

UDC, PACS number(s):

## **PREPARING THE PAPERS AND THEIR FORMATTING USING "MAR\_ODEKU" TEMPLATE**

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This guide highlights the editorial policy of the "Ukrainian Hydrometeorological Journal". In order to get the online information on how to submit manuscripts to the Journal and what requirements should be observed when preparing the papers, as well as to familiarize yourself with the terms of publication and publication ethics please visit the Journal's website.

The information about importance of formatting the text when editing the papers is also available to the authors and compliance with the formatting rules is essential for maintaining the "Ukrainian Hydrometeorological Journal" at the appropriate level.

The guide provides information about such concepts as "template" and "styles" and gives the authors an idea of how to prepare and format their articles with the help of the MAR\_ODEKU template created using Word 2003 word processor which is part of Microsoft Office 2003 version. Considerable attention is paid to handling special styles of the MAR\_ODEKU template designed for formatting the text of the articles. In particular, the guide contains description of all template styles with specification of components of the text such styles should be applied to.

The guide also defines some features of text formatting via Microsoft Word that may be used for different versions of Microsoft Office (2007-2016). For this purpose, for example, when applying template styles, it is recommended to use the standard toolbars of Microsoft Word.

The guide contains requirements to the content of the manuscripts to be submitted to the Journal and the aspects to be highlighted therein, such as, for example, articulation of the problem in general, its connection with actual scientific and practical tasks; analysis of recent research and publications aiming to resolve this problem; specification of the parts of the general problem of the manuscript still remaining unresolved; formulation of the goals of the article (articulation of the objective); presentation of its main body with complete substantiation of the obtained scientific results; conclusions of the current research and prospects for conducting further research in the given area.

The guide describes different ways of creating the equations using Tables of Symbols or Equation Editors. It gives recommendations of how to add them in the text or place them on a page.

Considerable attention is given to a summary forming an important part of the articles' metadata. The guide emphasizes that the main aim of the summary consists in attracting the target reader since summaries form summary databases which are widely used when performing automatic search. It also determines requirements to the summaries' content and volume.

**Keywords:** MS Word, template, style, font, menu, equation, image, table, link

### **1. POLICY OF THE JOURNAL**

The requirements to the manuscripts for publication in the **Ukrainian Hydrometeorological Journal** (hereinafter referred to as **the Journal**) and the information about the procedures of manuscripts submission to the Editorial board, publication conditions and publication ethics are available on the Journal's website.

The Editorial board of the Journal is working on the improvement of the authors' service, acceleration of submitted papers publication, good technical support and worldwide distribution of published

articles. Publication of articles is free of charge. All articles are available *on-line*. From the time of manuscript submission the Editorial board keeps contact with authors and sends an electronic proof copy before publication.

The Journal is a peer reviewed publication which means that all submitted manuscripts undergo the reviewing procedure. If the Reviewers decline the paper it may not be published. At the same time with content reviewing all manuscripts are checked for compliance to the stated formatting requirements. If a manuscript fails such check it will be returned to its author(s) for revision.

## 2. MOTIVATION OF TEMPLATE USE

### 2.1 The Concept of Template

A template is a form or a pattern used as a guide for making something. It allows you not to set the margins, spacing, page layout, fonts, format options, etc. every time.

The **MAR\_ODEKU template** (hereinafter referred to as **the Template**) created using Word 2003 of Microsoft Office 2003 office suite is a filled out form which contains the text formatted in full accordance with the Journal's requirements. Text of your article should be typed over and instead of this text.

Upon opening of the file with *dot* extension the word processor MS Word generates a new document file and automatically pastes the template content into it. All further editions are done in the new file however a *dot*-file remains unchanged.

### 2.2 Use of Styles

Structure of the Template corresponds to the one of the article, and text formatting is realized due to the use of special styles designed for the manuscripts submitted to the Journal.

A style is a set of formatting characteristics which one can apply to a text of his or her document to quickly change its appearance. Here and below we mean a paragraph style.

Special styles are also necessary to perform automatic analysis and reliable collection of meta-data with further formation of the Journal web-version and data transfer to the abstracts' databases in order to index our Journal.

To format the text in MS Word word processor using the required style please place the cursor onto one of paragraphs of the text or select a certain part of the text and choose one of the styles from the corresponding styles list.

In MS Word of MS Office 2003 package you can access the styles list with the help of the Toolbar menu **Format – Styles and Formatting**. In MS Word of MS Office 2007-2016 packages access to the styles is provided through menu **Home - Styles**.

## 3. COMPONENT PARTS OF ARTICLES AND CORRESPONDING STYLES

All styles integrated in the Template have special names starting with a letter combination **MAR** (see Table 1).

Basic style is called **MAR\_Normal** and other styles are its subsidiaries. It is **PROHIBITED** to create new styles as well as to edit, to modify and to

remove these special styles. To apply the styles properly, it is necessary to display all non-printable characters (the button with “¶” sign on the toolbar or the keyboard shortcut **Ctrl + Shift + \***) which maintain formatting, namely, space character, paragraph, end of line, page breaks, etc.

### 3.1 Headers and Footers

Headers and footers are the areas at the top and at the bottom margins of each page of a document.

The main required information about the Journal is already available in the headers and footers. Authors just have to add or edit this information. For example, a Journal section heading is typed at the right top of page 1. The Journal year and issue are typed at the left top of page 1 and at the bottom of each page. In particular, odd headers specify an article title (or abbreviated title) and even headers specify a list (or abbreviated list) of authors. These parts of headers can be edited by the authors. If necessary, the authors should create an abbreviated title of their articles by themselves and the latter should fit in one line of a header. Also a list of authors should be typed in one line. In addition, if a list is abbreviated “etc.” should be added at the end.

### 3.2 PACS numbers

Physics and Astronomy Classification Scheme (PACS) is an internationally adopted, hierarchical subject classification scheme designed by the American Institute of Physics (AIP) in collaboration with International Centre for Scientific and Technical Information (ICSTI). As UDC, it is used to facilitate organization and navigation. But narrower specialization of PACS also gives some beneficial opportunities to journals of physical profile. UDC (PACS) numbers should be separated by a comma and typed in the top left corner of the table with invisible borders before the title of the article. It is mandatory to indicate UDC. PACS numbers may be indicated if necessary. If there is only one number please type “number” instead of “numbers”.

### 3.3 Titles of Articles

The title of the article should concisely describe its content. Titles should not contain the following: the word “research” and its synonyms, mathematical expressions, symbols and abbreviations.

Table 1 – Description of the special paragraph styles

№	STYLE TITLE	USED FOR FORMATTING	STYLE DESCRIPTION
1.	<b>MAR_Normal</b>	a) main text; b) blank lines separating section and subsection titles; tables, figures and main text	should be placed in 2 columns, line spacing value is 1.0. Times New Roman font, 11 pt, justified alignment, the first line indentation is 0.5 cm, <i>automatic wordwrapping is allowed.</i>
2.	<b>MAR_Title</b>	the title of the article	Times New Roman font, 11 pt, bold, uppercase letters, centre alignment, <i>automatic wordwrapping is prohibited</i>
3.	<b>MAR_Authors</b>	authors	Times New Roman font, 11 pt, bold, letters as in a sentence, centre alignment
4.	<b>MAR_Affiliations</b>	the institution's name and address	Times New Roman font, 9 pt, italic, letters as in a sentence, centre alignment
5.	<b>MAR_Abstract</b>	a) Summaries + Keywords; b) UDC, PACS numbers	Times New Roman font, 10 pt, left and right offsets are 1.5 cm, the first line indentation is 0.5 cm, <i>automatic wordwrapping is prohibited</i>
6.	<b>MAR_Empty_string</b>	Blank lines separating: a) article title, list of authors, affiliations and abstract; b) figures and their captions; c) tables and their captions; d) titles of sections (subsections) and paragraphs' text; e) mathematical formulas and main text	Times New Roman 7 pt
7.	<b>MAR_Section</b>	Titles of sections	Times New Roman 10 pt, bold, uppercase letters, 0.5 cm indent
8.	<b>MAR_Subsection</b>	Titles of subsections	Times New Roman 11 pt, bold, letters as in a sentence, 0.8 cm indent <i>Styles 7 and 8 are connected by multilevel numbering</i>
9.	<b>MAR_Equation</b>	Mathematical formulas written out in a separate line in one of two columns	Times New Roman 11 pt, 4.1 cm tab stop left, center alignment <i>Tab is typed before and after an equation</i>
10.	<b>MAR_Equation_large</b>	Mathematical formulas written out over the entire width of the page	Times New Roman 11 pt, 8.5 cm tab stop left, center alignment. <i>Styles 9 and 10: Tab is typed before and after an equation</i>
11.	<b>MAR_Caption</b>	Captions to figures and tables	Times New Roman 9 pt, letters as in a sentence, center alignment (for a one-line title) or justified alignment (for a title that takes more than one line)
12.	<b>MAR_Section_NonNum</b>	Titles to sections "Acknowledgement" and "References"	Times New Roman 10 pt, bold, uppercase letters, 0.5 cm indent
13.	<b>MAR_References</b>	Lists of references	Times New Roman font 9 pt, offset is 0.63 cm, <i>automatic wordwrapping is prohibited.</i>
14.	<b>MAR_Header1</b>	Title of the Journal's section which an article relates to ( <i>page 1 header</i> )	Times New Roman 10 pt, bold, italic, uppercase letters, right alignment
1.	<b>MAR_Header2</b>	Authors' names ( <i>even headers</i> ); article title ( <i>odd headers</i> )	Times New Roman 9 pt, italic, letters as in a sentence, center alignment
2.	<b>MAR_Page_Number</b>	Page numbers ( <i>footers</i> )	<b>Calibri</b> 10 pt, bold, the Template has automatic numbering
15.	<b>MAR_Journal_Name</b>	Title, year and issue number of a journal	Times New Roman 9 pt, italic, letters as in a sentence, 0.04 cm indent, left alignment

### 3.4 List of Authors

Full name of authors should be arranged in a consecutive order. Authors' institutions are designated using upper index (1, 2, 3...) after author's full name. *If all authors have the same institution they work for, the index should not be used.*

### 3.5 Name and address of institution

Explanation of indexes in the list of authors pointing to the organization on whose behalf the paper is submitted should be as follows. First type an index in the same form you have typed it after a Last Name of one of the authors. Then put the tab symbol and indicate an author's Name of Organization, Building Number (or Code), Street (Avenue, Boulevard, etc.) Name (or Number), "Str." ("Ave.", «Boul.», etc.), Zip Code, City, Country.

### 3.6 Summary

Summary is an essential part of article's metadata. One should always remember that the main purpose of an abstract is to attract the target reader. An abstract is a starting point of any article.

The summary should be clear and informative (no general phrases), original, substantial (display the article's main content), structured (in terms of sequence of the results described in the article). It should indicate briefly its purpose and tasks, methods, main results (50-70% of the summary's volume) and the conclusions of research. The summary itself should be understandable without familiarization with the article's main content. Information in the summary should not have any material that is absent in the main part of the publication. We recommend to construct most of sentences according as follows: "The research revealed ...", "It was established that ...", "We found that ...", "The research allowed us to evaluate the influence ...", "It enabled us to characterize the regularities ..." etc.

The summary in English should be of high-quality English. The text should include the terminology used in specialized international English-language journals. Use active voice rather than passive one ("The research tested," not "It was tested in this research").

The text of the summary should not contain any mathematical expressions, symbols and abbreviations.

Irrespective of the article's language, the summary in English and in Ukrainian should have **at least 1800 characters** (with key words, no spaces).

*The texts of English and Ukrainian summaries should match.*

### 3.7 Keywords

The automatic search at the Journal website, abstract databases and electronic catalogues is mainly realized by the keywords. Therefore, when writing keywords, it is necessary to choose exactly the words or phrases that are frequently found in the text and reflect the objects and methods of the study good enough. Please avoid symbolic designations. Obscure abbreviations and mathematical formulas are also unacceptable. The total number of keywords (phrases) should be in the range **from four to eight**. Key words should be separated from each other with a semicolon.

### 3.8 Metadata in other languages

The journal supports three languages – Ukrainian, English and Russian. One of the mandatory conditions for journal indexation in well-known abstract and citation databases is availability with each of the articles of English-language metadata. Therefore, at the beginning of the article, the metadata (article's title, list of authors, name and address of institution, summary and keywords) should be specified in *the source language*, and at the end of the article, i.e. after the list of references, *the metadata in other two languages* should be specified.

### 3.9 Main Content of the paper and its structure

The volume of a paper (its main part) should be of **5 - 15 pages**.

Content of the main part should be logically relevant, set out clearly, prepared in scientific style, and have a corresponding structure:

- definition of the problem in general and its connection with topical scientific and practical tasks;
- analysis of recent research and publications aimed to resolve that problem in question;
- specification of previously unresolved part of the general problem the article is dedicated to;
- formulation of the article's aim (definition of the task);
- main body of the article with complete substantiation of the obtained scientific results;
- conclusions of the given research and prospect for resolving further problems of the given sphere of interest.

The following consequence of mandatory items

should be observed in the original article's text.

Sections and subsections form the basis of structural separation of the article.

### 3.9.1 Introduction

This component should present a separate section of the same name.

Introduction to the article should contain the following aspects: topicality of the problem; statement of the problem as a whole and its connection with actual scientific and practical tasks; determination of previously unsettled parts of the general problem, which is devoted to this article; formulating the aims of the article (statement of the task) in explicit form; definition of subject and object of research. If necessary the authors may include description of the object and subject of the research in a separate section.

### 3.9.2 Literature Review

It may be presented in the introduction to the article when specifying the previously unresolved parts of the general problem the article is dedicated to. It provides a critical analysis of recent research and publications related to the topic in question; main conclusions of their authors; comparative analysis of published results.

### 3.9.3 Description of the materials and methods of the research

This section of the article describes in detail the methods and materials (output data) used to obtain the given results. Description of the section is designed so that the whole research may be reproduced based thereon. Referring to commonly known methods would be enough. For theoretical research description of the model as well as specification of all applied methods, approximations, parametrizations, initial and boundary conditions, etc. are fundamental. When conducting the research based on experimental material authors should describe the methodology and conditions of their experiments, specify the materials and devices, the source data used. If necessary, the section may be divided into subdivisions. The section should bear in the readers' minds an integral idea that the author of the research is aware of all possible sources of mistakes that may affect the results thereof.

*Review articles may have this section omitted.*

### 3.9.4 Research Results

This component of the article *is intended for direct description of the research material with sub-*

*stantiation of the obtained scientific results.* The results should be given in the finished form – tables, graphs, diagrams, maps, mathematical expressions etc. Presentation of the results is a description or explanation of data included in illustrations, tables with short comments, comparisons, estimates. The section should contain only facts. All numeral data should be specified in commonly used measurement units.

### 3.9.5 Discussion of Research Results

As opposed to the "Results" section having only established facts described, the "Discussion" section should be more theoretical, abstract and integrated with the general problem. Authors may conduct analysis of the established facts, generalize the obtained results, compare their data with those of other researchers, explain possible similarities or contradictions as compared to other research works, restate the objective and hypothesis of the research, discuss whether the obtained results correspond to the hypothesis of the research.

*Following the author's decision the "Results" and "Discussion of Research Results" sections may be integrated in one section "Research Results and their Discussion".*

If authors find necessary to make further structure partitioning of subsections, then subheadings should be typed using the MAR\_Normal style and numbered "manually".

### 3.9.6 Conclusions

*This component should present a separate section with the same name.*

This section should summarize the research done, specify conclusions and suggestions, prospects of development for a certain problem, practical application of the obtained results. The "Conclusions" are tightly connected with the "Introduction": the latter states the aim and tasks of the research work whereas the "Conclusions" specify whether the aim set is achieved by means of the established research methods. The "Conclusions" should match the aim and tasks of the research.

*Summary and conclusions should not duplicate each other.*

### 3.9.7 Acknowledgements

These are addressed to the institutions and foundations that provided financial support of the research reported in the article, as well as to people or institutions that gave technical facilities to conduct experiments or calculations. Finally, authors can

express their appreciation to scientists, who do not act as co-authors, for discussion of obtained results. *In all the cases, authors specify the text of gratitude in a separate section titled "Acknowledgements".* The text of acknowledgements should be brief and contain specific names, institutions, projects' acronyms, etc.

### 3.10 References to literature sources

The sequence of numbers in the list of references should correspond to the sequence of references in a manuscript's text. References are marked in a text with square brackets [3, 4] or [5, p. 10-11; 8, p. 7-9]. List of references should contain **at least 5 titles**.

For articles submitted in English at the end of main text of the article authors should add only one list of references titled "References" that reproduces the list of used literature exclusively in Latin.

Please get acquainted with the "Requirements to references" and samples of references before making your own list of references.

## 4. EQUATIONS

### 4.1 Arrangement of Equations

Mathematical expressions may be placed directly in the text or typed in a separate line if a formula is too cumbersome or important. If there are references to the expression (which is placed in a separate line) further in the text they should be numbered. Numbering of formulas can be cross-cutting across all sections.

Each variable in an expression denoted by a letter should be described in an explication immediately after such expression. Explication should be typed as a continuous text without placement of each new variable in a new line. The order of variables in explication should correspond to the order of variables in expression. Please see a relevant example

$$\vec{F} = m\vec{a}, \quad (1)$$

where  $\vec{F}$  is the force,  $m$  is the mass,  $\vec{a}$  is the acceleration.

For formulas located in the text (not in a separate line) authors should always ensure that the formula relates to the rest of the text. So, one should use a *division slash* instead of a *horizontal division sign*.

For example,  $P = \frac{\lambda_{\max}^1}{n}$  is a very poorly positioned in the text due to large intervals between the lines and therefore it should be replaced by  $P = \lambda_{\max}^1 / n$ .

### 4.2 Use of Symbol Table

Simple mathematical expressions and individual characters should be typed EXCLUSIVELY using the Symbol Table.

Access to the latter is provided via menu **Insert – Symbol**.

#### Notes.

- Variables and numbers should be separated from operation symbols by a non-breaking space (Ctrl + Shift + Space).
- Variables marked by the letters of the Roman alphabet and lower case letters of the Greek alphabet in addition should be formatted in *italic* (Ctrl + I).
- Variables denoting vectors and matrices should be formatted in **bold** (Ctrl + B).
- Signs of mathematical operations, numbers, brackets and large Greek letters should NOT be formatted in italic.
- To type Greek letters, signs of mathematical operations (equality, plus, minus, etc.), degree signs please choose "Symbol".
- The sign "minus" (–) should be different from a hyphen (-). Use hotkeys Ctrl + - (on a small keyboard) to type it.

Examples of typing the formulas from the keyboard and the Symbol Table are as follows:

$$a = mH_a / 2k_B T, \quad (2)$$

$$\varphi_{1,2} = \omega_{(0)1,2} t + \theta_{1,2}. \quad (3)$$

### 4.3 Use of Special Equation Editors

The special editor of formulas should be used only when typing of mathematical expressions in the correct form from the keyboard and the Symbol Table is too difficult or impossible. The latter includes, for example, both superscript and subscript, the sign of vector under variable, etc.

Access to equation editors **Microsoft Equation** or **MathType 6.0 Equation** for MS Word of different Microsoft Office versions is provided through the **Insert – Object menu**.

In order to make the symbols in formulas match the size of the article text, you need to activate the **Equation size** dialog via the menu **Size – Define** in the Equation Editor. Then you need to set in a relevant dialog the following size parameters: Full – 11 pt, Subscript\ Superscript – 65 %, SubSubscript\ Superscript – 42%, Symbol – 110 %, Subsymbol – 86 %.

To make the font of characters in mathematical expressions match the article text, you need to acti-

vate the **Equation style** dialog using the menu **Style – Define**. Then in the given dialog set the font Times New Roman for text, functions, variables, matrix-vectors; the font Symbol for Greek letters and symbols. Also choose *italic* format for variables and low-case Greek letters and **bold** format for matrices and vectors.

The values of some parameters should be given using the main Times New Roman font, not italicised. *Such parameters include:*

- similarity numbers – Bi (Biot number), Ku (Kirpichev number), Pe (Peclet number), Re (Reynolds number) etc.;
- trigonometric, hyperbolic, inverse, circular, inverse hyperbolic functions;
- Kelvin temperature (K) or Celsius temperature (°C), Fahrenheit temperature (°F), Reaumur temperature (°R);
- conventional mathematical notations of maximum and minimum values (max, min), values of variable parameters (opt), parameter invariability (const, idem), symbols of limits (Lim, lim), decimal and natural logarithms with any base (lg, ln, log) etc.;
- chemical elements and their combination.

*Don't use the Equation Editor of MS Word of MS Office 2007-2016 packages.*

#### 4.4 Insertion of Large Equations

If a mathematical expression is too cumbersome and cannot be inserted in one of two columns, you need to type it full width of the page. Therefore a one-column section should be created. The easiest way to create such section is usual selection of the text and setting of the one-column format for it.

To do that in MS Word of MS Office 2003 package, use the menu **Format – Columns**. Similarly, in MS Word of MS Office 2010 package the above mentioned manipulation is realized via the menu **Page Layout – Columns**. In this case two extra section breaks will be created. *Please, do not delete them!* Formulas should be separated from the text above with a black line of MAR\_Empty\_string style and must be underlined.

Please proceed with two columns again after formula.

*Example:*

$$\langle wF_F \| z \| vF_I \rangle_{PNC}^{sd} = k_a \langle wF_F \| z \| vF_I \rangle^{(a)} + k_2 \langle wF_F \| z \| vF_I \rangle^{(2)} + k_{hf} \langle wF_F \| z \| vF_I \rangle^{(hf)}. \quad (4)$$

## 5. FIGURES

Figures should be centered in a column. Captions must be placed below figures; their alignment is carried out across the width of the page. If captions fit in one line, center alignment is permitted. Figures should be numbered. Numbering of figures must be cross-cutting across all sections.

Captions have the following format:

**Fig.** Figure number – Figure Caption.

The content of a caption should not repeat the description of a figure in a text. Caption insertion in a text box (**Insert – Text Box**) is PROHIBITED. Also we do not recommend using of tables with invisible borders in order to group figure and a corresponding caption.

There are two ways of making the text to wrap a figure, namely, through **Top and Bottom** (at the stage of a figure formation) and **In Line Text** (when a figure is fully ready and grouped). Text wrapping is completed via the context menu (which is launched by pressing the right mouse button on a figure). Then choose the dialog **Format Object and Advanced Layout**.

*There are two options used to design a figure.*

*The first one* is to create it in other applications and import it in a text using the menu **Insert – Picture** in MS Word of MS Office 2010 package or the menu **Insert – Picture – From File** in MS Word of MS Office 2003 package. In this case you only need to import bitmap figures satisfying the following requirements:

- resolution at least 300 × 300 dpi;
- usual file format: JPEG, GIF, TIFF, PNG, etc.;
- sharp, contrast and free from technical defects, have no semantic load;
- no large margins;
- have designations and labels made exclusively using the Roman or Greek letters, with the style close to other text styles, well-separated and conveniently positioned on graphical part of a figure;
- full-colour figures and graphics are to be created in such a way that when printed black-and-white different colours would have different shades of gray.

Insert of a vector figure from any Editor of vector graphics (e.g., Corel Draw) or graphing software

(e.g., Sigma Plot) by copying to the clipboard is not allowed. Exceptions are possible only for the products of MS Office (e.g., MS Excel).

The second way is to create a schematic figure using MS Word drawing tools: for MS Office 2003 you can use toolbar **Drawing** or menu **Insert – Picture**; for MS Office 2007-2016 – menu **Insert**.

It is also permitted to edit imported bitmap figures and to add new elements to them using the MS Word drawing tools. For example, you can use the text box to create the labels (**Insert – Text Box**). The labels should be successfully positioned over the figure and grouped with the latter.

If a figure consists of several parts, each of them should be labelled with a letter of the Roman alphabet. Every part of the figure should be described in a caption using the literal labels. Letters may be listed under the figure. Center positioning of letters below the figure is made using tabs. Another way is to use text boxes with the letters over the figures (**Insert – Text Box**) which should be grouped with figures.

All parts of a figure should be grouped into one object. For this purpose holding down the Shift key, select parts of the picture with the mouse, then activate the context menu by pressing the right mouse button, and choose the dialog **Grouping**.

If the figure is too cumbersome or labels on it are difficult to read and cannot be located in one of two columns, it is inserted full width of the page. It is recommended to locate these figures *at the top or at the bottom of the page*.

If a figure is taken from other work authors should refer to the source in a relevant caption next to it.

## 6. TABLES

Insertion of a table into article text is permitted ONLY with the appropriate tools of MS Word, namely, dialogues of the menu **Table** for MS Office 2003 and **Insert – Table** for MS Office 2007-2016 packages. *Do not insert a bitmap image of the table created as a snapshot from other documents!*

Tables should have captions and should be num-

bered. Numbering of tables may be cross-cutting across all sections.

The caption format is as follows:

**Table** Table number – Table Caption.

A table caption is placed at the top of a table. The text style in a table is MAR\_Normal. If necessary, font size can be reduced.

Avoid duplication in a table of information that has been already presented in the text or in the figures.

If the width of the table exceeds the one of the column, such table should be typed across the entire width *at the bottom or at the top of the page*.

If a table is taken from other work authors should refer to the source in a relevant caption next to it.

## ACKNOWLEDGEMENTS

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## ПІДГОТОВКА СТАТЕЙ ТА ЇХ ФОРМАТУВАННЯ З ВИКОРИСТАННЯМ ШАБЛОНУ «MAR\_ODEKU»

О. І. Марунич

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У даній роботі висвітлено редакційну політику «Українського гідрометеорологічного журналу». В режимі он-лайн на сайті журналу можна ознайомитись з інформацією про

подання рукописів до журналу, вимогами до їх підготовки, умовами публікації та публікаційною етикою.

Авторам надаються роз'яснення про необхідність форматування тексту під час редагування, оскільки це підтримує «Український гідрометеорологічний журнал» на відповідному рівні.

У роботі наведені поняття шаблону та стилів. Також надається корисна інформація, яка охоплює підготовку і форматування статей за допомогою шаблону MAR\_ODEKU, створеного в редакторі MS Word версії MS Office 2003. Значна увага приділяється роботі зі спеціальними стилями шаблону MAR\_ODEKU, розробленими для форматування тексту статей. Зокрема, надано опис усіх стилів шаблону та пояснення, для яких компонентів тексту статті їх необхідно застосувати.

Також визначені деякі особливості форматування тексту статті редактором MS Word для різних версій MS Office (2007-2016). Для цього рекомендовано використовувати стандартні інструменти MS Word, зокрема, при застосуванні стилів шаблону.

У роботі прописані вимоги до змісту поданого до журналу рукопису, перелічуються питання, які необхідно висвітлити в ньому, зокрема, такі як постановка проблеми в цілому та її зв'язок з актуальними науковими і практичними задачами; аналіз останніх досліджень та публікацій, в яких започатковані рішення цієї проблеми; виділення нерозв'язаних раніше частин загальної проблеми, якій присвячено даний рукопис; формулювання цілей статті (постановка задачі); виклад основного матеріалу з повним обґрунтуванням отриманих наукових результатів; висновки з даного дослідження та перспективи подальших завдань по даному напрямку.

Описані різні способи створення рівнянь з використанням Таблиць символів або Редакторів формул. Надано рекомендації про їх додавання в текст статті та розташування на сторінці.

Значна увага в роботі приділена реферату як важливій частині метаданих статті. Наголошено, що головною метою реферату є залучення цільового читача, оскільки реферати передаються в реферативні бази даних, в яких широко використовується автоматичний пошук. Визначені вимоги до змісту та обсягу рефератів.

**Ключові слова:** MS Word, Шаблон, стиль, шрифт, меню, рівняння, рисунок, таблиця, посилання

## ПОДГОТОВКА СТАТЕЙ И ИХ ФОРМАТИРОВАНИЕ С ИСПОЛЬЗОВАНИЕМ ШАБЛОНА «MAR\_ODEKU»

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В работе описаны особенности оформления текстов рукописей статей в текстовом редакторе MS Word пакетов MS Office 2003-2016. Рассмотрены принципы использования стандартных инструментов текстовых редакторов, возможностей MS Word по созданию формул с помощью Таблицы символов и Редакторов формул Microsoft Equations и MathType 6.0 Equation. Большое внимание уделяется работе со специальными стилями, разработанными именно для статей, поданных в «Украинский гидрометеорологический журнал». Работа преследует цель научить авторов соответствующим методикам форматирования текста статьи именно во время ее написания для поддержания надлежащих стандартов печатной и электронной версий Журнала.

**Ключевые слова:** MS Word, шаблон, стиль, шрифт, меню, формула, рисунок, ссылка.

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