# CONFERENCE GUIDELINES FOR COMPOSING AND FORMATTING

# manuscripts and publications

# XXIII Scientific Conference with International Participation

# "KNOWLEDGE SOCIETY AND HUMANISM OF THE 21ST CENTURY"

# TITLE [Times new Roman, 12, Caps lock, Bold]

**Name, Surname [11 bold, без титли]**

*Institution [11 italic]*

***Abstract:*** *The abstract**should be between 1000 and 1500 characters with spaces and include the aim of the research, methodology used, main results and scientific contribution or application. The abstract should correspond to the title, keywords and the body of the paper.**[Font Times New Roman, size 11, Italic, Justified, Line and Paragraph Spacing 1.0]*

***Keywords:*** *[Up to 5 keywords, separated by semi-colon (;). Font Times New Roman, size 11, Italic, Justified, Line and Paragraph Spacing 1.0]*

**PLEASE READ THE TECHNICAL GUIDELINES CAREFULLY!** To facilitate the process of reviewing and publishing your work, use the conference template and follow these technical guidelines. Their purpose is to support you and ensure the quality, look and feel of the published proceedings.

**Length:** Papers or reports should be up to 10 standard pages (18,000 characters with spaces). This length includes title, abstracts and keywords in English and Bulgarian, main body, tables and figures, notes, literature and references in Bulgarian and English, and author’s details.

Short papers or scientific announcements should be up to 5 standard pages (9,000 characters with spaces), including title, abstracts and keywords in Bulgarian and English, main body, tables and figures, notes, literature and references, and author’s details.

**Formatting**: The main body of the article should be Times New Roman 11, Justified. The new line of all paragraphs (including subheadings, paragraphs, sub-paragraphs) should be indented 0,75 cm.

Headings should not be numbered. They are formatted with the same font as the main text but in Bold and aligned lift. There should be no empty line after headings.

**Pages** should NOT be numbered.

**Notes** are given in the section NOTES at after the ACKNOWLEDGMENTS Section and before REFERENCES. DO NOT use the automatic function for endnotes in MS Word, but place them manually. In the text, notes should be marked sequentially from 1 using Superscript1. No footnotes are accepted!

The manuscript/publication should have the following headings – Introduction, Research Methodology, Results, Conclusions/Discussion, Conclusion, (see below)

**INTRODUCTION**

The introduction contains information on the current situation of the researched topic.

[Formatting: *Times New Roman 11, Center Alignment, Line and Paragraph Spacing 1.0.*]

**RESEARCH METHODOLOGY**

This section presents the methodology used for conducting the research.

[Formatting: *Times New Roman* 11*, Center Alignment, Line and Paragraph Spacing 1.0.*]

**RESULTS/DISCUSSION**

When presenting information, make sure your sources are cited properly. For more information, see below in section CITATION.

[Formatting: *Times New Roman 11, Center Alignment, Line and Paragraph Spacin 1.0*.]

**Tables and figures**

All tables and figures must be referenced in the text in round brackets in the following way: (Fig. 1) or (Table 1). The tables and figures should be placed at the end of the paragraph where they are first mentioned. All figures and tables must be numbered with Arabic numerals in ascending order starting with 1. The tables and figures must also be submitted separately in .jpg or .pdf format, archived in one RAR or ZIP file.

The title of the figure should be centered and placed **below** the figure.

*Fig. 1. The title of the figure is in Times New Roman 9, Italic, Center Alignment, one blank line below the figure, no indent.*

The title of the table should be centered and placed **above** the table.

*Table 1. The title of the table is in Times New Roman 9, Italic, Center Alignment, no blank line below, no indent.*

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| **…………………** | **…………………** | **………………..** |
| ….. | …. | …. |
| …. | …. | …. |
| .... | …. | …. |

**Formulae, equations and mathematical expressions**

Each equation must be placed on a separate line, with one blank line before and after it. The equations should be clear, and the expressions used should be explained in the text. The equations must be numbered consecutively with Arabic numerals and round brackets placed in the upper right corner, as shown in examples 1–3 below.

 (1)

 (2)

 (3)

**Formatting of bullet lists**

Bullet lists are denoted with Arabic numerals, dashes or small Latin letters. DO NOT use other symbols such as asterisks, dots, check marks, arrows, etc.!

Numbered lists

1. First line.
2. Second line.
3. Third line.

Bullet lists

* First bullet.
* Second bullet.
* Third bullet.

Lettered lists

1. First item.
2. Second item.
3. Third item.

**Date and Time**

*Dates* are written in the format DD.MM.YYYY, separated by a dot: 20.11.2018.

*Time intervals* are indicated by a dash with spaces on both sides: 1877 – 1878; 13.10. – 20.11.2018

*Years* are written with numerals: 2005*.*

*Centuries*: Use words for the first through ninth centuries (e.g., the first century, the eighth century). Use numerals for the 10th century and beyond (e.g., the 20th century, the 21st century). DO NOT capitalize centuries.

*Decades:* Use numerals with the plural “s”: the 1960s, the 2020s. Descriptive names can be written in words: the sixties, the twenties. DO NOT capitalize unless the names are part of a proper noun: the Roaring Twenties. DO NOT apostrophe to indicate the omission of century numbers in decades: write 1980s and not ’80s.

*Eras:* Time before first century is indicated with “BC” (Before Christ). If necessary, time after first century is indicated by AD.

Approximate dates are indicated with “c.” (circa).

**Accronyms and abbreviations**

Write out the term or phrase on first use, followed by the abbreviation in parentheses.

Example: *Last week, the Center for Disease Control (CDC) announced; People with post-traumatic stress disorder (PTSD);*

When written in full, proper names in Latin alphabet are not enclosed in quotation marks but are capitalized:

* the publisher Simon & Schuster.
* Center for Disease Control
* the British Broadcasting Corporation

**Citation**

Each use of an original text by someone else should be enclosed in quotation marks. Any paraphrasing of someone else’s text also requires referencing. All submissions undergo similarities checks using the StrikePlagiarism software provided to all Bulgarian higher education institutions by the Ministry of Education and Science (MES). The conference organizers reserve the right to reject submissions with incorrect citations and referencing.

The sources used are included in the main text in parenthesis (...) with the author’s last name in Latin and the year of publication, without a comma: (Benbasat 2022). If a specific page needs is referenced, it is separated by a comma and preceded by “p.” (Benbasat 2022, p. 690) or in case of multiple pages, by “pp.”: (Benbasat 2022, pp. 690-695, 698).

*Short quotes* (up to two lines) are placed on the same line, enclosed in quotation marks, and followed by the source in parentheses.

Example: As Veselin Traykov notes, “Rakovski’s economic activity is distinguished by its versatility” (Traykov 1974, p. 87).

*Long quotes* (thee and more lines) are placed in a separate paragraph, in italics with an additional left indentation (Left 1.25 cm) and are NOT enclosed in quotation marks. The source is indicated at the end of the quotation, after the closing quotation mark. The full stop is placed after the closing parenthesis.

**Example**:

As Veselin Traykov notes,

*Rakovski’s economic activity is distinguished by its versatility: he draws up various plans, engages in complex transactions, strives to expand his activities not only in Constantinople but also beyond the borders of the country, and even abroad*

(Traykov 1974, p. 87).

**Citing more than one source**

When citing more than one source in the text, the sources are listed chronologically by the year of publication, from the earliest to the latest date, and are separated by a semicolon. Each source is listed separately in the Reference Section of the paper.

Example: (Smith 2018; Orpet and Welsh 2019; Aspinall 2021).

For publications in the same year and by authors with the same last name, the initials are also included: (O’Brien, D. 2022) (O’Brien, P. 2022).

When there are two or more sources from the same year, they are listed in alphabetical order.
More than one publication by the same author in the same year are distinguished by adding lowercase letters (a, b, c) to the year. The letter is determined by the alphabetical order of the title.

Example of in-text citation: (Smith 2021a), (Smith 2021b).

Example of Reference citation:

SMITH, A. 2021a. *Power and media*. Abingdon: Routledge.

SMITH, A. 2021b. The media’s power in the 1900s. *European journal of modern history*, vol. 51, issue 2, pp. 201-211.

**Sources with no date of publication**

When the publication date is unknown, use “n.d.” (not dated) in place of the year in both in-text citations and in the References section. If you are using an approximate date, use “c.” (circa) before the year in both the in-text citation and the reference description. Examples: (O’Connell n.d.), (Murphy c. 2022).

**Sources with no place of publication**

When there is no place of publication given, use “s.l.” (sine loco) both in text quoting, and in the references section.

**Sources with more than one place of publication**

Only the first place should be noted.

**CONCLUSION**

This section summarizes the information presented in the paper, offers conclusions and author’s contributions, it outlines perspective for future work on the problem.

**Acknowledgements:** If thetext is a result of a scientific project, the supporting organization should be noted. When submitting the proposal, all data and circumstances that could identify the author are deleted. The same are added upon final submission of the materials. *[Times New Roman 11, Align Left, Line and Paragraph Spacing 1.0]*

**NOTES** *[Times New Roman, 10, Align Left, Line and Paragraphs Space 1.0]*

*Example:*

1. Notes are used to provide additional explanation.
2. If there are no notes, this section is deleted.
3. Footnotes should not be used.
4. References and citations to unpublished sources are placed in this section.
5. Do not use the automatic endnotes functionality! In the text, notes should be indicated with a superscript, numbered manually and sequentially with Arabic numerals – 1,2,3. The index is placed after the punctuation mark (if any).

**LITERATURE/REFERENCES** *[Times New Roman 10, Line and Paragraphs Space 1.0, Align Left]*

The presentation of sources in the bibliography follows the BDS ISO 690:2021 standard and is based on the Harvard system. The list should include sources that are accessible for verification.

All sources listed in this section must be cited in the text!

Both sections contain the same sources, sorted alphabetically.

The LITERATURE section contains the descriptions of publications in their original language. Use this section **only if** the original publication use **NON-LATIN** alphabets (for example, Cyrillic or Greek). If there are no such sources, you should delete this section. If you use this section, you should include ALL sources, incl. those in languages with Latin alphabets. The titles should be sorted alphabetically with those in non-Latin alphabets being placed first, following by those in Latin. (Note that the automatic sorting of MS Word may place Latin characters first).

The REFERENCES Section contains the same sources as LITERATURE, but the titles must be transliterated into Latin characters. If the original publication in Cyrillic (or another non-Latin alphabet) also contains a published title in a language using the Latin alphabet (e.g., in English, French, German), then the latter title may be used. If there is no published title in Latin, the original title is **transliterated**, not translated.

Please use the following sources for transliteration:

* From Bulgarian: <https://slovored.com/transliteration/>.
* From Russian: <https://translit.cc/>
* From Serbian: <http://www.lexilogos.com/keyboard/serbian_conversion.htm>
* From Greek: <http://gr.translit.cc/>

**\*EXAMPLES FOR REFERRING TO PRINT EDITIONS**

**Journal articles**

*The sources are described sequentially: author (last name, first name initial in uppercase letters), year of publication, title of the article, title of the journal (in italic), volume, issue, and page numbers of the article. The pages are separated with a hyphen (without spaces on either side). In the References section, volume and issue are not transliterated but are translated as vol. and issue; pages are indicated with pp.*

LITERATURE

БЕНБАСАТ, А., 2022. Антологията като книжен и издателски феномен. *Издател,* том ХХVI, брой 1, стр. 28-38.

REFERENCES

BENBASAT, A., 2022. Anthology as a Book and Publishing Phenomenon. *Izdatel*, vol. XXVI, issue 1, pp. 28-38.

Such source is quoted in the main text as (Benbasat 2022).

**Books**

*The sources are described sequentially: author (last name, first name initial in uppercase letters), year of publication, title of the book (in italic), place of publication, and publisher. A comma is placed between the author's first name initial and the year of publication. A colon is placed between the place of publication and the publisher. In Bulgarian, quotation marks are both lower and upper; in English, only the upper quotation marks are used.*

LITERATURE

ЦВЕТКОВА, Е., 2022. *Информация, библиотеки, образование. Приложение на съвременните мобилни технологии*. София: Академично издателство „За буквите – О писменехь“.

REFERENCES

TSVETKOVA,E., 2022. *Informatsia, biblioteki, obrazovanie. Prilozhenie na savremennite mobilni tehnologii.* Sofia: Akademichno izdatelstvo “Za bukvite – O pismeneh”.

Such source is quoted in the main text as (Tsvetkova 2022).

**Articles in edited collections & Chapters in books**

*The sources are described sequentially: author, year of publication, title of the article, editor (last name, first name initial in uppercase letters), title of the proceedings (in italics), pages of the article in the proceedings, place of publication, and publisher. The information about the volume is separated with ‘B’: in the “Литература” section and ‘In’: in the “REFERENCES” section. A comma is placed between the author’s first name initial and the year of publication. A colon is placed between the place of publication and the publisher. In Bulgarian, quotation marks are both lower and upper; in English, only the upper quotation marks are used.*

LITERATURE

ЦВЕТКОВА, Е., 2021. Виртуални зали за четене и виртуални обучителни пространства – нови форми за виртуален достъп до недигитализирани документи и обекти от колекциите на културни институции. В: ГАНЧЕВА, Ж. (ред.). *Обществото на знанието и хуманизмът на XXI век,* с. 67-74. София: Академично издателство „За буквите – О писменехь“.

REFERENCES

TSVETKOVA, E., 2021. Virtualni zali za chetene i virtualni obuchitelni prostranstva – novi formi za virtualen dostap do nedigitalizirani dokumenti i obekti ot kolektsiite na kulturni institutsii. In: GANCHEVA, Z. (Ed.) *Obshtestvoto na znanieto i humanizmat na XXI vek,* pp. 67-74). Sofia: Akademichno izdatelstvo “Za bukvite – O pismeneh”.

Such source is quoted in the main text as (Tsvetkova 2022).

**\* EXAMPLES FOR REFERRING TO ELECTRONIC SOURCES**

**Е-Journal**

*Described in the same way as a print journal adding the date of access: [viewed DD MMM YYYY], and the link: Available from: link to source.*

LITERATURE

НИКОЛОВ, Г., 2018. Марко Поло. Безсмъртно е твоето море. *Издател*, том ХХ, брой 1, стр. 54-58. [viewed 10 June 2022]. Available from: https://publisher.bg/wp-content/uploads/2021/11/13.-IZDATEL\_1-2\_2018.pdf

REFERENCES

NIKOLOV, G., 2018. Marko Polo. Bezsmartno e tvoeto more. *Izdatel,* vol. XX, issue 1, pp. 54-58. [viewed 10 June 2022]. Available from: https://publisher.bg/wp-content/uploads/2021/11/13.-IZDATEL\_1-2\_2018.pdf

**Е-Book**

*Described in the same way as a print book adding the date of access: [viewed DD MMM YYYY], and the link: Available from: link to source.*

LITERATURE

ДЕНЧЕВ**,** С., 2019. *Информация и сигурност*. София: Академично издателство „За буквите – О писменехь“, [viewed 10 June 2022]. Available from: http://www.gutenberg.org/files/17426/17426-mp3/17426-mp3-chap10.mp3

REFERENCES

DENCHEV, S., 2019. *Informatsia i sigurnost*. Sofia: Akademichno izdatelstvo “Za bukvite – O pismeneh”. [viewed 10 June 2022]. Available from: http://www.gutenberg.org/files/17426/17426-mp3/17426-mp3-chap10.mp3

**Е-proceedings**

*Described in the same way as a print proceedings adding the date of access: [viewed DD MMM YYYY], and the link: Available from: link to resource.*

LITERATURE

ЦВЕТКОВА, Е., 2021. Виртуални зали за четене и виртуални обучителни пространства – нови форми за виртуален достъп до недигитализирани документи и обекти от колекциите на културни институции. В: ГАНЧЕВА, Ж. (ред.) *Обществото на знанието и хуманизмът на XXI век*, стр. 67-74. София: Академично издателство „За буквите – О писменехь“. [viewed 10 June 2022]. Available from: https://buditeli.unibit.bg/bg/lib/sbornik-2022

REFERENCES

TSVETKOVA, E., 2021. Virtualni zali za chetene i virtualni obuchitelni prostranstva – novi formi za virtualen dostap do nedigitalizirani dokumenti i obekti ot kolektsiite na kulturni institutsii. In: GANCHEVA, Zh. (ed.) *Obshtestvoto na znanieto i humanizmat na XXI vek,* pp. 67-74. Sofia: Akademichno izdatelstvo “Za bukvite – O pismeneh”. [viewed 10 June 2022]. Available from: https://buditeli.unibit.bg/bg/lib/sbornik-2022

**\* EXAMPLES FOR REFERRING TO A WEBSITE**

*Words Without Borders*: The online magazine for international literature. PEN American Center, © 2005 [viewed 12 July 2006]. Available from: http://........

**\*If DOI is available, it should be placed at the end of the bibliographic description.**

DENCHEV, S. and PETEVA, I., 2018. Education and Globalization. Modern Dimensions of E-Governance in University Information Environment. EDULEARN18 Proceedings, pp. 1382-1387. doi: 10.21125/edulearn.2018.0439

**\*QUOTING NON-PAPER MATERIALS – should be in compliance with the current BDS ISO 690:2021.**

Examples:

Description of a photo with dimensions:

KARADJIAS, Petros. 2024-06-18. UN peacekeepers stand in front of a gate, while a man and woman walk towards a checkpoint in a UN-controlled buffer zone in the center of the divided capital, Nicosia, Cyprus. Dimensions: 180 x 120 mm. At: AP Photo.

Description of an artifact:

DE MESA, Juan (artist), 1623 – 1627. Saint John the Baptist. Sculpture. Wood carving and colored paints. At: Museo Nacional del Prado.

**PUBLICATIONS WITH MORE THAN ONE AUTHOR/EDITOR**

*When citing co-authored publications in the text, the authors are listed in the order they appear in the publication, separated by commas, and the last author is separated by a comma and the conjunction AND. For more than three authors, only the first author is mentioned, and the others are indicated with “et al.”
In the bibliographic description, up to the first eight authors are listed. If there are more, “et al.” is added after the eighth author.*

|  |  |  |
| --- | --- | --- |
| **Number of authors** | **Text quoting**  | **Bibliographic description** |
| **1 author** | DAVIS, V. (2019) … | DAVIS, V. (2019) … |
| **2 authors** | DAVIS, V. and BARRETT, M. (2019) … | DAVIS, V. and BARRETT, M. (2019) … |
| **3 authors** | DAVIS, V., BARRETT, M. and MCLACHLAN, F. (2019) … | DAVIS, V., BARRETT, M. and MCLACHLAN, F. (2019) … |
| **4 – 8 authors** | DAVIS, V. et al. (2019) … | DAVIS, V., BARRETT, M., MCLACHLAN, F. and PRETI, C. (2019)… |
| **More than 8 authors** | DAVIS, V. et al. (2019) … | DAVIS, V., BARRETT, M., MCLACHLAN, F., PRETI, C., JOZWIK, K., SHI, K., THOMSEN, B., WILLIAMS, H., et al. (2019)… |

# TITLE in BULGARIAN [Times new Roman, 12, Bold, Caps Lock]

***Abstract:*** *Meaningful translation of the abstract into Bulgarian. [1000 – 1500 characters with spacing,, Times New Roman 11, Italic, Justified, Line and Paragraph Spacing 1.0]*

***Keywords:*** *[up to 5 keywords separated by semicolon (;).**Times New Roman, 11, Italic, Justified, Line and Paragraph Spacing 1.0]*

The author's card contains personal, professional and affiliation information. It should be **deleted** when the application is submitted and **included** when the final material is submitted for publication. Inapplicable elements are deleted.

Academic position/title, Name, Surname

ORCID, WoS, SCOPUS ID

*[for students, PhD students, and young scientist ONLY]* Scientific Advisor: Title and Names

Institution/Organization

City, Country

E-mail: