographs should be numbered and referred in the main text. Abscissas and ordinates of all graphs should be labeled with symbols and units as in Fig.1.

Use the abbreviation “Fig.” even at the beginning of a sentence. The text in the figures may be Times New Roman.

Do not use abbreviations in the titles unless they are unavoidable.

![Figure 1 – Example of a graph. Note how the caption is centered](image)

All figures, graphs and photographs must be in black and white (or gray shades).

Font sizes to be used in various parts of the paper are summarized in Table 1.

<table>
<thead>
<tr>
<th>Document section</th>
<th>Font size and style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>14, Arial, Bold</td>
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<tr>
<td>Author name</td>
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<td>Address</td>
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<tr>
<td>Headings</td>
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<tr>
<td>SubHeadings</td>
<td>12, Arial, All caps,</td>
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<table>
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<tbody>
<tr>
<td>Body text</td>
<td>11, Times New Roman, Regular</td>
</tr>
<tr>
<td>Table captions</td>
<td>10, Times New Roman, Spacing 6 before and after, bold</td>
</tr>
<tr>
<td>Figure captions</td>
<td>10, Times New Roman, Spacing 6 points before and after, bold</td>
</tr>
</tbody>
</table>

6. CONCLUSION

We thank you in advance for supplying carefully prepared camera-ready papers, which can be sent for publication without modification.

7. REFERENCES

Reference style

Text: Indicate references by number(s) in square brackets in line with the text. The actual authors can be referred to, but the reference number(s) must always be given.

Example: "..... as demonstrated [3,6]. Barnaby and Jones [8] obtained a different result ...."

List: Number the references (numbers in square brackets) in the list in the order in which they appear in the text.

Examples:

Reference to a journal publication:

Reference to a book or a report:

Reference to a chapter in an edited book:

Reference to a conference proceedings:

Online publication:

Please put here scanned author’s **Full Author’s Name**, **Short CV** of author (10-20 lines), **photo 3 x 4 cm. including: education, current position and areas of scientific interests, scanned photo.**