Title of the Article

(The maximum number of words in the title is 20. Author’s comment on the title is indicated with asterisk, with an explanation at the end of the page)

*Author’s Name and Surname, Academic Degree, Academic Position, Organization*

*on behalf of which the research is conducted, City and Country. Additionally, please include an identifier from international platforms (such as ORCID, ResearchGate, Academia.edu, or the Social Science Research Network (SSRN)) to allow access to your publications, if available.*

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ABSTRACT

Abstract is placed before the main body of the text and describes the given issue. It sums up those main issues, that are described in the article by author. It narrates article’s content briefly and precisely, in a way that creates a possibility for a reader to understand a scientific problem without reading the publication. The aim of the abstract is to help reader to decide whether the given information is interesting for him/her, why he/she should read it and what questions are answered in the research. Abstract contains **150-250 words**.

**Keywords:** word, word, word,… 3-7 keywords

# STRUCTURE OF THE ARTICLE

**Introduction**

In this part the actuality of the given issue, research topic, established aims, tasks and stages are emphasized. Structuring the problem and clearly establishing the issue are important.

**Main part**

In the main body of the text, the content of the issue is presented, where an important place is given to the description of the research and analysis of outcomes, the process of research itself and coherent analysis, according to which theoretical conclusions, interim results and overall outcomes are shown. Main part of the text is divided into structures (chapter/subchapter, paragraph, etc.), which makes the article easier to understand.

The text should be divided into chapters where possible. Headings can have two levels or more and should be numbered (e.g. 1 TITLE OF A CHAPTER, 1.1 Title of a subchapter).

* *Research objective, methodology and data:*

This part of the paper states its aim, detailed methodology and data used. The title of the paper must be compatible with its aim and its content.

* *Results and discussion:*

The author introduces research results that should be obtained using sophisticated statistical methods, then interprets them in a law manner, while comparing them with sources listed in the theoretical part, or justifies the authenticity of his/her own results.

**Conclusion**

It represents a continuation of the main body of the text. It briefly and shortly sums up the results of the research, describes the main idea, scientific novelty and its value, main findings and possible recommendations, creates interest and further perspective for continuing the research.

# 

# Tables and Figures

Tables and figures should be numbered and pertaining references must be included in the text. The acceptable labeling for a table is Tab.1 and Fig. 1 for a figure. The title of the table or figure and the source should follow. The text should be composed in such a manner that there are not too many figures or tables on a single page. Tables and figures in a landscape format are not acceptable.

*EXAMPLE 1.*

Tab. 1 – The title of the table. Source: own research

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column Head | Column Head | Column Head | Column Head | Column Head |
| Row Head | 123 | 123 | 123 | 123 |
| Row Head | 456 | 456 | 456 | 456 |
| Row Head | 789 | 789 | 789 | 789 |
| Row Head | 123 | 123 | 123 | 123 |
| Row Head | 456 | 456 | 456 | 456 |
| Row Head | 789 | 789 | 789 | 789 |

Figures and tables should be supplied in a sufficient quality for print. They can be supplied as separate documents (jpg, xls, doc). The quality of the above is the responsibility of the author.

*EXAMPLE 2.*

Fig. 1 – The title of the figure. Source: own research



**FORMAT**

Submitted papers should not exceed 20 pages, including bibliography and footnotes.

A document that exceeds the established standard will be returned to the author for shortening.

The article must be provided in A4 format; font size – 12; font size in footnotes – 10, font – Sylfaen, whereas English, in – Arial/Times New Roman. Font in footnotes – same as the main text. Space between lines – 1.5; top and bottom margins – 2.5 cm, left and right – 2.5 cm.

*NOTE: It is necessary to use only black fonts and all pictures and tables should be clear and legible in a single color*

**FOOTNOTE**

It (referenced literature, comments, author’s explanations and remarks) must be placed in the text at the end of the pages (in the language of publication).

Literature referenced in footnote must be indicated in numbers, however author’s remarks and explanations – with asterisk, which is not numbered. If in the same page of the article, one source is indicated consecutively, indication of the source secondly is not required and the word “ibid” must be written with relevant page number.

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It is presented in consolidated manner, numbered at the end of the text in the language of publication. Bibliography offers the background of the idea and an additional reading material, encompasses not only the sources that are referred in the article, but also works of those authors, who are quoted, but used as a way to develop an opinion. It also encompasses descriptions, normative acts, court decisions, etc.

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5. … more examples at <http://www.library.cornell.edu/resrch/citmanage/apa>

**CONTACT INFORMATION**

**Author’s First name, Surname, Ph.D.**

University

Faculty

Department (Institute)

E-mail: [xxxxx@abc.ge](mailto:xxxxx@abc.ge)

Phone number:

ORCID:

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