**Report preparation procedure**

* Page size: A4 (29.7 × 21.0 cm)
* Margins: 2.5 cm
* Font type: Sylfaen
* Font size: 12
* Spacing between lines: 1.5 cm
* Format: Microsoft Word
* Abstract size: no more than 500 words
* Duration of the report: 15 minutes
* Length of the scientific work: in addition to sources and tables 1500-3000 words (no more than 12 pages)
* Title of the paper: in the center, font size 14, Bold
* Speaker’s name and surname, Scientific rank and degree: in the center, font size 12, Italic

**Report structure**

* Title
* Content (Table of contents)
* Abstract
* Introduction (The essence of the problems, relevance of the topic and definitions of basic concepts)
* Description of methodology
* Literature review
* Main text (It is preferable to divide it into subsections)
* Conclusion
* Reference list (In the list should be indicated only the source which was used during the research or preparation of the paper; Listing should be according to author, in alphabetical order: author, the title of the paper, year of publication, publishing house, last access date if referring to an online source)

**Note:** Format the report using APA style.

**Report abstract**

* Purpose
* Structure/methodology/approach
* Conclusions
* Limitations of the research (the faults)/influence
* News/value
* Keywords

 **Preparing rules**

* Report abstract: no more than 500 words
* Font type: Sylfaen
* Font size: 12
* The distance between lines:1.5 cm
* Title of the paper: in the center, font size 14, Bold
* Speaker’s name and surname, University: in the center, font size 12, Italic
* Margins: right margin - 2.5 cm, left margin - 2.5 cm, top margin - 2.5 cm, bottom margin 2.5 cm (The first line should not be indented)

**Note:** Format the report using APA style.