TITLE OF YOUR ARTICLE

First Author, Second Author, add more authors if any

Abstract

The topic or your paper shall be presented here. Keywords below must be at least three keywords that reflect the theme of paper.

Keywords: *text, sentences*

1 Subtitle Level 1 Text

Text

1.1 Subtitle Level 2 Text

Text

1.2 Subtitle Level 2 Text

Text

1.3 Subtitle Level 2 Text

Text

2 Subtitle Level 1 Text 2

Text

2.1 Subtitle Level 2 Text

Text

2.2 Subtitle Level 3 Text

Text

2.2.1.1 Subtitle Level 4 Text

3 Conclusions

Text

Acknowledgements

Text

References

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3. White S. A. "Business Process Modeling Notation (BPMN)," In: *Business Process Management Initiative (BPMI)*, 3 May 2004.

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About Authors

Photo of each authors and brief bio must be placed in a borderless and nameless table.

Anton Kozhemyako (MATRIZ level 4) is MATRIZ Director of Developing TRIZ Applications for Business and Management, a member of the advisory board at the International Business Association (IBTA). Founder of TRIZ Business Association, Russia which is an actual member of MATRIZ. He has written two books about business TRIZ and he is author of 20 publications about application of TRIZ tools to solve management problems. He is a business TRIZ practitioner and he has realized over 50 projects.

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End of paper

General Requirements

The text should be set in from MS Word (DOCX) and PDF.

Paper length: Full papers should have a length between 8 and 20 pages using the following formatting, references and appendixes includes. Short paper must have a length 4 pages.

Above or under this range, the abnormal content size should be formally justified by the corresponding author with a risk of major amendment requested by the reviewers.

Paper size is A4, portrait orientation.

Margins: upper – 2.5 cm and lower – 2 cm, left – 2.5 cm, right – 2.5 cm.

Font types:

- Main text, abstract, keywords, caption, table title, references: Georgia,
- Titles, subtitles: Arial Narrow,
- Symbols: Windings, Symbol.

Font sizes:

- Paper title: 20 pt, all caps.
- Abstract: 11pt,
- Keywords: 11pt, italic,
- Subtitles: 14pt,
- Main text: 12pt,
- Captions, references, author's bio: 11pt.

All titles and subtitles: no hyphenation, alignment: left.

Subtitles must be numbered.

Pre-set interlinear spacing: Single. Justified alignment.

Hyphenation: automatic arrangement, hyphenation zone: 1 cm, no more than three successive hyphenations.

Footnotes: 11pt, italics, independent numbering at each page. Left alignment.

References to sources in the main text are placed in square brackets, e.g. [4]. The numeration in the bibliography reflects the order of mentioning. Left alignment.

4 Subtitle of Level One

4.1 Subtitle of Level 2

4.2 Lists

- Work with bulleted lists should be either manual or with using the MS Word formatting toolbar.
- After typing the number, put a full stop, a gap and then follow with the text.
- Element 3 of the list.

4.3 Numeration

1. Work with numbered lists should be either manual or with using the MS Word formatting toolbar.
2. After typing the number, put a full stop, a gap and then follow with the text.
3. Element 3 of the list.

4.4 Formulas

It is preferable to type simple formulae in the text mode, using subscript and superscript indices, see (1) below:

$$F = R_s + D_k , \quad (1)$$

where s and k are subscript indices. Punctuation at the end of a formula is as in an ordinary sentence. Formulae numbering is placed on the right, even with the right edge of the column.

Complex formulas are typed in the formula editor MS Word, see (2):

$$V = \frac{F}{C} \ . \ (2)$$

In the formula editor setting Style/Size for typing symbols should be only by default. The main font size of the formulae is 14 pt, big index – 9, small index – 7, a big symbol – 18, small symbol – 14. In the formula editor and the text itself, the variables expressed by Latin symbols are typed in italics; figures, Greek and Russian symbols are Roman type as well as symbols of functions (sin, ln, etc.).

4.4.1   Subtitle of Level 3

4.4.2   Tables

Tables should be typed directly in MS Word rather than copied from other editors and programs. Table number (for example, Table 1) is placed in the centre above the table with full stop after the number. The title of the Table is typed in the centre after the table number, no full stop at the end. The margins of the Table should not extend beyond the borders of the printed text.

Table 1. Table Title, no full stop at the end

Column 1	Column 2	Column 3	Column 4

If necessary to specify the source, type under the Table with 11 pt font, line spacing 1, center-aligned formatting.

4.4.3   Figures and Diagrams

Figures and diagrams are either put in the text or submitted in separate files (each illustration being a separate file) in the .tif format (other acceptable formats are .bmp or .jpeg), in which it is necessary to specify the exact location of their insertion into a text file.

Figures and diagrams can be either color or black and white.

The *scanned image* used in the text should have resolution 300 dpi.

Text in a figure or a diagram must be large enough and clearly recognizable and readable. Text must be in English.

Titles of diagrams and drawings are indicated below in the center (for example: *Figure 1. Caption to the Figure* or *Diagram 1. Diagram Title*), see Fig. 1.
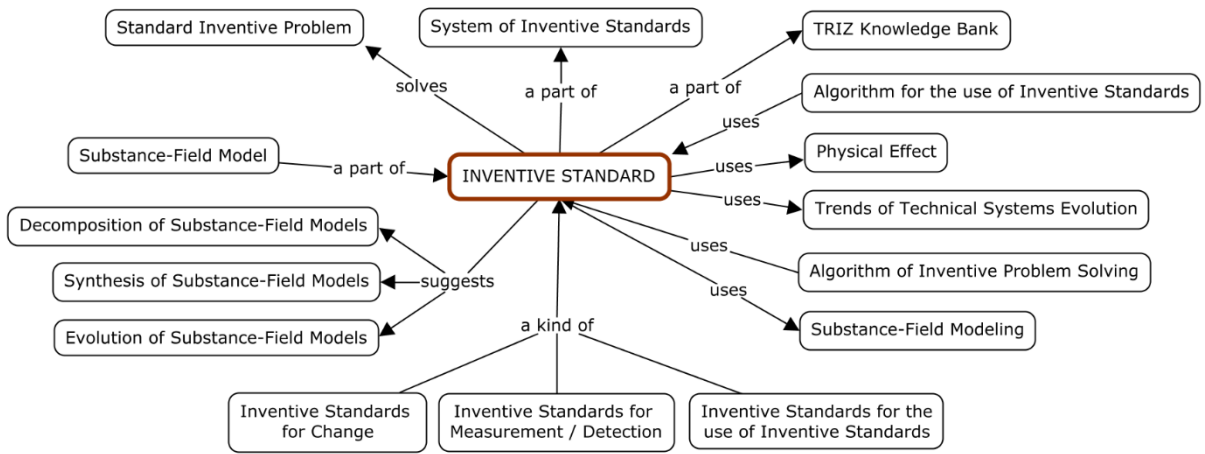
Fig. 1. Caption to the Figure, no full stop at the end