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This is a template for paper and useful tips for its formatting

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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.
* Immediately, after pasting the text of your paper, press the following key combinations sequentially: **Ctrl + A**, 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 actually prohibited?

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 only using it, that is:

* you cannot change the paper format manually,
* you cannot manually change font sizes, paragraph parameters, indents, line spacing, and anything else related to text formatting,
* empty lines are not allowed.

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

How to apply Styles?

Watch the tutorial video on how to quickly format text using styles: <https://www.microsoft.com/uk-ua/videoplayer/embed/RE2Pb8U> .

The allowed styles for formatting your paper is provided in the table on the next page (see table 1 and 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

|  |  |
| --- | --- |
| **Style** | **Preview** |
| CIMS - Title of paper | Title of paper |
| CIMS - Paper author | John Smith |
| CIMS - ORCID | ORCID: <https://orcid.org/0000-0000-0000-0000>  |
| CIMS - Affiliation and location | Affiliation, City, Country |
| CIMS - Title of Section | Title of Section |
| CIMS - Text of Paper | Text of Paper. |
| CIMS - Table titles | Table 1 – Title |
| CIMS - Tables content | Tables content |
| CIMS - Figures title | Figure 1 – Title |
| CIMS - Figures | Calculator, pen, compass, money and a paper with graphs printed on it |
| CIMS - Bulleted list | * Bulleted list item
 |
| CIMS - List of references | 1. Reference item
 |
| CIMS - Equations | $$\left(x+a\right)^{n}=\sum\_{k=0}^{n}\left(\genfrac{}{}{0pt}{}{n}{k}\right)x^{k}a^{n-k}$$ |

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

Paper sections can be formatted as separate sections with headings, or the publication may contain only one mandatory “References” section. Regardless of the method of structuring the publication you choose; it is recommended to present the information in the following recommended logical structure:

* Introduction,
* Objective and Tasks,
* Materials and Methods,
* Results,
* Conclusions,
* References.

In any case, you can adapt the names of these paper sections according to the context of your article.

About references standard

Format the bibliography according only to the standard “APA Style” (<https://apastyle.apa.org>). This work can be significantly expedited and automated by using the free “Grafiati” bibliography creation service (<https://www.grafiati.com>). In the bibliography settings, select the language that corresponds to the language of your paper.

Example of a journal article reference:

1. 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:

1. 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

See an example of paper formatting on the next page.

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An example of paper formatting

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Introduction

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Vehicula ipsum a arcu cursus. Sapien pellentesque habitant morbi tristique senectus et netus.

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Objective and Tasks

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Materials and Methods

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Example of table formatting.

Table 1 – Example

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

Example of figure formatting.



Figure 1 – Example

Example of equation formatting.

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

Results

Vivamus arcu felis bibendum ut. Pellentesque pulvinar pellentesque habitant morbi. Egestas fringilla phasellus faucibus scelerisque eleifend. Velit aliquet sagittis id consectetur purus ut. Bibendum neque egestas congue quisque egestas diam in arcu cursus. Venenatis a condimentum vitae sapien.

Conclusions

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Lorem ipsum dolor sit amet consectetur adipiscing elit. Sed odio morbi quis commodo odio aenean sed. Sed cras ornare arcu dui vivamus arcu.

References

1. 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
2. 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