

**REQUIREMENTS FOR THE INTERNATIONAL SCIENTIFIC-PRACTICAL
CONFERENCE MATERIALS
ON MAY 19, 2017
"Theory and Practice of Public Administration"
(TPPA – 2017)**

The paper should be typed (MS Word, Times New Roman) and presented on a CD-ROM, USB flash drive or to the e-mail address (*depending of the chosen workshop*), as well as a printed copy, signed by all the authors on the last page. Papers presented by master and doctoral students should be also signed by their scientific coordinator.

Structure of the article:

- title (capital letters);
- author's last name and first name, degree and academic title, workplace (institution) and position;
- summary/ abstract (English or French): 5-8 lines, font-10 pt, 1,0 interval;
- text of the article: interval-1,5, font-14, fields: left-3,0; right-1,5; up, down- 2,5 (format A4-portrait);

References:

Figures, images and tables should be put after the reference in the text, or on separate pages, indicating their place, if the author has no technical means.

Images should be of good quality, JPEG standard.

Number and legend should be placed under the figure or image.

Tables should have numbers and title. It's not allowed the duplication of the material in the text, tables and figures.

References within the text should be between square brackets.

Bibliography should be written as follows:

- a) Journals and articles: name(s) of the author(s), title of the article, title of the journal, accepted abbreviations, publication year, volume, number, first and last page;
- b) Books: name(s) of the author(s), complete title, publisher, editing place, publication year, number of pages.

Mentions:

- if there are 2 authors, then must be sent 2 photos (attaching the photos to the paper is mandatory);
- if you fail to frame the picture, you can send an e-mail;
- it is necessary to delimit the summary from the text through some free rows.

The deadline for presenting the information and materials:

- Registration form (Annex 2) – till April 21, 2017;
- Materials for publication – till April 21, 2017;
- Conference materials will be published with a volume of up to 8 standard pages (up to 14,400 characters, no intervals).

Forms of participation:

- Direct - with public presentation of the paper in the workshop

Papers which are not related to the topic, are not in accordance to the layout or are submitted after the deadline will not be considered.