

FORMATTING GUIDELINES TO AUTHORS

in the academic series **Filologiĉeski rakursi (Филологически ракурси)**

1. Volume

Max. 45 000 characters (incl. bibliography, tables, figures, footnotes and appendices).

2. File format **B5** (17,3 cm x 24,5 cm)

Page Layout -> Margins: -> Custom Margins -> Page Setup:

Paper:

- Size B5,
- Width - 17,6 cm
- Height - 25 cm

Margins:

- Top - 2,2 cm, Bottom - 2,2 cm,
- Left - 2,2 cm, Right - 2,2 cm;

Layout:

- Header - 0 cm,
- Footer - 1,7 cm

Pages should NOT be numbered!

3. Text formatting:

3.1 Title – centered TIMES NEW ROMAN 11, ALL CAPS Bold

3.2 One blank line– line spacing: 1,5

3.3 Author(s)' names (first and family name) and institution/organization, Times New Roman, 12 pt regular

3.4 One blank line– line spacing: 1,5

3.5 Abstract: *up to 10 lines in **English and Bulgarian** (or in the language of the publication, if different), Times New Roman 10 /Italic/*

1. **Key words:** up to 6 key words in English; specific non-translatable lexemes (terms) are only transliterated into Latin *Times New Roman 12 /Italic/*

3.6 The text of the article formatted as follows:

- Font: Times New Roman, Size 11, Regular, Justified, Single Space, First Line 1,2 cm

3.7 Illustrations (diagrams, charts, graphs, tables and other visual supplements)

- If possible, illustrations should be in black and white and scanning them should be avoided. Colour is appropriate only if the legibility of the illustration is severely limited.
- Illustrations in the paper should be numbered consecutively (Fig. 1, Fig. 2, Table 1, Table 2, etc.) and given a title and source(s). They must be submitted as separate files in JPG, JEPEG or PNG format with a resolution of at least 300 dpi. The format of the images must be no larger than A-4 and they must allow compression.
- The numbering and designation of tables are above the table and the numbering and designation of figures are below the figure.
- If several tables and figures are included, a separate list of figures and/or tables (numbering, title with source and page number) should be made and appended to the work after the bibliography.

3.8 Notes and footnotes

Additional information and/or comments should be numbered consecutively throughout the document and placed as footnotes at the bottom of the relevant page. The following applies to footnotes:

- Line spacing 1;
- Spacing: after 6 pt.
- Font size: 10 pt c Times New Roman (or similar)

4. Citation:

4.1. In-text citations and footnotes indexed in Latin: (Dimitrova 2006: 28; Rechnik 1992: 231) i.e. always in Latin, regardless of the source.

4.2. Titles quoted in the text – *Italic*

4.3. A quotation longer than 4 lines should be set out in a separate paragraph, 1.2cm inside, font size 10, line spacing 1, spacing after 6pt.

Citations of more than 4 lines start at a new line

5. Examples of references

- Latin only, in alphabetical order, no numbering, no blank lines between publications
- Times New Roman, 10 pt, Spacing: 1,5.

- Bibliographic units that are not in Latin are transliterated using the attached *Guidelines for Transliteration of Cyrillic Letters with Latin*: or the following online converter: <https://2cyr.com/?7>

- For electronic sources, the date of publication is first (if specified), then the date of last access to the web page, with the URL in angle brackets.

Monographs:

Lippman 2001: Lippman W. Obshtestvenoto mnenie. Sofia: LIK, 2001.

Journals / Periodicals:

Kracauer 1971: Kracauer S. Der Detektiv-Roman. Ein Philosophisches Traktat. – In: Kracauer S. Schriften, Bd. 1. Frankfurt am Main: Suhrkamp, 1971.

Muharska 2001: Muharska R. Rod i ezik. – V: Kirova M., Slavova K. (sast.) Teoriya prez granitsite. Sofia: Polis, 2001.

Collective volumes:

Lakoff 1972: Lakoff R. Language in Context. – Language, Vol. 48, No. 4, Dec., 1972.

Mosap 2007: Mosap D. Evropa, globalni komunikatsii i “Bulglis”. – Balgarska rech, kn. 3, 2007.

Electronic resources:

Berlatsky 2016: Berlatsky N. Orwellian euphemisms like “post-truth” and “alt-right” are perfect for whitewashing fascism. – Quartz, 05.12.2016 <<https://qz.com/850689/orwellian-euphemisms-like-post-truth-and-alt-right-are-perfect-for-whitewashing-fascism/>>.

Auden 1948: Auden W. H. 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 \(status 02.06.2016\)](http://harpers.org/archive/1948/05/the-guilty-vicarage (status 02.06.2016))>.

Abstracts/papers are submitted to: phil.rakursi@shu.bg

Guidelines for Transliteration of Cyrillic Letters with Latin:

Bulgarian alphabet	Version of Latin alphabet
A, a	A, a

Б, б	B, b
В, в	V, v
Г, г	G, g
Д, д	D, d
Е, е	E, e
Ж, ж	Zh, zh
З, з	Z, z
И, и	I, i
Й, й	Y, y
К, к	K, k
Л, л	L, l
М, м	M, m
Н, н	N, n
О, о	O, o
П, п	P, p
Р, р	R, r
С, с	S, s
Т, т	T, t
У, у	U, u
Ф, ф	F, f
Х, х	H, h
Ц, ц	Ts, ts
Ч, ч	Ch, ch
Ш, ш	Sh, sh
Щ, щ	Sht, sht
Ъ, ъ	A, a
Ь, ь	Y, y
Ю, ю	Yu, yu
Я, я	Ya, ya