This is an example of a first-level header containing the article title

John Smith , Mary Smith , John Doe 

**Purpose**. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. **Design / Method / Approach**. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. **Findings**. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. **Theoretical Implications**. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. **Practical Implications**. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. **Originality / Value**. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. T Text of abstract. Text of abstract. ext of abstract. Text of abstract. **Research Limitations / Future Research**. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. Text of abstract. **Paper Type**. Text of abstract. Text of abstract.

Keywords:

keyword or key phrase, keyword or key phrase, keyword or key phrase, keyword or key phrase, keyword or key phrase, keyword or key phrase

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This is an example of a 2nd level header containing the article section

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Table 1 – An Example of a Table Title (Source)

|  |  |  |
| --- | --- | --- |
| Name | Age | Gender |
| John Doe | 30 | Male |
| Jane Smith | 25 | Female |
| Bob Brown | 35 | Male |
| Mary Smith | 40 | Unknown |

Text of the section. Text of the section. Text of the section. Text of the section. Text of the section. Text of the section. Text of the section. Text of the section. Text of the section. Text of the section. Text of the section. Text of the section. Text of the section. Text of the section. Text of the section. Text of the section. Text of the section. Text of the section. Text of the section. Text of the section.

An example of an equation formatting:

 $\left(x+a\right)^{n}=\sum\_{k=0}^{n}\left(\genfrac{}{}{0pt}{}{n}{k}\right)x^{k}a^{n-k}$ (1)

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This is an example of a 3rd level header containing the article subsection

Text of the subsection. Text of the subsection. Text of the subsection. Text of the subsection. Text of the subsection. Text of the subsection. Text of the subsection. Text of the subsection. Text of the subsection.

Example of figure formatting.



Figure 1 – An Example of a Figure Title (Source)

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This is an example of a 2nd level header containing the article section

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1. Item 1.
2. Item 2.
3. Item 3.

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Item 1,

Item 2,

Item 3.

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References

American Psychological Association. (2020). *Publication Manual of the American Psychological Association, Seventh Edition*. Author. <https://apastyle.apa.org/products/publication-manual-7th-edition>

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American Psychological Association. (2020). *Publication Manual of the American Psychological Association, Seventh Edition*. Author. <https://apastyle.apa.org/products/publication-manual-7th-edition>

Make sure that your manuscript is no less than 5 pages including the abstract page. The last page of the manuscript should have at least 14 cm of text height within the text area.

Useful Tips for its Formatting

Yurii Tkachov 

How to Use this Template?

To format your paper use Microsoft Word which supports the \*.docx format. Make a copy of this template file and delete all its contents. Paste into the empty template file the text of your paper prepared in advance.

Recommended “**Paste Special**” options by right clicking the mouse:

“Keep Text Only” preferred,

“Merge Formatting” to preserve embedded objects.

Immediately, after pasting the text of your paper, press the following key combinations sequentially: select the text fragment or press **Ctrl + A** to select all text, then **Ctrl + Space**, and finally **Ctrl + Shift + F9**. These Microsoft Word keyboard shortcuts remove any manual formatting and all external and internal hyperlinks from the pasted text.

Now your text is ready for formatting which is done using a styles table.

What is Prohibited?

**Do not attempt to determine the style parameters and replicate or imitate them manually!**

Imagine that you are working with your paper not in the Microsoft Word editor, but in the Windows Notepad built-in editor, where only a styles table is available, and you can apply any formatting using it only, that is:

you cannot change the paper size manually,

you cannot manually change font sizes, paragraph, parameters, indents, line spacing, and anything else related to text formatting,

empty lines are not allowed, except after tables.

during manuscript preparation, it is strictly prohibited to disable spell check and grammar check features, as well as automatic word hyphenation.

word hyphenation in the “References” section is not allowed under any circumstances.

Why do we insist on formatting the manuscript using styles?

The Microsoft Word styles embedded in the publication template comprehensively consider many formatting parameters for each element of the manuscript, which cannot be fully described and reproduced manually. The template styles ensure:

visual formatting identity for all submitted manuscripts,

consideration of the formatting features and specific settings for individual sections,

significant reduction and automation of the manuscript preparation time compared to manual formatting,

substantial reduction of time spent on technical editing of manuscripts and compiling them into a single journal file.

**Never use a publication template sent to you by a colleague! Do not use your colleagues' formatted publications as examples for formatting!**

Our practical experience shows that formatting your manuscript with an inadvertently distorted template, reproduced by previous authors, leads to repeated errors over and over again. This causes a significant burden on the editors and unnecessary rework for the authors. Therefore, always download the original template file from our website for formatting your manuscript.

How to Apply Styles?

**Every paragraph or structural element of your manuscript must be assigned a style** from the style table in the publication template without exception. To open the style table, press (**Alt** + **Ctrl** + **Shift**) + **S**. Watch the tutorial video on how to quickly format text using styles: <https://youtu.be/baMl-M9eDpk> .

The styles allowed for formatting your paper is provided in the table (see Table 1 and also Figure 1). Format the structural elements of the text according to these styles and as shown in the tutorial video.

Table 1 – Built-in Styles in the Template

| Style (alphabetically) | Preview, Sample or Description |
| --- | --- |
| CIMS - Abstract (English) | Text of Abstract |
| CIMS - Contributor Details (English) | Name Surname, Cand.Sc., Assoc.Prof., Oles Honchar Dnipro National University: Dnipro, UA, name@domain.com |
| CIMS - Contributor Details Header (English) | Contributor Details: |
| CIMS - Contributors | John Smith |
| CIMS - Equations with No. |  $\left(x+a\right)^{n}=\sum\_{k=0}^{n}\left(\genfrac{}{}{0pt}{}{n}{k}\right)x^{k}a^{n-k}$ (1) |
| CIMS - Figure | Calculator, pen, compass, money and a paper with graphs printed on it |
| CIMS - Figure title | Figure 1 – Title |
| CIMS - Header | Paper title |
| CIMS - Header (Level 2) | Paper Section |
| CIMS - Header (Level 3) | Paper Subsection |
| CIMS - Keywords (English) | Keyword, Key Phrase, Keyword, Key Phrase, Keyword, Key Phrase |
| CIMS - Keywords Header (English) | Keywords: |
| CIMS - List (Bulleted List) | Item 1,Item 2,Item 3. |
| CIMS - List (Numbered List) | 1. Item 1.
2. Item 2.
3. Item 3.
 |
| CIMS - References | Ensink, K., Borelli, J. L., Normandin, L., Target, M., & Fonagy, P. (2020). Childhood sexual abuse and attachment insecurity: Associations with child psychological difficulties. *American Journal of Orthopsychiatry*, *90*(1), 115. http://dx.doi.org/10.1037/ort0000407 |
| CIMS - Table Title | Table 1 – Title |
| CIMS - Tables Cells | Content of Table Cell |
| CIMS - Tables Header Cells | Content of Table Header Cells |
| CIMS - Text | Text text text text text text text text text text text text text text text text text text text text text. |

Place the cursor within the paragraph and simply select the desired style from this table. The paragraph will be automatically formatted.



Figure 1 – How to Open Styles Table

About Paper Sections

The text of your manuscript must be divided into separate sections with headings. "References" is a mandatory section. Regardless of the method of structuring the publication you choose; it is recommended to present the information in the following logical structure:

“Introduction” (**No header** needed for this section),

“Theoretical Background”,

“Objectives and Tasks” (or “Purpose”, or “Aim and Tasks”, or “Research Question”, or “Research Hypothesis”, or “Problem Statement”) **is a required section**,

“Materials and Methods” (or “Methodology”, or “Method”, or “Data and Methods”) **is a required section**,

“Results” (or “Discussion and Results”, or just “Discussion”, or as separate sections “Discussion” and “Results”) **is a required section or sections**,

“Conclusions” **is a required section**,

“Future Work” (or “Future Directions”, “Recommendations”),

“Acknowledgments” (this section is used to acknowledge individuals, organizations, or institutions that contributed to the research or provided financial support),

"References" **is a required section** where all cited sources are listed.

In any case, you may adapt the names of these paper sections and subsections according to the context and type of your article.

An Example of an Equation Formatting

The next line contains four elements: [Tab symbol] the equation object [Tab symbol] (equation number). That's all:

 $\left(x+a\right)^{n}=\sum\_{k=0}^{n}\left(\genfrac{}{}{0pt}{}{n}{k}\right)x^{k}a^{n-k}$ (1)

About References Standard

Format the bibliography exactly according to the “APA Style” standard only ([https://apastyle.apa.org](https://apastyle.apa.org/)). This process can be significantly expedited and automated by using the free “Grafiati” bibliography creation service ([https://www.grafiati.com](https://www.grafiati.com/)). In the bibliography settings, select the language that corresponds to the language of your paper and «APA 7th ed.».

An Example of a Journal Article Reference

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. https://doi.org/10.1037/ppm0000185

Example of Whole Authored Book Reference

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000168-000