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**Abstract.** An abstract should be a brief summary of significant items of the main paper. An abstract should give concise information about the content of the core idea of the paper and clearly describe methods and the major findings reported in the manuscript. The structure of an abstract is the following: purpose, methodology, findings, research implications (if applicable), practical implications, the originality and value of the paper. The volume of an abstract should not exceed 500 words (recommended volume – 300…500 words). Font Times New Roman 9 pt should be used for formatting an abstract. The customised styles or the key combinations of the template can be used for quick formatting of the whole manuscript (the full list is provided at the end of the template). In addition, the appropriate style of each item is indicated at the end of its description, e.g. use style Abstract, or Alt + Ctrl + S.

**Keywords:** some general terms, some subject-specific terms. There should be no less than 5 and no more than 12 keywords. Keywords should be formatted in Times New Roman 9 pt (use style Keywords, or Alt + Ctrl + K).

# Notations (use style Heading 1, or Alt + Ctrl + 1)

In this section, variables, functions, abbreviations, etc. should be listed with explanations. Please note that these explanations should not be repeated in the running text (use style Paragraph body, or Alt + Ctrl + Z).

*Variables and functions:*

*a* – explanation of the first variable;

*b* – explanation of the second variable;

*c* – explanation of the third variable, etc.

*Abbreviations:*

EFA – Example of First Abbreviation, etc.

# Introduction (use style Heading 1, or Alt + Ctrl + 1)

Introduction, Notations, Conclusions, Acknowledgements, Funding, Author Contributions, References, and Appendix are not numbered. Use Times New Roman 10 pt for formatting paragraphs in a section, or to continue after an extract (use style Paragraph body, or Alt + Ctrl + Z).

In the introduction, context of the research should be established, the purpose and/or hypothesis that was investigated should be stated. The information on previous research on the subject can be included either in Introduction, or in the following section. Also, the main idea, importance, novelty, etc. can be indicated in this section (use style Paragraph body, or Alt + Ctrl + Z).

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The main text should include previous research on the subject (if it is not included in the Introduction), methodology and/or theoretical framework, results of the research, and discussion with interpretation of results obtained. Use *Italic* (not boldface typing or capital letters)for emphasizing a word or a phrase. More requirements for a manuscript are provided in Table 1 (use style Paragraph body, or Alt + Ctrl + Z).

## Formatting lists (use style Heading 2, or Alt + Ctrl + 2)

For bulleted lists use an en-dash (–) rather than strong dot (•). It should be formatted in Times New Roman 10 pt, e.g.:

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Table 1. Requirements for a manuscript. For formatting the title of the Table use Times New Roman 9 pt (style Table title, or Alt + Ctrl + I) (source: Author, year)

|  |  |  |
| --- | --- | --- |
| Requirements | Clarification | Other notes |
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| All figures and tables must be placed and cited in the text in consecutive numerical order. The resolution of pictures should be no less than 300 dpi (dots per inch). | If the size of the final file is too large (more than 10 MB), then the manuscript should contain the figures with minimised resolution, and the original figures must be provided in original size, resolution and appropriate format. Do not use text editor for providing separate figures. | For more details see section “Figures and tables” |
| Proper citation of sources is necessary. | The TRANSPORT uses the APA Style (surname and date) short reference system for citations in the text with a detailed alphabetical list at the end of the paper. Every reference cited in the text should be also present in the reference list and vice versa. | For more details see section “Reference style”. Examples are provided in section “References”. |
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All the numerals, including index numbers, are presented in Regular type, variables in *Italic*. Matrices are written in square brackets [ ] and vectors in figurative brackets { }. Equations should be formatted in Times New Roman 10 pt. Punctuate equations with commas or periods when they are a part of a sentence, as in:

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if necessary, value of symbols should be specified.

Please confine equations to one column width – 8 cm. If the equation is longer, it should be split at appropriate algebraic symbols. The parts of the longer equations must be horizontally left aligned in the equation editor.

In mathematical expressions, multiplication symbol “⋅” must be used between the characters and the brackets. Symbol “×” is used in the multiplication of vectors.

Equations are numbered by Arabic numerals in round brackets and aligned right. The punctuation and numbers of longer equations, like (2), must be vertically lowered with the last line of the equation:



. (2)

Use an en-dash (–) rather than a hyphen (-) for a minus sign. Please note that an en-dash should be used for connecting values (years, tables, figures, equations, etc.) in a range; for connecting variables in a range, please use “\*\*\*…\*\*\*”, or “from \*\*\* to \*\*\*” construction. Reformatting of running text, into which special characters such as Greek letters have been entered via the keyboard, can cause these characters to disappear. In order to avoid this problem, always insert special characters to your document from *Insert* → *Symbol*. In the *Symbol* dialog box select the required character and click *Insert*.

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Table 2. Requirements for tables and figures. For the title of the Table use Times New Roman 9 pt (style Table title, or Alt + Ctrl + I)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Font | Line thickness | File formats |
| Tables | Times New Roman 9 pt | 0.5 pt | \*.docx, \*.doc, \*.xlsx, \*.xls |
| Photos and images (resolution – no less than 300 dpi) | – | – | \*.jpg, \*.tiff, \*.gif, \*.png |
| Diagrams, charts, schemes | Times New Roman  from 5 to 8 pt | From 0.3 to 2 pt | \*.pdf, \*.eps, \*.cdr,  \*.xlsx, \*.xls, \*.dwg |

*Note:* The width of figures and tables should be either 8 cm, or 14…16.5 cm. Use Times New Roman 8 pt for formatting notes (style Notes, or Alt + Ctrl + O).

Figure 1. Title of the figure. Obtain permission and include the acknowledgement required by the copyright holder if a figure is being reproduced from another source. For the title of the Figure use Times New Roman 9 pt (style Figure caption, or Alt + Ctrl + F)

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(no colourful backgrounds in the charts)

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* All figures and tables must be placed and cited in the text in consecutive numerical order. In multi-part figures, each part should be labelled, e.g. Figure 1. \*\*\*: a – \*\*\*; b – \*\*\*.
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# 4. Units (use style Heading 1, or Alt + Ctrl + 1)

Authors must adhere to the International System of Units (SI units). Units are not italicised. When using a word, which is or is asserted to be a proprietary term or trademark, authors must use the symbol ® or TM.

If a dimension is indicated in the text or equation next to the value of the variable, then the style of dimension is: *t* = 10 min. If it is necessary to indicate a dimension in the text or table next to the variable (or its explanation), then the style of dimension is: *t* [min]; “travel time [min] is evaluated for...” or “travel time *t* [min] is evaluated for...”.

The most commonly used dimensions of parameters are given in Table 3.

Table 3. The most commonly used dimensions of parameters. For the title of the Table use Times New Roman 9 pt (style Table title, or Alt + Ctrl + I)

|  |  |  |
| --- | --- | --- |
| Name | Correct dimension (format) for the TRANSPORT | Incorrect dimension (format) for the TRANSPORT |
| metre | m | meter |
| square metre | m2 | sq. m. |
| centimetre | cm | centimetre |
| mile | mi | m |
| nautical mile | nmi | M, NM |
| hour | h | hour |
| minute | min | minute |
| second | s | sec, seconds |
| kilometres per hour | km/h | km/hour, kph, km⋅h–1 |
| metre per second | m/s | m⋅s–1 |
| metre per second squared | m/s2 | m⋅s–2, m/s/s |
| pedestrian | ped | pedestrian |
| pedestrian per hour | ped/h | ped/hour, ped⋅h–1 |
| vehicle | veh | vehicle |
| vehicles per hour | veh/h | veh per hour, veh/hour, veh⋅h–1 |
| degree Kelvin | K | Kelvin |
| degree Celsius | °C | ° C |
| euros | EUR, € | Euros |
| mole | mol | mole, Mol |
| lux | lx | lux |
| Newton | N |  |
| kilogram | kg | kilos |
| Newton metre | N⋅m | N×m, Nm |
| litre | L | l, litre, dm3 |
| revolutions per minute | rpm, min–1 | RPM, rev/min, r/min, rev⋅min–1 |
| degree | ° | deg, degree |
| candela per square metre | cd/m2 | nt |
| percent | % | percent |
| percentage by weight | wt% | %wt |
| percentage by volume | vol% | %vol |
| percentage by moles | mol% | %mol |
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*Note:* The width of figures and tables should be either 8 cm, or 14…16.5 cm. Use Times New Roman 8 pt for formatting notes (style Notes, or Alt + Ctrl + O).

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Please use the transliterated (not translated) version of the names and sources in Cyrillic (Beliatynskii et al., 2011). For papers published in the journals available in two or more languages, please give the English citation first, followed by the original language citation.

# Conclusions (use style Heading 1, or Alt + Ctrl + 1)

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# References (use style Heading 1, or Alt + Ctrl + 1)

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* Heading 2 (Alt + Ctrl + 2)
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* Bulleted list (Alt + Ctrl + B)
* Numbered list (Alt + Ctrl + L)
* Displayed equation (Alt + Ctrl + E)
* Notes (Alt + Ctrl + O)
* References (Alt + Ctrl + X)
* Table title (Alt + Ctrl + I)
* Figure caption (Alt + Ctrl + F)