

Requirements for papers

Requirements for formatting:

1. The volume of material is up to 7 pages of text, formatted in a Microsoft Word text editor, a file in the .doc or .docx format (font 14, Times New Roman, interval 1). All fields are 20 mm;
2. **Name of the section** is indicated in the upper right corner
3. **The UDC index** is indicated in the upper left corner;
4. **Full name and surname of author (s)** are determined in the second row in the right corner;
5. **Full name of the educational institution** (place of work or study), city and country are placed in the third row in the right corner;
6. **Title of the paper** is indicated by the centre (font 14 bold: CAPITAL LETTERS) are in the next paragraph;
7. **Abstract** (3-5 sentences in English) and keywords (5-10 words in English) are written in the next line (12 font).
8. **Bibliography** is presented in accordance with GOST RK 7.05. 2008. All sources in Kazakh, Russian and foreign languages are placed together at the end of the paper.
9. **References.** In the text references to literature and sources are formatted in square brackets according to the number in Bibliography, for example: Text of the paper... text of the paper... [1, p. 256]. The text of the paper... [2, p. 5] and etc.

Examples of referencing:

For books:

1. Зуб А.Т. Управление организационными кризисами. М.: Университетский гуманитарный лицей, 2003.
2. Петрунин Ю. Ю., Борисов В. К. Этика бизнеса. М.: Дело, 2000.

For papers from journals, proceedings and other collective publications:

3. Маринко Г. И. Культура управления знаниями // Философия науки и научно-технической цивилизации: Юбилейный сборник / Отв. ред. С. Л. Катречко. М.: Полиграф-Информ, 2005. Р. 322–338.
4. Воронина Т. П., Молчанова О. П. Особенности управления инновационной организацией // Вестник Московского университета. Сер. 21. Управление (государство и общество). № 2. 2004. Р. 66–82.

For Internet materials:

5. Сурин А.В. 10 лет подготовки управленческих кадров в Московском университете: опыт и проблемы. <http://e-journal.spa.msu.ru/images/File/2003/surin.pdf> (the date of viewing material on the Internet is indicated in brackets).

The text of the paper. Sequence of presentation: introduction (in short), study purpose, study results and their analysis, conclusion.

Style design - the usual. Do not break words with transfer sign. The symbols and abbreviations in the text should be disclosed when they first appear in the text. Sections and subsections of the paper are numbered in Arabic numerals in bold and are not written in a separate line.

Tables. Tables should contain only necessary data and represent generalized and statistically processed materials.

Each table is provided with a title and inserted into the text after the paragraph with the first reference to it. Tables are drawn in the Microsoft Word editor (not scanned and not in a picture) in black and white colours and are located within the working field. Formatting the table number and its title: font is normal, size is 11 pt, alignment is centered. Please note that there is not any dot at the end of the table title! The table content: font - normal, size - 11 pt, interval - single.

Terms of paper publication

1. All papers are subject to compulsory revision (research and technical).
2. The preference to publish is given to research and practical articles, summarizing research and practical experience of the author (authors).
3. The editorial committee reserves the right to refuse the publication of papers that violate above formatting rules and do not meet the requirements for research papers.
4. The editorial committee is not responsible for the accuracy of information provided by authors. Authors assume personal responsibility for authenticity of the research.

In order to publish papers in the proceedings, it is necessary to get acquainted with Requirements for papers and send paper to eurasianforum@iqaa.kz by June 10, 2018.

Please indicate author's surname and name in the file title, for example: "A.S. Akhmetov, paper for Forum".