

**STYLE GUIDELINES
FOR CONFERENCE PAPER FORMATTING**

The papers must be submitted in print-ready form!

General. Conference papers must be written in one of the official languages (Bulgarian, Russian or English). The text of the paper must be laid out for A4 paper, with a maximum of 45 lines per text page (Single Space), with 20 mm print margins on all sides. The font must be Times New Roman, with a font size of 14 Pt (fourteen points), justified in MS Word. The full text of the paper must be up to 8 pages, including figures, photos, tables, etc. The pages must not be numbered. The papers must be sent in MS Word.doc format as attachments to the following email address: iscmi@tu-sofia.bg

Structure of the paper. The paper should contain the following sections: title, name and surname of the author(s), workplace, country, email address, abstract in English only, keywords in English only, introduction (subject and purpose of the research, methods used, analytical literature review, etc.), main body, conclusion, references.

Paper formatting

1. The title of the paper and the first name and surname of the author (authors). The title of the paper should be written on the first page in the language in which the paper has been written. The title of the paper should be written in capital letters and should be centred (Center, Times New Roman 14 PT, Bold). The first name and surname of the author (authors) should be written after the title of the paper in the language in which the paper has been written. The first name and surname of the author or co-authors must be written in lowercase letters and centred (Center, Times New Roman 14 PT, Bold). A single space blank line must be placed between the title and the name of the author(s). The name of the institution and the country of origin of the author (co-authors) and their e-mail addresses should be written in lowercase letters (Center, Times New Roman 12 pt, Italic) under the name and surname of the author (co-authors). The information of the next author must be written on a new line. When the paper has been written in Bulgarian or Russian, the English translation of the title of the paper must be included after the section with the information about the author(s), as well as the first name and surname of the author(s), workplace, country, e-mail address – all in English. If the paper is in English, it is not necessary to write the title and the author’s information in Bulgarian.

2. The abstract and keywords should be in English only in Times New Roman 14 pt font size. A double space blank line must be placed between them and the institution, country and email address, and the first line of the abstract and keywords should not be indented. The words Abstract and Keywords should be in Bold. The abstract should consist of no more than 800 characters and should be justified. No single space blank line should be placed between the abstract and the keywords. The keywords must be 6-10, separated by commas. A full stop should be placed after the word Abstract, and a colon should be placed after the word Keywords.
3. The introduction, main body and conclusion can be written in one of the following languages - Bulgarian, English or Russian and must be in Times New Roman 14 pt. The text must be justified. The last page of the paper should be filled no less than 70%.
4. Formulas and other symbols should be written in Equation Editor 3, Italic 12 pt, indices - in 12 pt, their sub-indices - in 10 pt. Matrices should be written in square brackets, vectors in Bold-Regular 12 pt. All figures, including index numbers, should be presented in Regular. Formulas must be centered. They should be numbered with Arabic numerals in parentheses and must be aligned right. A double space blank line must be placed between the formula and the text.
5. Figures and tables should be put near the place where they are referred to, centered and numbered consecutively and captioned. The numbers of figures and captions should be typed below them in 12 points, Times New Roman, centered, and those of tables should be typed above them in 12 points, Times New Roman, aligned right. A double space blank line should be placed between the figures and tables and the text.
6. The headings of the introduction, the different sections and the conclusion should be typed in Times New Roman 14 pt, Bold and should not be indented. The introduction, different section headings and the conclusion should be numbered with one Arabic numeral, and the sub-headings of the sections – with two Arabic numerals separated by a period. The introduction, section headings and sub-sections should be separated from the preceding text above them by a Double Space.
7. The references should be written using the Roman script and should follow the Harvard referencing style. The main in-text citations should be in the format (Nugus 1999) and should be listed in the order of citation in the paper. The references should come after the conclusion. The word References should be written in lowercase Times New Roman 14pt, Bold. The list of references used should be typed in Times New Roman 12 pt according to the example below. Any references in Cyrillic or in a non-Roman script should be transliterated into Roman script using the following online converter: <http://2cyr.com/?7>. It is allowed to translate the title of the reference source into English, followed by the language of the original written in brackets, for example (bul).
8. Criteria for paper evaluation: relevance of the topic, originality and innovation of the scientific/scientific and applied research, theoretical/methodical justification, applied results, quality of formatting, general assessment of the publication.

References

Brooks, I. and Weatherston, J. (1992) *The Business Environment: Challenges and Changes*, Prentice Hall, London .

Doherty, Noel and Delener, Nejd. (2001) "Chaos Theory: Marketing and Management Implications", *Journal of Marketing Theory and Practice*. Fall, Vol 9, No. 4, pp 66-75.

Goldberg, J. and Markoczy, L. (1998) "Complex Rhetoric and Simple Games", [online], Cranfield University, www.Cranfield.ac.za/public/cc/cc047/papers/complex/html (accessed on dd/mm/yy).

McElwee, M. (1998) "Chaos Theory and Complexity as Fountainheads for Design of an Organization Theory Building Workshop", Paper read at XIVth World Congress of the International Sociological Association, Montreal, Canada, July.

►• For more information on the Harvard referencing style, please go to: <https://dkit.ie.libguides.com/harvard/citing-referencing>

Notes:

Papers that do not comply with the guidelines will not be included in the conference!