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*Institute of information and computational technologies CS MES RK, Kazakhstan*

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***Abstract.*** *Summary of the subject matter of the report and the main conclusions contained therein. (12* pt*, italic)*

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1. Shattok, M. Dearing on governance – the wrоng prescription/M. Shattok //Higner education quart. – Oxford: N.Y., 1998. – Vol. 52, N. 2. – P. 35-47.

**For materials from the INTERNET:**

2. Surin A.V.10 years of management training at Moscow University: experience and problems.– http://e-journal.spa.msu.ru/images/File/2003/surin.pdf (Indicate the date of viewing the material on the Internet in parentheses) (12 pt).

Figures - (Fig. 1 Figure caption) (11 pt, center alignment, paragraph indention – 0 cm)

Tables – (Table 1. Table name) - (11pt, left alignment, paragraph indention – 1 cm)

Table contents (11 pt, alignment-width, paragraph indention – 0 cm).