

PUBLICATION GUIDELINES

1. The *Annual of the Faculty of Humanities* accepts texts in Bulgarian, Russian, English and German.
2. At the end of the text, the authors should provide the following information in Bulgarian and English: name, surname; degree, title; affiliation; e-mail address.
3. The texts could be from 10 to 50 standard pages long, including the bibliography, tables, figures, footnotes and appendices.
4. The materials should be sent in an electronic form (Word) to: conference_fhn@shu.bg
5. The articles are accepted for publication after blind peer review and editing by the editorial board.
6. Formatting guidelines:
 - **The title and the names of the authors** should be provided in the language of the text (Bulgarian, Russian or German) and in English;
 - **Articles** should contain an **abstract and key words in English and in Bulgarian**.
 - The pages should **not** be numbered.
7. Technical requirements:
 - **Title** - centered, font **Times New Roman 11, ALL CAPS Bold**; below it, in lowercase letters, with the same font size, the names of the authors (first and last name) are placed.
 - **Abstract** (after one blank line) of min. 220 – max. 250 words, font Times New Roman 10 *Italic*; before the abstract in English, the title translated into English is placed.
 - **Keywords** (on the next line) – font Times New Roman 10 *Italic*, up to 5 in number.
 - **Text** (after one blank line) – formatted according to the following technical parameters:
 - Page Setup:
 - Margins: Top – 2.2 cm; Bottom – 2.2 cm; Left – 2.2 cm; Right – 2.2 cm.
 - Paper Size: Envelop B5; Custom size: Width: 17.5 cm; Height: 25.0 cm.
 - Layout: Header: 1.4 cm, Footer: 1.4 cm.
 - Format: Font – Times New Roman; Font Style – Regular; Size – 11
 - Paragraph: Line Spacing All: 1; Alignment: Justified
 - Spacing: Before – 0 pt. After – 0 pt.

Line spacing – Multiple 1.15.

- It is desirable that **graphs, tables, illustrations, etc. visualizations** be numbered and integrated into the text.

8. Citation

- All publications should follow **APA formatting**. Citations exceeding four printed lines are set out on a new line – Times New Roman 10, Regular, justified, with a left indent of 0.5 cm.
- In the text, the cited authors and sources are mentioned as: (Georgiev, 2013, pp. 120-122); (Dobрева & Savova, 2009, p. 13), (TSDA – Sofia, F. 549, op. 3, a. e. 13, pp. 70-81), (Entsiklopediya, 2023, p. 23).
- Notes – footnotes: Times New Roman 9, Regular, justified; numbering – with Arabic numbers.

9. References

- Formatting – alphabetically by cited authors – Times New Roman 10 font, Regular, justified. Cyrillic sources are transliterated using the following letter correspondences:

A = А, Б = В, В = В, Г = G, Д = D, Е = E, Ж = ZH, З = Z, И = I, Й = Y, К = K, Л = L, М = M, Н = N, О = O, П = P, Р = R, С = S, Т = T, У = U, Ф = F, Х = H, Ц = TS, Ч = CH, Ш = SH, Щ = SHT, Ъ = A, Ь = Y, ЬО = YO, Ю = YU, Я = YA, Э = E. Ы = Y, ДЖ = DZH, ДЗ = DZ

- Transfer of some names following tradition – the proper name Bulgaria and names derived from it (Bulgarian Academy, Bulgarian Eagle, etc.) are traditionally transferred as Bulgaria, Bulgarska akademiya, Bulgarski orel.

Examples of references

• Books / Monographs

Lutz, W. (1987). *Doublespeak*. New York: Harper & Row.

Kaldieva-Zaharieva, St. (2013). *Bulgarska frazeologiya*. Sofia: Akademichno izdatelstvo „Prof. Marin Drinov” [Калдиева-Захариева, Ст. Българска фразеология. София: Академично издателство „Проф. Марин Дринов“].

• Journals / Periodicals

Mosap, D. (2007). Европа, globalni komunikatsii i „Bulglis”. *Bulgarska rech*, 3, 3-13 [Мосап, Д. Европа, глобални комуникации и „Булглиш“. Българска реч, 3, 3-13].

McDuffie, J. R., Calis, K. A., Uwaifo, G. I., Sebring, N. G., Fallon, E. M., Hubbard, V. S., & Yanovski, J. A. (2002). Three-month tolerability of orlistat in adolescents with obesity-related comorbid conditions. *Obesity Research*, *10*, 642-650.

Auden, W. H. (1948). The Guilty Vicarage. Notes on the detective story, by an addict. *Harper's Magazin, Archive*, 1948, May. <http://harpers.org/archive/1948/05/the-guilty-vicarage>.

• **Collective volumes**

Bennet, T. (1992). Media, “reality”, signification. In M. Gurevich, T. Bennet, J. Curran & J. Wollacott (Eds.), *Culture, Society and the Media* (pp. 34-101). London & New York: Routledge.

Muharska, R. (2001). Rod i ezik. In M. Kirova & K. Slavova (Eds.), *Teoriya prez granitsite* (pp. 23-78). Sofia: Polis [Мухарска, Р. Род и език. В М. Кирова, К. Славова (ред.). Теория през границите. София: Полис, 23-78].

• **Electronic sources**

Oxford Living Dictionaries. Oxford University Press. <https://en.oxforddictionaries.com/word-of-the-year/word-of-the-year-2016>

Wikipedia, the free encyclopedia. http://en.wikipedia.org/wiki/Main_Page

• **Archives**

TSDA – Sofia, F. 547, op. 2, a. e. 12, pp. 70-82 [ЦДА – София, Ф. 547, оп. 2, а.е. 12, с. 70-82]

Abbreviations for sources of excerpted material (newspapers and journals):

B – сп. „Биограф“ // Biograph

Dn – в. “Дневник” // Dnevnik

K – в. “Капитал” // Kapital

M – в. “Монитор” // Monitor ...