**MANUSCRIPTS IN ENGLISH**

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**FULL TITLE** *(in ALL CAPS)*

**Abstract**

An abstract is a brief, one-paragraph summary of your paper (200-400 words). The abstract, like the title, should be able to stand alone and fully explain what your paper is about. The text should be well structured, the information should be provided logically. The purpose of the research and methods should be described in sufficient detail. There must be relations between the title of the article and the text of the abstract. The main functions of the abstract are to arouse the reader's interest in reading the entire text and to contain the necessary minimum of information to understand the essence of the study without referring to the text.

**Keywords** 5-10 keywords, lowercase, regular font, separated by commas.

**ЗАГОЛОВОК ПУБЛИКАЦИИ** *(Заглавными буквами)*

**Аннотация**

Объем аннотации 200-400 слов. Текст аннотации должен быть структурированным, подача информации – логичной (от представления сведений общего плана до четких выводов методологического характера). Цель исследования и методы ее достижения должны быть описаны достаточно полно. Между заглавием статьи и текстом аннотации должна прослеживаться взаимосвязь. Аннотация должна вызывать читательский интерес к прочтению всего текста и содержать необходимый минимум информации для понимания сути исследования без обращения к тексту.

**Ключевые слова:** 5-10 слов, строчные буквы, обычным шрифтом (без курсива), через запятую.

**Introduction**

The introduction serves as the roadmap for your paper; by clearly stating the study's background, aims, and hypothesis/research question, the introduction can guide you as you write the rest of the paper.

Introduction is the section that points out the gap in knowledge that the rest of the paper will fill, or the section in which the author defines and claims the territory within the broad area of research. Introduction (a) prepares the readers for more detailed and specific information that is given later; (b) introduces the specific topic of the research and explain why it is important; (c) mentions past attempts to solve the research problem or to answer the research question. This section discusses the results and conclusions of previously published studies, to help explain why the current study is of scientific interest.

The statement of the problem should be given in the introduction in a clear and concise manner. The background or rationale for the study is included here as well as a demonstration of how previous research is related to the study, together with its limitations. Briefly describe the broad research area and then narrow down to the particular focus. Say what you want to achieve and why the reader should be interested in finding out whether you achieve it.

Once you've narrowed your focus to the specific topic of your study, you should thoroughly cover the most recent and most relevant literature pertaining to your study. Your review of the literature should be complete, but not overly long.

The last section of the Introduction states the purpose and the objectives of the research. Hypotheses and research questions are effective because they help give shape to the paper and serve as "signpost phrases" that guide readers through the paper smoothly.

Try to avoid an overly long introduction. One goal of the introduction is explaining why your research topic is worthy of study. Instead of simply saying that the topic is important, show why the topic is important.

**Results**

The results section of the research paper is where you report the findings of your study based upon the information gathered as a result of the methodology [or methodologies] you applied. The results section should simply state the findings, without bias or interpretation, and arranged in a logical sequence. The results section should always be written in the past tense. A section describing results is particularly necessary if your paper includes data generated from your own research.

For most research paper formats, there are two ways of presenting and organizing the results: (a) present the results followed by a short explanation of the findings; (b) present a section and then discuss it, before presenting the next section then discussing it, and so on.

**Discussion**

The purpose of the discussion is to interpret and describe the significance of your findings in light of what was already known about the research problem being investigated, and to explain any new understanding or fresh insights about the problem after you've taken the findings into consideration. The discussion will always connect to the introduction by way of the research questions or hypotheses you posed and the literature you reviewed, but it does not simply repeat or rearrange the introduction; the discussion should always explain how your study has moved the reader's understanding of the research problem forward from where you left them at the end of the introduction.

This section is often considered the most important part of a research paper because it most effectively demonstrates your ability as a researcher to think critically about an issue, to develop creative solutions to problems based on the findings, and to formulate a deeper, more profound understanding of the research problem you are studying. This is the section where you need to present the importance of your study and how it may be able to contribute to and/or fill existing gaps in the field.

**Conclusion**

The conclusion is intended to help the reader understand why your research should matter to them after they have finished reading the paper. A conclusion is not merely a summary of your points or a re-statement of your research problem but a synthesis of key points. For most essays, one well-developed paragraph is sufficient for a conclusion, although in some cases, a two-or-three paragraph conclusion may be required.

When writing the conclusion to your paper, follow these general rules: (a) state your conclusions in clear, simple language: (b) do not simply reiterate your results or the discussion; (c) indicate opportunities for future research, as long as you haven't already done so in the discussion section of your paper.

The function of your paper's conclusion is to restate the main argument. The conclusion also provides a place for you to persuasively and succinctly restate your research problem, given that the reader has now been presented with all the information about the topic.

**References**

At least half of the sources must be indexed and published in Scopus / WoS.

The use of recent and newly published literature throughout the paper gives the work credibility.

If your reference has a DOI, include that DOI (**It is mandatory**). Please use the following DOI format:

<http://dx.doi.org/10.1037/rmh0000008>

***Examples***

***Journal articles***

Griffith, R. (2016). Parents’ right to name their baby. *British Journal of Midwifery*, *7*(24), 525–527. <https://doi.org/10.12968/bjom.2016.24.7.525>

***Journal Articles (in languages other than English)***

Kudryashova, E. (2019). Finansovaya bezopasnost' v ierarkhii tseley strategicheskogo planirovaniya v Rossiyskoy Federatsii [Financial Safety within Hierarchy of Strategic Planning Purposes in Russian Federation]. *Pravo. Zhurnal Vysshey shkoly ekonomiki*, (2), 124–138. <http://doi.org/10.17323/2072-8166.2019.2.124.138>

***Books***

Harding, P. C. (2010). *Mastering the ISDA master agreements (1992 and 2002): A practical guide for negotiation* (3rd ed.). Financial Times Publishing.

***Books (in languages other than English)***

Bannasch, M. (2014). Der Gemeingebrauch des Namens[Common usage of the name]. Mohr Siebeck.

***Chapters in Books / Conference Papers***

Shashkova, A. V. (2019). [Regulating principles of disclosure of information to shareholders under G20 / OECD principles](https://www.scopus.com/record/display.uri?eid=2-s2.0-85074104023&origin=resultslist&sort=plf-f&src=s&st1=shashkova&st2=a.v.&nlo=1&nlr=20&nls=count-f&sid=047768a7436d48bdf45946ccc47a68c7&sot=anl&sdt=aut&sl=39&s=AU-ID%28%22Shashkova%2c+Anna+V.%22+57200336728%29&relpos=0&citeCnt=0&searchTerm=). In K. S. Soliman, *Proceedings of the 33rd International Business Information Management Association Conference, IBIMA 2019: Education Excellence and Innovation Management through Vision 2020* (pp. 1931–1936). International Business Information Management Association, IBIMA.

***Chapters in Books (in languages other than English)***

Lifshits, I. M. (2016). Fenomen standard-setting bodies v mezhdunarodnom finansovom pravoporyadke [The phenomenon of standard-setting bodies in the international financial legal order]. In *Sumus Ubi Sumus. Mezhdunarodnoye pravo XXI veka: mir i bezopasnost', sotrudnichestvo, prava cheloveka: Liber Amicorum v chest' prof. L. P. Anufriyevoy* [International Law of the XXI Century: Peace and Security, Cooperation, Human Rights: Liber Amicorum in honor of prof. L. P. Anufrieva] Moscow: Prospekt. pp. 393–400).

***Research Papers***

Arner, D., Barberis, J., & Buckley, R. (2016). The evolution of Fintech: A new post-crisis paradigm? (Law Research Paper No. 2016–62). Sydney: University of New South Wales. <http://dx.doi.org/10.2139/ssrn.2676553>

You may find the [**APA style**](https://apastyle.apa.org/style-grammar-guidelines/references) website useful for additional information. All references need to be in APA manuscript style before the manuscript can go into copyediting and will be returned to the author if the formatting is not complete.

**In APA any source you use in your paper must have an in-text citation. In APA these citations include the author’s last name and the year of the publication in parentheses (Allen, 2020) / (Arner et al., 2016).**

**APA 7.0 supports five levels of headings.**

***Headings’ examples:***

**Heading Level 1**

(Headings should be bold and centered, with all major words capitalized)

**Heading Level 2**

Text begins indented as a new paragraph.

***Heading Level 3***

Text begins indented as a new paragraph.

**Heading Level 4***.* Text begins on the same line and continues as a regular paragraph.

*Heading Level 5.* Text begins on the same line and continues as a regular paragraph.

**Footnotes**

Add footnotes, if any.

Only scientific materials should be included into Reference list. For other sources use Footnotes.

Use footnotes to cite sources which are not scientific or for explanatory (content) notes or copyright permission. Content footnotes contain information that supplements the text but would be distracting or inappropriate to include in the body of the paper. In other words, such footnotes provide important information that is a tangent to what you are discussing in your paper.

The footnote should only express one idea. If it is longer than a few sentences, then you should consider putting this information in an appendix. Most authors do not use footnotes because they tend to be distracting to the readers. If the information is important, authors find a way to incorporate it into the text itself or put it in an appendix.

***Examples***

Al Khalil, F., Ceci, M., O’Brien, L. & Butler, T. (2017). *A Solution for the Problems of Translation and Transparency in Smart Contracts*. Governance Risk & Compliance Technology Centre. <http://www.grctc.com/wp-content/uploads/2017/06/GRCTC-Smart-Contracts-White-Paper-2017>

2 Reynaldo. (2020, August 20). *Europe to introduce ‘historic’ legislation for Bitcoin and cryptocurrencies in autumn*. Crypto News Flash. <https://www.crypto-news-flash.com/europe-to-introduce-historic-legislation-for-bitcoin-and-cryptocurrencies-in-autumn/>

3 ChinaDaily. (2016, September 28). *G20 Digital Economy Development and Cooperation Initiative Delivered at 2016 Hangzhou Summit Renews Impetus to Global Economy.* <http://www.chinadaily.com.cn/business/2016hangzhoug20/2016-09/28/content_26927065.htm>

**Legal Materials should be mentioned in the footnotes. Please follow the Bluebook Citation System to edit footnotes with reference to legal materials.**

***Examples***

***Statutes, Laws, and Codes***

Signatures; electronic transactions; blockchain technology, AZ HB2417 § 44-7061 (2017); Electronic Transactions (Uniform Act), NV Rev Stat.§ 719.090 (2013).

***Statutes, Laws, and Codes (in languages other than)***

Federal'nyy zakon № 122-FZ «O provedenii eksperimenta po ispol'zovaniyu elektronnykh dokumentov, svyazannykh s rabotoy» [Federal Law No. 122-FZ “On conducting an experiment in the use of electronic documents related to work”] (2020).

***Court Cases***

*Kennedy v. the United Kingdom*, ECHR (2010) / *Kennedy,* 2010 *(short form citation)*

**Appendix**

Appendices appear after your reference page.

If your paper has one appendix, simply label it ‘Appendix;’ if it has more than one label each one with a capital letter (Appendix A, Appendix B, etc.)

Each appendix should be started on a separate page and the label (Appendix, Appendix A, etc.) should be centered on the top of the page.

**Tables**

The goal of any table or figure is to help readers understand your work. The best tables and figures are also attractive and accessible to all users. The APA Style guidelines for tables and figures help ensure your visual displays are formatted clearly and consistently, thus contributing to the goal of effective communication (https://apastyle.apa.org/style-grammar-guidelines/tables-figures/sample-tables).

**Table 1**

*Doctrinal Components of New Public Management with Specific for Digital State*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.**  | **Doctrine**  | **Meaning**  | **Typical justification**  | **Specific for a Digital State**  |
| 1  | *‘Hands-on professional management’* in the public sector  | Active, visible, discre­tionary control of orga­nizations from named persons at the top, ‘free to manage’  | Accountability requires clear as­signment of respon­sibility for action, not diffusion of power  | Responsibility for creating an internet platform in the form of value chain of public administration  |
| 2  | *Explicit stan­dards and measures of performance*  | Definition of goals, targets, indicators of success, preferably ex­pressed in quantitative terms, especially for professional services  | Accountability requires clear state­ment of goals; effi­ciency requires ‘hard look’ at objectives  | Transition from the mass satisfaction of citizens’ needs to mass customized individ­ualized satisfaction of citizens in public services  |
| 3  | Greater emphasis on *output controls*  | Resource allocation and rewards linked to measured performance; breakup of centralized bureaucracy-wide per­sonnel management  | Need to stress *results* rather than *proce­dures*  | This task remains, since the project approach to solving public admin­istration problems is not removed from the agenda when moving to a digital state |
| 4  | Shift to *dis­aggregation* of units in the public sector  | Break up of formerly ‘monolithic’ units, unbundling of U-form management systems into corporatized units around products, operating on decentral­ized ‘one-line’ budgets and dealing with one another on an ‘arm’s length’ basis  | Need to create ‘manageable’ units, separate *provision* and *production* inter­ests, gain efficiency advantages of use of contract or franchise arrangements *inside* as well as outside the public sector  | Creation of a system of distributed solutions of public administration problems in public project offices  |
| 5  | Shift to greater *com­petition* in public sector  | Move to term contracts and public tendering procedures  | *Rivalry* as the key to lower costs and better standards  | Increased competition between state and business for IT pro­fessionals capable of creating and managing internet platforms  |
| 6  | *Stress on private sector styles of management practice*  | Move away from military-style ‘public service ethic’, greater flexibility in hiring and rewards; greater use of PR techniques  | Need to use ‘proven’ private sector man­agement tools in the public sector  | Strengthening the trend towards the adoption of business tools regarding the creation of internet platforms and digital technologies from business to public administration  |
| 7  | Stress on greater *discipline* and *parsimony* in resource use  | Cutting direct costs, raising labour disci­pline, resisting union demands, limiting ‘compliance costs’ to business  | Need to check resource demands of public sector and ‘do more with less’  | The trend continues and intensifies with the transition to a Digital State  |

*Note*. Created by the author on the base of Hood (1991).

All explanatory text appears in a table note that follows the table, such as this one.

**Figures**

Note that any kind of visual display that is not a table is considered a figure (https://apastyle.apa.org/style-grammar-guidelines/tables-figures/sample-figures).

**Figure 1**

*Value Chain of Public Administration, Doctrinal Components of Modern Public Administration*



*Note*. Created by the author.

**Screenshots and photos**

Photos, screenshots and other non-drawn illustrations must be uploaded separately in a special section of online form for submitting an article in \* .jpeg, \* .bmp, \* .gif files (\* .doc and \* .docx - if additional marks are applied to the image). Image resolution should be> 300 dpi. Image files should be named according to the figure number in the text.

For more information about all elements of APA formatting, please consult the APA Style Manual, 7th Edition.