**Requirements for technical formatting of the reports**

1. The reports must be complete and in an electronic format. **The maximum length of the report is 10 (ten) standard pages A4, including all images and bibliography.**

2. The file of the report must be in a **MS Word with extension *.docx***. **The name of the file consists of** the number of the scientific field, name and last name of the author (separated with un underscore).

**Example:** 1\_Ivan\_Ivanov.docx

3. The text should be prepared for an A4 formatting, the fields of each page should be 3cm on the left and right and 2,5 cm on the top and bottom. The line spacing should be *Single,* Font style *Times New Roman (Unicode)*, font size *14 pts* and should be *Justified*.

4. **Title of the Report in Bulgarian (if the report is in Bulgarian)** – *Times New Roman, Font size 16 pts, Font Style: Regular, Bold, Alignment: Centered: All caps.* Titles in Bulgarian are not written for the participants from other countries.

5. **Data for the author/authors in Bulgarian (if the report is in Bulgarian)** – two empty lines after the Bulgarian title – names and last names of the author/authors, *Times New Roman, Font size 16pt, Font Style: Regular, Bold, Alignment: Centered*. The data of the author/authors in Bulgarian aren’t written for participants from other countries. With two and more authors, the names are to be one after the other.

6. **Title of the report in English** – with one empty line after the title in English – name and last name of the author/authors in Bulgarian – *Times New Roman, Font size 16pt, Font Style: Regular, Bold, Alignment: Centered; All Caps.* The title in English is written for the participants from the Republic of Bulgaria as well.

7. **Data for the author/authors in English** – one empty line after the title in English – name and last name of the author/authors, *Times New Roman, Font size 16pt, Font Style: Regular, Bold, Alignment: Centered*. Data for the author/authors are written in English for the participants of the Republic of Bulgaria as well.

8. **A summary of the report in Bulgarian (if the report is in Bulgarian) –**two empty lines after the names of the author/authors in English – up to 500 symbols, *Times New Roman 12 pt, Italic, Line Spacing: Single, Alignment: Justified*. Summary of the report in Bulgarian is not written for participants from other countries.

9. **Key words in Bulgarian (if the report is in Bulgarian) –** one empty line after the summary in Bulgarian – no more than 5 (five), *Times New Roman, 12 pt, Italic, Line Spacing: Single, Alignment: Justified*. Key words in Bulgarian are not written for participants from other countries.

10. **Summary of the report in English –** one empty line after the names of the author/authors in English – up to 500 symbols, *Times New Roman, 12 pt, Italic, Line Spacing: Single, Alignment: Justified*. Summary of the report in English is written for participants from other countries as well.

11. **Key words in English -** one empty line after the summary in English – no more than 5 (five), *Times New Roman, 12 pt, Italic, Line Spacing: Single, Alignment: Justified*. Key words in English are written for participants from other countries as well.

12. **Main text of the report –** one empty line after the key words in English – *Times New Roman, 14 pt, Alignment: Justified*.

13. **Graphs**, charts and pictures are to be formatted via *Insert-Picture-From File-Format Picture-Layout-In Line with Text* and with following numbering beneath each inserted.

14. **Tables** are to be numbered in following numbers written above the table itself.

15. If there are several **equations and formulas**, they should be numbered consecutively with numbers in parentheses ( ) placed at the far right of the line.

16. **Running** **notes** **and in-text citations** are placed at the end of the text (report) after one blank line after the acknowledgments and funding.

For running notes, numerals in the text, in brackets, refer to notes, numbered in the order they occur in the text. The notes may contain references to cited information resources. Multiple citations of one information resource should be given separate note numbers. If particular parts of an information resource are cited, page numbers, etc., may be given after the numerals.

Notes should be presented in numerical order.

A note that refers to an information resource cited in an earlier note should either repeat the full reference or give the number of the earlier note, with necessary page numbers, etc.

If names are abbreviated, the first note (note 1.) should explain all such abbreviations or state where the explanations may be found.

**Example:**

**In the text:**

Text, text, text, text [8]. Text, text, text, text [12]. Text, text, text, text [13]. Text, text, text, text [26], text, text, text, text [27, 28].

**NOTES:**

[8] BURCHARD, J. E. How humanists use a library. In: C. F. J. OVERHAGE and J. R. HARMAN (eds.). Intrex: Report on a planning conference and information transfer experiments, pp. 41-87. MIT Press, 1965.

[12] INTERNATIONAL ORGANIZATION FOR STANDARDIZATION. ISO 44001:2017, Collaborative business relationship management systems — Requirements and framework. International Organization for Standardization.

[13] STIEG, M. F. The information needs of historians. College and Research Libraries, vol. 42 (1981), no. 6, pp. 549¬560.

[26] CRANE, D. Invisible Colleges. University of Chicago Press, 1972.

[27] SMITH, C. Problems of information studies in history. In: S. STONE (ed.), Humanities information research. Sheffield: CRUS, 1980, pp. 27-30.

[28] CHAPMAN, J. Report to the British Library Research and Development Department. Microfiche. Birmingham: University School of History, 1981. S1/9/281.

17. **Acknowledgments and funding** – placed after one empty line after the end of the text (report).

18. **The** **list with used literature** is placed at the end of the text (report), after one empty line after “NOTES”, numbered with [1], [2], [3], etc., arranged in alphabetical order (first the sources in Cyrillic and then in Latin) and contains the full bibliographic descriptions of the cited sources. All documents cited in the main text should be listed in the list of sources used. Entries in the list of sources used must be in accordance with BDS ISO 690:2021*, Information and documentation. A guide to bibliographic references and citing information sources*.

19. **Correspondence addresses** are written at the end, one empty line after the list with used literature, Font and size: *Times New Roman 12 pt, Italic*, and contain: Full names of the authors, scientific degrees and titles, the institutions where they work, correspondence address, phone number and E-Mail.

20. When preparing the reports, the provisions of the Classified Information Act and the Regulations for its implementation should be followed.

21. **The pages should not be numbered!**

**EXAMPLES OF BIBLIOGRAPHICAL DESCRIPTIONS ACCORDING TO BDS ISO 690:2021**

**1. When citing component parts of a monograph, book, etc. similar information resources:**

**An example of a citation scheme:**

Name(s) of creator(s).(*dot*) Title of component. (*dot*) In: (*colon*) Name(s) of creator(s).(*dot*) Title of resource,(*comma*) Numbering,(*comma*) Pagination.(*dot*) Place of publication:(*colon*) Publisher,(*comma*) Date of publication.(*dot*) Standard identifier (ISBN, etc.).(*dot*) Available from: (*colon*) Access Address.(*dot*) [Date of Access].(*dot*)

**Examples:**

JUTURU, Vijaya. *Type 2 Diabetes*. In: Encyclopedia of Obesity, vol. 2, pp. 158–159. Sage Publications, 2008.

JUTURU, Vijaya. *Type 2 Diabetes*. In: Kathleen KELLER (ed.). Encyclopedia of Obesity, vol. 2. Pp. 158–159. Sage Publications, 2008. ISBN 978-1-4129-5238-5.

SMITH, C. Problems of information studies in history*.* In: S. STONE (ed.). *Humanities information research,* pp. 27–30. Sheffield: CRUS, 1980.

KELLY, John D. Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War. In: KELLY, John D., Beatrice JAUREGUI, Sean T. MITCHELL, and Jeremy WALTON (eds.). *Anthropology and Global Counterinsurgency,* pp. 67–83. University of Chicago Press, 2010. ISBN 978-0-226-42993-9.

BAUM, L. Frank. *The Wonderful Land of Oz. Chapter 2: The Marvelous Powder of Life.* MP3; online. Etext no. 17426. Roy TRUMBULL (narrator). Project Gutenberg (distributor), 2005. Available from: <https://www.gutenberg.org/files/17426/17426-mp3/17426-mp3-chap2.mp3>. [viewed 2020-06-22].

**2. When citing serials and their component parts.**

**2.1. Referencing an entire serial or entire issue of a serial.**

**An example of a citation scheme:**

*Title of the serial*.(*dot*) Format and resource type.(*dot*) Edition and version.(*dot*) Place of publication:(*colon*) Name of publisher/publisher,(*comma*) Date of publication.(*dot*) Standard identifier (ISBN etc.).(*dot*) Available from:(*colon*) Access Address. (dot) [Date of Access].(*dot*)

**Examples:**

*Европейски правен преглед.* София: Българска асоциация за европейско право, 2011. ISSN 1314-4847.

*БДС Компас*. CD. София: Български институт за стандартизация, 2011. ISSN 1314-3611.

*Районите, областите и общините в Република България* *2009*. Онлайн. София: НСИ, 2006. ISSN 1312-8515. Наличен на: <http://www.nsi.bg/OBPDOCS/GrafDesign2011_Pril.pdf>. [прегледан 2011-11-27].

*Australasian Journal of Educational Technology.* Online*.* vol. 16 (Winter 2000), no. 2. Tugun, QLD: ASCILITE, 1985–. ISSN 1449-5554. Available from: <https://ajet.org.au/index.php/AJET/issue/view/67>. [viewed 2018-02-12].

**2.2. Referencing a component part within a serial.**

**An example of a citation scheme:**

Name of creator(s).(*dot*) Title of component part.(*dot*) Format and resource type.(*dot*) Title (key title, abbreviated key title) of the host serial,(*comma*) Edition and version,(*comma*) (Date of publication),(*comma*) Numbering,(*comma*) Pagination. (period) Standard Identifier (ISBN, etc.). (dot) Available from:(*colon*) Access Address. (dot) [Date of Access].(*dot*)

**Examples:**

AMAJOR, L. C. The Cenomanian hiatus in the Southern Benue Trough, Nigeria. *Geological Magazine*, vol. 122 (1985), pt. 1, pp. 39–50. ISSN 0016-7568.

ANDREWS, M. (et al). Growth of Chara Lispida II. Shack adaptation. *Journal of Ecology (Print)*, vol. 72 (1984), pt. 3, pp. 885–895. ISSN 0022-0477.

QUINTANA-ASCENSIO, P. F., et al. *Predicting landscape-level distribution and abundance: Integrating demography, fire, elevation and landscape habitat configuration*. Online. [paywall]. Journal of Ecology (Online). 02 April 2018. Available from: <https://doi.org/10.1111/1365-2745.12985>. [viewed 2019-12-06].

STIEG, M. F. The information needs of historians. *College and Research Libraries*, vol. 42, (1981), pt. 6, pp. 549–560. ISSN 0010-0870.

STRINGER, John A., et al. *Reduction of RF-induced sample heating with a scroll coil resonator structure for solid-state NMR probes.* Online. Journal of Magnetic Resonance. Elsevier. vol. 173, no. 1 (March 2005), pp. 40–48. Available from: <https://doi.org/10.1016/j.jmr.2004.11.015>. [viewed 2016-06-06].

For conferences, the date and place of the conference should be added, in the format used in the cited information resource. The data element labels of “conference date”, “conference place”, or their equivalent terms in the language of publication, are used to identify such conference information.

**Example:**

*ICIP 2005: International Conference on Image Processing*. Genoa, 11-14 September 2005.

**2.3.** **Newspaper articles**

For newspaper articles, publishing date should replace volume and issue.

**Examples:**

MADDOX, Brenda. *DNA’s double helix: 60 years since life’s deep molecular secret was discovered*. Online. The Guardian. 2013-02-22. Guardian Media Group. ISSN 1756-3224. Available from: <https://www.theguardian.com/science/2013/feb/22/watson-crick-dna-60th-anniversary-double-helix>. [viewed 2020-05-13].

[ANONYMOUS]. *I Am Part of the Resistance Inside the Trump Administration*. Online. The New York Times. 2018-09-05. The New York Times Company. ISSN 2574-5328. Available from: [https://www.nytimes.com/](https://www.nytimes.com/2018/09/05/opinion/trump-white-house-anonymous-resistance.html) [2018/09/05/opinion/trump-white-house-anonymous-resistance.html](https://www.nytimes.com/2018/09/05/opinion/trump-white-house-anonymous-resistance.html). [viewed 2019-08-08].

PLUNKETT, John. *Sorrell accuses Murdoch of panic buying.* Online. The Guardian. 2005-10-27. Guardian Media Group. ISSN 1756-3224. Available from: <https://www.theguardian.com/technology/2005/oct/27/news.rupertmurdoch>. [viewed 2020-07-24].

**3. E-books**

Edition, carrier type, media type and/or file format of the cited e-book should be specified, but in a form that does not become obsolete quickly. For instance, giving the precise version of the e-book format or reading device used should be avoided unless it is relevant from the usage point of view.

**Example:**

PLOKHY, Serhii. *Chernobyl. The History of a Nuclear Catastrophe.* [Kindle eBook]. New York: Basic Books, 2018.

If the cited e-book does not have page numbers, in-text citation may use any of the following: a paragraph number from the beginning of the book, if provided; a paragraph number within a chapter; a heading or an abbreviated version of it in quotation marks. If the cited e-book has numbered chapters, sections, and paragraphs, they may be used.

**Example:**

One of the author’s main points is that “people don’t rise from nothing” (Gladwell, 2008, Chapter 1, Section 2, paragraph 5).

**4.** **Web sites and their component parts**

**Examples:**

BBC. *BBC Weather.* Web site. Available from: <https://www.bbc.com/weather>. [viewed 2020-10­06].

*Words Without Borders: The online magazine for international literature*. Web site. PEN American Center, 2005-. Available from: <https://www.wordswithoutborders.org>. [viewed 2020-03-12].

McLEAN, Renwick. *Canary Islands species threatened by soft borders.* Online. International Herald Tribune. Paris, France, 21 June 2006. Archived copy available from: Internet Archive (distributor), [https://web](https://web.archive.org/web/20060811105404/http://www.iht.com/articles/2006/06/20/news/ecology.php/) [.archive.org/web/20060811105404/http://www.iht.com/articles/2006/06/20/news/ecology.php/](https://web.archive.org/web/20060811105404/http://www.iht.com/articles/2006/06/20/news/ecology.php/). [viewed 2016-05-07].

PAX, Salam. *Where Is Raed?* Online. 21 Feb. 2003, 19:17. Available from: Blogger (distributor), <https://dear_raed.blogspot.com>. Path: Homepage; archive; 2003. [viewed 2018-08-06].

INTERNATIONAL ISBN AGENCY. *E-Books and ISBNs: a position paper and action points from the International ISBN Agency*. PDF. International ISBN Agency, 2010. Software requirements: Adobe Acrobat Reader. Available from: [https://www.isbn.org/sites/default/files/images/isbn agency e-books position paper.pdf](https://www.isbn.org/sites/default/files/images/isbn_agency_e-books_position_paper.pdf). [viewed 2019-02-06].

*Internet forum.* Online [2020-06-21]. In: Wikipedia (distributor). Wikimedia foundation. Available from: [https://en.wikipedia . org/w/index . php ?title=Internet forum &oldid=963715582](https://en.wikipedia.org/w/index.php?title=Internet_forum&oldid=963715582). [viewed 2020-07-04].

PLAGGE, Kallie. *Mario Kart 8 Deluxe review on Nintendo Switch.* Online [2017-04-20]. Available from: <https://www.gamespot.com/reviews/mario-kart-8-deluxe-review/1900-6416660/>. [viewed 2019-09-02].