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1. Purpose of the document

Written assignment design rules establish standard requirements for the formatting of reports on all types of professional internship, scientific internship, research/ experimental research work, final project (undergraduate final project, graduate's final project / thesis), and other types of written assignments produced by students of bachelor, graduate, MBA and PhD/DBA programs of the EI "Almaty Management University" (hereinafter - University).

2. Document application scope

These rules are mandatory for undergraduate, graduate, MBA and PhD/DBA students, academic supervisors of graduating students, program leaders and employees of the deans' offices of the Schools / Centers of the University.

3. References

These rules are designed on the basis of the following internal standardized documents of the Educational Institution «Almaty Management University»:

- Rules for the organization and control of educational achievements of students;
- Regulation for «Management of internal formal documentation»;
- Regulations on research/experimental research work of undergraduates;
- Regulations on the research work of doctoral PhD students.

4. Terms and abbreviations

RW - research work

EP - educational program

ERW - experimental research work

5. Responsibilities

5.1. Dean/ Director of the Center is responsible for coordinating activities on the formation, updating and familiarization of faculty members and students with these Rules.

5.2. Academic Dean is responsible for familiarizing students, staff of Schools/Centers with these Rules.

5.3. Program leader is responsible for familiarizing faculty members of the EP, scientific supervisors, and consultants with these Rules.

- 5.4. Faculty members of Schools/Centers are responsible for advising students on the application of these Rules when performing all types of written work.
- 5.5. Student is responsible for compliance with these Rules when completing all types of written works.

6. Process execution procedure

6.1. General written assignment design rules

6.1.1. Documents are prepared on standard A4 paper size (210x297).

6.1.2. Reports for all the types of internships, final works (thesis and graduate's final project / thesis) are provided in electronic form - Pdf.

6.1.3. Final projects (undergraduate final project, graduate's final project / thesis) are bound into a single block in hardcover.

Text is typed in MS Office Word, Arial font, 12 points. Custom margins: top – 2cm, left – 3 cm, bottom – 2 cm, right – 1,5 cm. Paragraph: interval before and after - 0 pt, line spacing – 1,15 pt. Alignment – justified. First-line indentation – 1,25 pt. (including the levels of the numbered list). Quotation marks - angular: «...».

6.1.4. Statistical information and calculation tables can be drawn up in MS Office Excel. Figures are made in any graphic editor in the format of a figure.

6.1.5. The quality of the printed text and the design of illustrations, tables must be clear to read. It is necessary to respect density and clarity of the image throughout the document.

6.1.6. In the text, including text inside tables, it is not allowed to highlight words or phrases in bold.

6.1.7. First-person narrative is not allowed, a third-person narrative or neutral verbal constructions, for example: «were formulated», «the authors of the project proposed ...», «it was recommended ...», etc. should be used.

6.1.8. Shortening of words are not allowed, except for generally accepted ones. Surnames, names of organizations, enterprises, publications and other proper names are given in the original language. It is allowed to transliterate proper names and give the names of organizations translated into the language of the assignment with the addition of the original name at the first mention. For example: Starbucks Coffee Shops (hereinafter – Starbucks).

6.1.9. Pages should be numbered in Arabic numerals, observing the end-to-end numbering throughout the text. Numbering begins with the title page; the title page numbering is hidden. Page numbers are placed in the middle of the line without a dot at the bottom of the page in Arial font, size - 10, the position of the footer relative to the bottom edge is 1.25 cm (standard in Microsoft Word). Illustrations and tables located on separate pages are included in the general page numbering. Illustrations, tables on a sheet of A3 format are considered as one page.

6.1.10. The titles of such structural elements as «**CONTENTS**», «**ABSTRACT**», «**INTRODUCTION**», «**CONCLUSION**», «**REFERENCES**» etc. should be printed in the

center of the page in capital letters in bold and separated from the text by one line spacing (one blank line). Dots are not placed at the end of the title and underscores are not allowed. If necessary, sections such as «**DESIGNATIONS AND ABBREVIATIONS**» can be added.

6.1.11. Each structural element, section of the document should start from a new page.

6.1.12. The titles of sections should be printed in capital letters in bold, paragraphs - in lowercase starting with capital letters in bold. The titles of chapters and paragraphs are aligned in the center, without paragraph indentation, without a dot at the end, without underlining. Hyphenation of words is not allowed. Chapters should have end-to-end ordinal numbers within the whole document, indicated by Arabic numerals without a dot. Paragraphs should be numbered within each chapter. The paragraph number consists of the chapter and paragraph numbers separated by a dot. There is no dot at the end of the paragraph number. If the title consists of two sentences, they are separated by a dot. Paragraphs within one chapter are separated by an indentation of two lines from the text.

Example of section and paragraph design:

1 PRODUCTION EFFICIENCY MANAGEMENT SYSTEM

1.1 Company performance indicators

6.2. Design of tables

6.2.1. Tables are used for better visibility and convenience of indicators comparison. The table should be placed directly after the text in which it is mentioned for the first time, or on the next page. The reference to the table is given in the text before the table itself appears. After each table, it is necessary to write explanations and conclusions on it.

Options for mentioning the table in the text (reference to the table):

1) Enter the mention of the table in the text of the project itself, for example:

... table 1 below demonstrates the company's data for the past period ...

2) The reference to the table is given in brackets in lowercase letters, for example:

... it is necessary to analyze the company's data for the past period (table 1).

6.2.2. Tables are numbered sequentially within the whole written work in Arabic numerals, the sign «№» is not put.

6.2.3. The title of the table should be concise and reflect its content. The table should be provided with a text header, which is located above the table on the left, after the word «Table», its ordinal number and the «dash» sign. The title is written with a capital letter

without a dot at the end with alignment to the width of the page. When transferring a part of the table to the next page, the name of the table is placed only above the first part, while an indication is given above the second part: Continuation of table 1.

6.2.4. The first row of the table is the «header» with the names of the column headers, the second row is the column numbering. Column numbering is written in italics in the middle of the cell. When moving the table to the next page, the «header» is not prescribed, the continuation of the table begins with the numbering of columns.

6.2.5. The headings of the columns and rows of the table should be written with a capital letter, and the subheadings should be written with a lowercase letter if they make up one sentence with the title, or with a capital letter if they have an independent meaning. No dots are placed at the end of the headings and subheadings of the tables. Column headings and subheadings are indicated in the singular. If necessary, the perpendicular arrangement of the headers is allowed.

6.2.6. It is necessary to put one interval (one «empty line») before the name of the table, after the name of the table and after the table itself.

6.2.7. It is allowed to use a font size in the table smaller than in rest of the text, e.g., size - 11.

6.2.8. If the table takes up more than two pages, then it must be placed in Appendices at the end of the project.

6.2.9. When moving the table to the next page, the outer borders on both parts of the table should be visible.

6.2.10. If the table is made of text, then the words in the table cells are always capitalized. There is no dot at the end of the text. The alignment of the data in the table should be homogeneous.

6.2.11. Tables with numeric data must necessarily contain indications of the dimension of these data (units of measurement). It is allowed to specify the total dimension of the data in the table name. It is necessary to observe the homogeneous alignment of the numbers in the columns.

6.2.12. Attachment of scanned tables is NOT allowed.

6.2.13. If the table is compiled on the basis of their own research, then this should be indicated in the note, if it is borrowed from any sources, then it is necessary to make a reference to the source indicating the source number according to the list of references.

Example of the notes' formulations in the table:

1) If the table is completely borrowed from some source, then at the end of the table name the source number is indicated in square brackets, for example:

Table 1 - The main technical and economic indicators of the enterprise for 2019-2020 [25]

2) If the table is compiled by the authors on the basis of data from any source, the following note is indicated at the end of the table, in a separate row of the table:

8	The average annual cost of the business entity (thousand tenge)	330 000,0	345500,0	15500,0	104,7
Note - compiled by the authors based on the source [5]					

3) If the table is compiled on the basis of the authors' own research, the following note is indicated at the end of the table, in a separate row of the table:

8	The average annual cost of the business entity (thousand tenge)	330 000,0	345500,0	15500,0	104,7
Note - compiled by the authors on the basis of the conducted research					

Example of table design:

Table 1 – The main technical and economic indicators of the enterprise for 2019-2020

No	Indicator	2020	2021	Growth (+, -)	Growth rate, %
1	2	3	4	5	6
1	Volume of production in physical terms (thousand tons)	1844,0	1860,0	16,0	100,8
2	Volume of products sold (thousand tenge)	374979,0	532800,0	157821,0	142,0
3	Number of staff (people)	120	160	40,0	133,3
4	Annual salary fund (thousand tenge)	53040,0	66256,0	13216,0	124,9
5	Output per employee (thousand tenge)	3124,8	3330,0	205,2	106,5
Note - compiled by the authors based on the source [5]					

An example of how to transfer the continuation of a part of a table to a new (second) page if the table does not fit on one page:

Continuation of the table 1

1	2	3	4	5	6
6	Total cost of production (thousand tenge)	253743,9	393319,5	139575,6	155,0
7	Costs per 1 tenge of products (tiyn)	78,0	87,0	39,0	111,5
8	The average annual cost of the business entity (thousand tenge)	330 000,0	345500,0	15500,0	104,7
9	Profit from sales (thousand tenge)	121236	139480,0	+18244	115,0
10	Profitability (%)	27,7	31,1	+3,4	112,2
Note - compiled by the authors based on the source [5]					

6.3. Design of figures

6.3.1. In order to standardize the approach to the design of the diagrams, schemes, graphs, and photographic materials used, it is customary to designate them with figures. After each figure, it is necessary to write explanations and conclusions on it.

6.3.2. The figures should be positioned with alignment in the center. The reference to the figure is given in the text before the appearance of the figure itself.

Options for mentioning the figure in the text (reference to the figure):

1) Enter the mention of the figure in the text of the project itself, for example:

... figure 1 below shows the company's data for the past period ...

2) The reference to the figure is given in brackets in lowercase letters, for example:

... it is necessary to analyze the company's data for the past period (figure 1).

6.3.3. Figures must be done using the appropriate software, color images are allowed.

6.3.4. Requirements for figures: readability, consistency, maximum visibility, the ability to be read and understood autonomously, without text, brevity, the thickness of the lines in the figures is at least 1 point, the font size is at least 11.

6.3.5. The captions on the figures must be placed horizontally or vertically, without frames. The captions in the figure should be executed homogeneously in size and font: Arial, size - at least 9.

6.3.6. The title of the figure is placed under the figure in the center of the line. The name of the figure is written with a capital letter without a dot at the end, after the word «figure», its serial number and the «dash» sign. The figure together with the title should be separated from the text of the project from the top and bottom by a paragraph in one interval (one "blank line"). There is also an indent in one interval between the figure and its title.

6.3.7. The size of the figure should not exceed half a page. If the specified size is exceeded, the figure should be moved to the Appendices.

6.3.8. Figures, with the exception of those included in the Appendices, should be numbered in Arabic numerals through numbering.

6.3.9. Attachment of scanned graphs, schemes, diagrams is NOT allowed.

6.3.10. If the figures are compiled on the basis of their own research, then this should be indicated in the note, if they are borrowed from any sources, then it is necessary to make a reference to the source indicating the source number according to the list of references.

Example of the figure notes' wording:

1) If the figure is completely borrowed from some source, then the number of the source in square brackets is indicated at the end of the name of the figure, for example:

Figure 1 - The share of supply by the number of commissioned apartments in Almaty for 2020-2021 [25]

2) If the figure is compiled by the authors on the basis of data from any source, then the following note is indicated after the name of the figure in a separate line in Arial font, size - 11 alignment on the left edge:

Figure 1 - The share of supply by the number of commissioned apartments in Almaty for 2020-2021

Note - compiled by the authors based on the source [4]

3) If the figure is compiled on the basis of the authors' own research, then at the end after the name of the figure, the following note is indicated in a separate line in Arial font, size - 11 alignment on the left edge:

Figure 1 - The share of supply by the number of commissioned apartments in Almaty for 2020-2021

Note - compiled by the authors on the basis of the conducted research

Example of figure design:

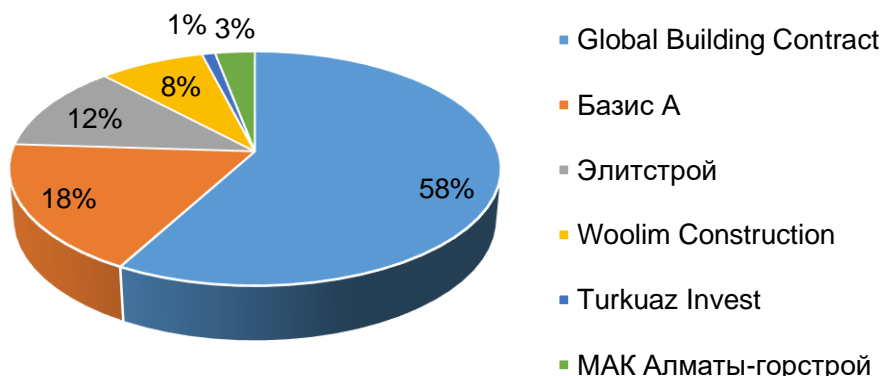


Figure 1 - The share of supply by the number of commissioned apartments in Almaty for 2019-2020

Note - compiled by the authors based on the source [4]

6.4. Design of formulas and equations

6.4.1. Formulas and equations should be separated from the text in a separate line. At least one empty line must be left above and below each formula or equation. If a formula or equation does not fit in one line, then it must be moved after the equal sign (=) or after the plus sign (+), minus sign (-), multiplication (*), division (:), or other mathematical sign to a new line, and the sign at the beginning of the next line is repeated. When transferring the formula on the sign symbolizing the multiplication operation, the sign «x» is used.

6.4.2. Formulas should be placed in the center and numbered with Arabic numerals through numbering within the whole work in parentheses in the rightmost position on one line. A comma must be placed after the formula.

6.4.3. The formula and explanation must be separated by an empty line from the text at the top and bottom. An indent of one interval is also placed between the formula and the explanation of the values.

6.4.4. Explanations of the meanings of symbols and numerical coefficients should be given directly below the formula in the order in which they are given in the formula. The sign of each symbol and numerical coefficient should be given on a new line. The first line of the explanation begins with the word "where" with a colon from the left margin of the page, justified. Each symbol with an explanation is located exactly one below the other.

6.4.5. The reference to the formula is given in the text before the appearance of the formula itself.

An example of a link in the text to a formula:

... in formula (1) the indicator of competitiveness of products is calculated on the basis of
...

Example of formula design:

$$K = \sum_{i=1}^N W_i K_i, \quad (1)$$

where: K_i - single indicators of the competitiveness of products with a total number N ;

W_i - indicator of the significance (weight) of the i -th single indicator of competitiveness.

6.5. List design

6.5.1. In the text of the written assignment, only one type of bullet is allowed to be used for the design of a list listing different types of data, namely: « – ».

It is allowed to use a numbered list from the numbering library of the MS Office Word text editor.

Example of a bulleted list design:

1) if the list consists of simple sentences or single words and begins with lowercase letters, a comma is placed at the end of each paragraph. At the end of the last paragraph is a dot.

In order to analyze the external environment of the company, it is necessary to identify the factors affecting the object of research, namely:

- political,
- economic,
- socio-cultural,
- technological.

2) if the list consists of complex sentences with punctuation marks inside, then a semicolon is placed at the end of each paragraph. At the end of the last paragraph is a dot.

In order to analyze the external environment of the company, it is necessary to identify the factors affecting the object of research, namely:

- political factors that may affect the company's activities in the future;
- economic factors, including current and future economic aspects;
- socio-cultural factors: culture, religion, beliefs, etc.;
- technological factors that are currently under development.

3) if the list is made using a number with a dot, each item in the list will begin with a capital letter, a dot is placed at the end.

In order to analyze the external environment of the company, it is necessary to identify the factors affecting the object of research, namely:

1. Political.
2. Economic.
3. Socio-cultural.
4. Technological.

4) if the list is made using a digit with a closing bracket, as well as a lowercase letter with a closing bracket, a comma is placed at the end of each paragraph. At the end of the last paragraph is a dot.

In order to analyze the external environment of the company, it is necessary to identify the factors affecting the object of research, namely:

- 1) political,
- 2) economic,
- 3) socio-cultural,
- 4) technological.

6.6. Making references to the sources used

6.6.1. The written assignment must necessarily contain references to the sources used. They are drawn up on quotations, factual material, diagrams, graphs, etc., used by the authors in the text of their work.

6.6.2. References to the sources used are given in square brackets.

6.6.3. If a direct quotation is given in quotation marks, then the ordinal number of the source used and the corresponding page are indicated in square brackets, for example [7, p. 56-58].

6.6.4. If the thought from the corresponding source is used, then the ordinal number of the source used is indicated in square brackets, for example [7].

6.6.5. The numbering of references is carried out in Arabic numerals in the order of the references in the text.

6.6.6. References to standards, technical specifications and other documents are allowed, provided that they fully and unambiguously define the relevant requirements and do not cause difficulties in using the document.

6.6.7. Reference should be made to the document (source) as a whole or its chapters and appendices. References to subsections, paragraphs, tables and illustrations of sources are not allowed.

6.6.8. When referring to standards and technical specifications, only their designation is indicated, while it is allowed not to indicate the year of their approval, provided that the standard is fully described in the list of sources used.

6.7. Design of the list of references

6.7.1. The list of sources used is drawn up at the end of the work. The list should include only those sources that are reflected in the work and relevant for **the last 5-7 years**.

6.7.2. Information about the sources used should be arranged in the order in which references to sources appear in the text of the work and numbered in Arabic numerals without a dot and printed with paragraph indentation.

6.7.3. Hyperlinks to electronic sources are preserved.

Example of reference to legislative regulations:

1 Resolution of the Government of the Republic of Kazakhstan. The program for the formation and development of the national innovation system of the Republic of Kazakhstan for 2015-2020. No. 387. April 25, 2015. // SAPP RK – 2015. - No. 16.

Example of reference to monographs, textbooks:

2 Development of innovation activity of megapolis: assessment and strategic priorities: monograph / Under the general editorship of G.Kurganbaeva, N.Nikiforova, M.Smykova. – Almaty: IP «Balausa», 2018 – 218 p.

Example of reference to journal and newspaper scientific articles:

3 Turekulova M. R. Influence of the covid-19 pandemic on the work of the anti-doping system of Kazakhstan // Collection of materials of the fifth Colloquium of undergraduates of Almaty Management University. – Almaty: Almaty Management University, 2020. – P. 88-92.

Example of reference to materials of scientific and practical conferences:

4 Smykova M.R. Using a systematic approach to assessing the tourism industry in Kazakhstan.// Collection of materials of the international forum of young scientists "Burabay forum: international cooperation of Kazakhstan" Astana: Foundation of the First President of the Republic of Kazakhstan - Elbasy, 2018. - P. 115-120.

Example of reference to statistical collections

5 Statistical compilation. Health of the population of the Republic of Kazakhstan and the activities of healthcare organizations in 2019 / Akhmetova Z. D., Zhaksalykova G. B., Shaikhiev S. S. et al. - Nur-Sultan, 2020. - 320 p.

Example of reference to materials from electronic sources:

6 Alimbekov A. K. Kaizen in Kazakh realities // Collection of materials of the fifth Colloquium of undergraduates of Almaty Management University. - Almaty: Almaty Management University, 2018. – P. 41-45. // <https://clck.ru/T8tGd>

7 Maltseva Yu. A. Psychology of management: studies. Manual / Yu.A.Maltseva, O.Y.Yatsenko. – Yekaterinburg: Ural Publishing House, 2016. - 92 p. // <https://clck.ru/T8tME>

8 Education in the Republic of Kazakhstan 2017-2021. Statistical compendium // Bureau of National Statistics of the Agency for Strategic Planning and Reforms of the Republic of Kazakhstan // www.stat.gov.kz.

Example of reference to book:

9 Meskon H.M., Albert M., Hedouri F. Fundamentals of Management, 3rd ed.: Per. from English. - M.: LLC "I.D. Williams", 2016. - P.178-179.

6.8. Appendices design

6.8.1. For a better understanding and explanation of the main part of the written assignment, they include appendices that are auxiliary in nature and do not affect the volume of written work.

6.8.2. Appendix is designed as a continuation of the written assignment or project and is placed at the end in the order in which references to it appear in the text.

6.8.3. Unlike figures and tables, references to appendix in the text are written with a capital letter.

Options for mentioning the Appendix in the text (reference to the Appendix):

1) Enter the mention of the appendix in the text of the written work itself, for example:

... the company's financial statements for 2019 - 2020 are presented in Appendix 9...

2) The reference to the appendix is given in brackets with a capital letter, for example:

... it can be considered in the company's financial statements (Appendix 9).

6.8.4. Each Application should start from a new page with the word «Appendix» indicated in the upper right part of the page, which is not italicized or bold. Appendices are numbered sequentially in Arabic numerals (1, 2, 3...). The application number is given without the «No.» sign, for example: Appendix 1

6.8.5. The appendix must have a title that is written symmetrically relative to the text (centered alignment) with a capital letter in a separate line with an indent from the word «Appendix» equal to one line. The title is highlighted in bold.

6.8.6. Appendices exceeding one page continue on subsequent pages without any designation.

6.8.7. Appendices should have a cross-cutting page numbering in common with the rest of the written work. The design of the content of the Appendices is allowed at the discretion of the author.