**Requirements of for the final report of the research essay**

The final report on the research essay should contain the following parts:

* a title page that identifies the author of the essay, the study program, the study course and the topic;
* a table of content that displays the structure of the research essay and contains all 1st, 2nd, and 3rd level headings (starting from Introduction) together with page numbers;
* an introduction that discusses the significance and the topicality of the topic addressed in the research essay;
* body text that describes in detail the theoretical background of the topic and the practical application considered in the research essay;
* student's conclusions made after researching the topic;
* a list of information sources used.

The volume of the research essay should be between 12-15 pages, excluding the title page, the table of content and the list of information sources.

The research essay should be logically structured and written using the applied language style and professional terminology. It should contain references to information sources used, which clearly distinguish the student's written text from the ideas of other authors. Please, be careful and avoid plagiarism. Additionally, tables, pictures and other elements should have explanatory text.

The following general requirements should be followed:

1. A4 paper size.
2. Page orientation – portrait. In exceptional cases, for example, large figures or tables, a page can have a landscape orientation.
3. Margins: top – 20 mm, left – 20 mm, right – 15 mm, bottom – 15 mm.
4. Font – Times New Roman.
5. Text font size (excluding headings) – 12.
6. Text alignment – justified.
7. Text colour – black.
8. No empty lines between paragraphs.
9. Line spacing – 1.5.
10. Indentation of the first line – 1 cm.
11. Pages of the main sections (introduction, body text, conclusions and information sources) should be maximally filled with text, figures, and/or tables.
12. Pages should be numbered with Arabic numerals centred at the bottom of the page. The counting of pages starts from the title page, but the page number firstly appears on the introduction page.

For all graphical materials included in the research essay – photos, drafts, schemas, drawings, diagrams, etc. – the same concept "figure" is used. Figures are consequently enumerated with Arabic numerals, and each of them should have its caption. The figure and its caption are centred. The caption of a figure is placed below the figure, and it consists of: the word "Fig.", the number, a period after the number, and the figure's caption without a period after it. Only the first letter in the title is a capital letter, and all others are lowercase. Formatting the figure's caption: font size – 10, style – bold, centred. A reference to a figure should be given in the text preceding the figure.

Tables included in the research essay should have a caption. Tables are consequently enumerated with Arabic numerals. After the table number, a period is placed, and the table's caption is given. Only the first letter in the caption is a capital letter, and all others are lowercase. There should be no periods after captions. Format a table's caption in the following way: font size – 10, bold, right alignment. Spacing before and after the table caption is 6 pt. In the text before the table, either a reference to the table should be given, for example, as*shown in Table 1.3...*., or the table number should be given in parentheses: *summarizing data (Table 2.1).*

The student is free to select formatting rules for other report elements (like lists, equations, headings, etc.).