

Guidelines for Authors

Publication requirements

For publication in the *Transfer of Innovative Technologies* journal are accepted original materials of the research and discussion character (mostly individual, in English, the number of authors not more than three) in volume of 8 – 12 pages (A4), including tables, drawings and a list of literature. The articles are subject to double review (including the involvement of independent experts) and [DOI digital identification](#). The authors submit to the publisher the copyright to texts and written permissions to reproduce drawings and tables from previously unpublished or copyrighted materials. The editorial board follows the ethical standards of scientific publication.

To the article file attached (tit.edit@ukr.net) **Application** for publication (7 numbered documents in electronic and printed versions):

- 1) information **about the article** – Form 1
- 2) information **about the authors** (status: *h*-index, last name, first name, patronymic, degree, academic rank, place of work, address, post; contacts: photo of the author (.jpg), mobile phone, e-mail, ORCID identifiers and Scopus Author ID) – Form 2
- 3) two external **reviews** – Form 3
- 4) expert **conclusion** – Form 4
- 5) **agreement** on the free use of copyright – Form 5
- 6) certified **translation** of the article into English
- 7) **recommendation** for printing (extract from the protocol of the institution where the author works)

Requirements to the article

Terms:

- sheet parameters: A4 format, upper and lower fields 2,5 cm, left and right 2 cm; font Times New Roman; footers 1,3 cm, paragraph indentation 0,5 cm; the size of the main text 12, annotations and literature 11, line spacing 1
- the article (.doc) is formatted in two columns of 8 cm with a gap of 1 cm; set up automatic word transfer
- the names of the tables and signatures under the drawings (size 11) are placed on the left of the graphic object; in Cyrillic texts – duplicate in English (line below)
- in the list of references – not less than 20 references (mainly on scientific articles and monographs); after the surname the year of publication is indicated (APA standard)
- the list of literature is duplicated in English; if you use <http://translit.net> (except for the name of the source, which is translated verbatim), the parentheses indicate the language of the original, for example (in Ukrainian), (in Russian), (in Poland)
- referring to the Internet resource, the full name and the source data of the publication should be indicated
- at the end of the English-language articles the annotation is given in Russian; in other articles – in English

Structuring:

- source data (font Arial): title of the work (n/a, font 14), author's first and last name (italics, font 12), place of work, postal address, e-mail, ORCID (font 10); if there are several authors – they are marked with digital footnotes; 5 empty lines is left between the upper field of the page, the source data and the main text of the article
- structural subdivisions of the article:
 - ANNOTATION (not less than 1800 characters – 0,5 pp. font 11)
 - KEY WORDS (5 – 8 words)
 - INTRODUCTION
 - PURPOSE AND METHODS
 - RESULTS AND EXPLANATIONS
 - CONCLUSIONS AND RECOMMENDATIONS
 - REFERENCES
- title of the article – informative and short; the annotation structure is similar to the structure of the article, without the use of shortenings and abbreviations, all explanations are given in the text; link – no more than 5 sources in one place
- tables and figures are placed after the first mention of them, large (full width of the sheet) – from the top or bottom of the page (without breaking the two columns of the text simultaneously)
- Illustrations – in .jpg, .tif format with the resolution of at least 300 dpi

Design:

- write straight: numbers, Greek letters, Cyrillic alphabet, trigonometric functions (tan, sin, etc.), fixed expressions (max, const, etc.), chemical elements; italics – English formula symbols, Roman numerals, exploration numbers
- between formulas, drawings, tables and text leave 1 empty line
- formulas (size 12-9-7-16-12) are typed in MathType and centered; numbering – to the right of the column; tables and figures – do not exceed the area printed sheet
- shortened words "Table", "Fig." are written with capital letter (in the text – light, in the name – n/a); The text in the drawing field is minimized, explanations are given in the signatures under the drawings
- as punctuation marks only a point and a comma are used (standard ARA); the number of pages (range) is indicated without their designation
- examples of article design and archive of journals – see <http://tit.knuba.edu.ua/>, <http://library.knuba.edu.ua/node/37940>

Application

for publication in
the *Transfer of Innovative Technologies* journal

Form 1

INFORMATION ABOUT THE ARTICLE

Language	Author(s) (name, surname – <i>in the language of the article</i>) (branch, No. of order) / / (number of pages)	Documents (+/-)							Article Title	Order (number of copies)	
		About the article (F.1)	About the authors (F.2)	Two reviews (F.3)	Exp. conclusion (F.4)	Agreement (F.5)	Approved Translation	Recommendation		Reviewers (name, surname, scientific degree, academic status – <i>in the language of the article</i>)	Pay-ment (€)
		1	2	3	4	5	6	7			

Form 2

INFORMATION ABOUT THE AUTHORS
(*in the language of the article*)

Status			Contacts	
h-index	Full Name scientific degree, academic status	Place of work, position, address, index	The author's photo (.jpg, 300 dpi)	Cell-phone e-mail ORCID Scopus Author ID

REVIEW
(two, external)

Must contain:

- 1) *Title of the article, Surname of the author(s)*
- 2) *Evaluation of the work* (originality, correspondence with the title and text of the article, methods and purpose of work, terminology, style of presentation, grammar)
- 3) Information about *the Quality of the article* (content, translation in English) and the lack of *Plagiarism*
- 4) *Remarks and Adjustments* (or indication of the necessity to transfer the article to another reviewer)
- 5) *Recommendation* (for publication, further elaboration, re-review, refusal to publish)
- 6) Information about the *Reviewer* (name, surname, degree, academic rank, place of work in the language of the article)
- 7) *Date, Signature* (approved)

(Sample)

APPROVED

(position,
scientific degree, academic status)

Full Name

« ____ » _____ 20__

EXPERT CONCLUSION No ____

on the possibility of publishing materials
in the press and other sources of information

Kiev National University of Construction and Architecture Expert Commission, having reviewed the materials

(name, surname of the author(s))

(Article Title)

which consists of ____ pages, notes that they do not have any information that would be a subject to publication ban in accordance with "The Expanded list of information containing the state secret in the Ministry of Education and Science of Ukraine – 2001"

Conclusion: these materials are allowed to be published openly

The Head of the Expert Group

Full Name

AGREEMENT No _____

on free use of copyright
in the *Transfer of Innovative Technologies* periodical Edition

Kyiv

« ____ » _____ 20__

The Editorial Board of the *Transfer of Innovative Technologies* journal, the founder of which is the Kyiv National University of Construction and Architecture, having the legal address: KNUCA, Povitroflotsky avenue 31, Kyiv, Ukraine, 03037, in the person of the chief editor, doctor of technical sciences, professor M. Sukach, on the one hand (hereinafter – Editorial), and the owner(s) of the property rights and copyright in the person of

_____	_____	_____
(Full Name)	(scientific degree, academic status).....	(ORCID)
_____	_____	_____
(Full Name)	(scientific degree, academic status).....	(ORCID)
_____	_____	_____
(Full Name)	(scientific degree, academic status).....	(ORCID)

on the other hand (hereinafter – the Author(s)), who altogether referred to as the Parties, guided by the Civil Code, the Law of Ukraine "On Copyright and Related Rights", other legislative and regulatory acts of Ukraine, entered into this Agreement as follows.

§ 1

1.1. The author (s) declare that they are valid writers of the Scientific Work / Article titled as

(original language)

which is the result of their joint creative work and that they have the exclusive copyright in relation to the above mentioned work.

1.2. The author (s) declare that the Work/Article does not violate the copyrights of any third party, does not contain any borrowings (plagiarism), and there are no other circumstances that may cause the Editorial Board to be liable to any third party as a the result of the use or publication of the Work/Article.

1.3. The author (s) declare that they have the right to dispose of the materials contained in the Work/Article, including texts, photographs, maps, plans, etc., and that the use of these materials in the Work/Article does not violate the rights of the third party.

1.4. The author (s) confirm that they are familiar with the article design requirements. The text of the Work/Article has been prepared in accordance with the editorial requirements regarding the publication in the *Transfer of Innovative Technologies* periodical.

1.5. The author (s) declare that the Work/Article has not been previously published in whole or in part (or under the same or another name) and that it has not been transmitted for publication to any other periodical publication in accordance with the Law of Ukraine "On Copyright and Related Rights".

§ 2

2.1. The author (s) provide the Editorial with free and no restrictions on the territory, time and number of copies full copyright of the Work/Article for the purpose of its publication in the Transfer of Innovative Technologies periodical in printed and electronic form, with the following terms of use:

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- d) dissemination of the original and / or copies of the Work/Article, its separate parts or fragments, distribution and transfer to the use of the original or copies thereof.

2.2. The author(s) agree that the editorial work and duplication of the periodical publication shall be made with the voluntary contributions of the Publishers.

§ 3

3.1. The author(s) and the Editorial Board agree that the Editor will also be entitled to:

- a) make the necessary design of the Work/Article on the results of the editorial work;
- b) determine independently the number of publications, the printing of additional copies and the circulation of the Work / Article, the number of copies of individual editions and additional copies;
- c) the publication of the Work/Article in other editions related to the activities of the Editor than those specified in paragraph 2.1.

§ 4

4.1. The author (s) and Editorial hereby state that free use of the copyright under this agreement is free of charge.

4.2. Any changes to this Agreement must be made in hard copies.

4.3. Questions not regulated by the provisions of this Agreement shall be subject to the rules of the Civil Code and the Law of Ukraine "On Copyright and Related Rights".

4.4. Any disputes that may arise during the execution and during the term of this Agreement will be resolved within the territorial jurisdiction of the place where the Editorial is located.

The Agreement is made in 2 (two) identical copies – one to each of the Parties.

AUTHOR(S):

EDITORIAL BOARD:

1. _____
(Signature) (Full Name)

2. _____
(Signature) (Full Name)

3. _____
(Signature) (Full Name)

International scientific journal
Transfer of Innovative Technologies

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_____ M. Sukach