

**To the attention of the authors
of the journal «Mathematical Machines and Systems»**

All information about the journal «Mathematical Machines and Systems», as well as its issues are presented on the Internet on the web page of the Institute of Mathematical Machines and Systems Problems of the Ukraine National Academy of Science <http://www.immsp.kiev.ua> in the section «Publications».

Address of the journal's Editorial Office: Academician Glushkov Avenue, 42, Kyiv, 03187, Ukraine.

E-mail of the journal's Editorial Office: mmis_j_immsp.kiev@ukr.net.

To improve the scientific level of publications and the quality of the journal design the Editorial Board introduced new rules for the preparation, formalization and review of the submitted materials in accordance with the Order of the Ministry of Education and Science of Ukraine № 32 dated January 15, 2018.

In order to ensure a qualitative independent review of the materials submitted for publication, the reviews are prepared by scientists who conduct researches in the corresponding specialties and have at least one publication in the publishing companies included into the List of foreign publications included to the Web of Science Core Collection and/or Scopus, or have monographs or chapters of monographs issued by international publishers belonging to categories A, B or C according to the classification of the Research School for Socio-Economic and Natural Sciences of the Environment (SENSE). Reviews signed by the reviewer with a conventional or digital electronic signature must be kept in the Editorial Office for at least three years.

**Requirements for preparation, formalization and review
of the submitted manuscripts**

1. The journal publishes scientific, scientific and technical articles, reports on meetings and conferences, reviews of books, as well as problematic and debatable materials.

2. The languages of publication: Ukrainian, English.

3. The content of the materials sent to the Editorial Office must correspond to the standards, and scientific and technical level of the journal. The focus and the subject of the journal are presented on the second page of each issue and on the online-page of the journal.

4. The journal publishes only those manuscripts that:

- were not published elsewhere before;
- are not under consideration for publication in other journals;

- are approved by all their authors;
- are approved by the company or organization where they were performed.

5. To submit the manuscript for consideration for publication, the author(s) is (are) obliged to provide the Editorial Office with the following documents in printed form:

- a cover letter;
- two copies of the certificate of examination;
- Copyright Agreement (Public Offer) on the Conditions of Publication of an Article in the Journal «Mathematical Machines and Systems»;
- a reference;
- a review of a third party;
- two copies of the manuscript;
- personal data about author(s);
- ORCID ID of the author(s);
- photo(s) of author(s).

In addition, all the materials, personal data about the author(s) and their photos should be sent to the Editorial Office's E-mail.

6. The manuscript should be carefully proofread. At the end of the article there should be signatures of all its authors, as well as the phrase «This article has not been published before».

7. Each article should have an introduction, several sections of the main body, conclusion(s) (or a resolution part), as well as an abstract in two languages (Ukrainian and English) of at least 1800 characters, including keywords.

8. A manuscript with figures has to have up to 12 pages (with the exception of reviews and general articles which may have up to 20 pages). Figures should not take more than a half of the manuscript.

9. Manuscripts the design of which does not meet the established requirements are rejected without consideration.

10. Submitted manuscripts undergo either external or internal single-blind peer review, as well as the reviewing procedure conducted by the Editorial Board. Submitted materials are estimated according to the following criteria:

- topicality;
- novelty;
- scientific level;
- practical (theoretical) importance;
- quality of the material presentation.

11. Manuscripts, recommended for the publication by the reviewers, will be published in the order defined by the Editorial Board.

12. Authors who have submitted to the Editorial Office a copy of the receipt of an individual subscription to the journal (the journal index is 37787) have an extraordinary right to publish their manuscripts (if the submitted materials successfully pass the reviewing procedure).

13. Disputes concerning the publication of articles, whose authors do not agree with the decision of the reviewers, will be considered at the meetings of the Editorial Board. The decision of the Editorial Board is final.

14. Manuscripts are not returned to the author(s).

15. The author(s) of the article(s) should clearly follow the sections of the journal.

Requirements to the text file

1. The UDC (Universal Decimal Classification) should be specified at the beginning of the article.

2. The text of the article: Times New Roman, line spacing – 1. First and last names of the author(s), title of the article – capital letters, bold, 12 pt; main text, headings and subheadings – lowercase letters, 12 pt; abstracts – italic, 11 pt; a list of references – 11 pt.

3. Page settings: A4, top and bottom margins – 2.5 cm, left and right margins – 2,2 cm.

4. Paragraph settings: alignment – the width; line spacing – 1; paragraph indentation – 1.25 cm; paragraph spacing – 0 cm.

5. Tables and figures made in Microsoft Word should be located directly in the text of the article. Figures should be grouped.

6. All tables and figures should be numbered and titled.

7. All used in the articles formulas (any expression with indexes and/or symbols) should be written with Microsoft Equation 3.0, 6.0.

8. Formulas should be clearly printed; all indexes and symbols must be clearly visible. The numbering of formulas in the article is continuous; the formulas of each section of the article should not be numbered separately.

9. References to the sources should be numbered consecutively (in square brackets) in the text of the article in order of their mentioning. References should be made in accordance with DSTU 8302:2015 «Information and documentation. Bibliographic references. General provisions and rules of compilation» (the code of the Ukrainian Classifier of Normative Documents – 01.140.40).

Submitted to the Editorial Office manuscripts that do not meet the stated above requirements will not be considered and will be returned to the author(s) for revision.

Editorial Board