

REQUIREMENTS

for presenting the reports for the conference in the HSSE

Section I. GENERAL

1. **The reports** must have an original scientific contribution. Review reports are published with the express consent of the Editorial Board.
2. **The reports** are presenting on one of the working languages: Bulgarian, Russian, English, German, French. The abstract and the key words for the reports are in English (if the report is in Bulgarian) and in Bulgarian (if the report is in foreign language). After the main title and the author/s name/s on the same equal way should be translated the title and the author/s.
3. **The size** of each report to be up to 10 pages. A4, font Times New Roman, 12 pt, dimension 1,5, justified, spacing on the first line 1,25 cm.
4. **The authors** are fully responsible for the scientific contribution and the reliability of the results, for the style and language formatting of the reports and abstracts.
5. **Each** author could participate with one own report and/or with one report where he is co-author, but it is not allowed to have more than two reports.
6. **Each** report to be sent online (in MS Word format) on the working e-mail of the members of the Editorial Board – conference@vusi.bg. The file should not be archived.

Section II. TECHNICAL REQUIREMENTS

1. **The reports** to be written in MS Word 2003 (or a higher version of the software), size – up to 10 pages.
2. **For** the formatting of the reports the menus of Word 2003 to be set up in the following way:

Page setup:	<u>Margins:</u> Top – 2 cm; Bottom – 2 cm; Left – 2; Right – 2 cm
	Gutter – 0; Header – 1 cm; Footer – 1 cm
	<u>Paper Size:</u> A4 (21 x 29.7 cm)
Format:	<u>Font:</u> Times New Roman; Font style – Regular; Size – 12 pt
	<u>Paragraph:</u> First line – 1,25 cm; Line Spacing – 1,5; Alignment – Justified; <u>Indentation:</u> Left – 0, Right – 0; Spacing: Before – 0; After – 0

3. **Do NOT** put page numbering.

4. Format the first page of the report on the following way (DO NOT USE CAPS LOCK, REGULAR LETTERS ONLY!!!):

1) Write the title of the conference and the scientific field at the top in Bulgarian.

2) A blank row to be followed by the title of the report in Bulgarian language (if the report is in Bulgarian language) or on the respectively foreign language (if the report is in foreign language) and also the text should be centered.

3) A blank row to be followed by the names of the authors – the whole first and last name of the author/s (in case that the authors are more than tree, it is allowed to be abbreviated with initials of the last names), scientific titles and degrees and the represented institution in Bulgarian language (if the report is in Bulgarian language) or on the respectively foreign language (if the report is in foreign language).

4) A blank row on the same way write in English language the title of the report, the names of the authors, the scientific titles and degrees and the represented institution, (if the report is in Bulgarian language) or in Bulgarian language (if the report is in foreign language).

5) A blank row to be followed by **Abstract:** and in English with *Italic* write the abstract of the report. On a new line, also with regular letters write **Keywords:** and in English, also in *Italic* write the keywords (all counted above is 10 pt) (if the report is in Bulgarian language); or **Резюме:** и **Ключови думи:** (10 pt) (if the report is in foreign language).

6) A blank row to be followed by text of the expose.

7) For the main text of the report use automatic hyphenate: Tools – Language – Hyphenation – Automatically hyphenate document.

8) References to sources are given in brackets, first is the author's surname, initial name, year and finally the pages; if it is Internet source - link to the site and date of visiting.

9) A blank row to be followed by Literature, 10 pt, on the formatting the resources are NOT numbered, order them by alphabet order: due to the last name of the author and the standard for bibliographic description; due to the title of the article, if it is from web page, with date of visiting; the web sites are at the end, also with date of visiting. Pages to be shown only when the cited author is included in a journal or edition or when it is from document, uploaded on web site, with date of visiting.

10) All the remarks related with the resources to be included in the text. Remarks above the line are not allowed (we are going to Harvard standard for citation).

11) Way of citation

a) In the text: (Kun, T. 1996, p. 48). When citing the source in the bibliography, the pages are not marked.

б) General bibliography: Presented in alphabetical order at the end of the text as follows:

– FOR BOOKS:

Kun, T. *Structure of the scientific revolutions*. Sofia: Peter Beron, 1996.

In case that the authors are more than one:

Von Neumann, J. and O. Morgestern. *Theory of Games and Economic Behavior*. New Jersey: Princeton University Press, 1944.

– FOR PUBLICATION IN A JOURNAL OR EDITION IN BULGARIAN LANGUAGE:

Михайлов, Ст. *Косвената анкета като метод в социологическите изследвания*. – В: Поглед върху социологията днес. София: Наука и изкуство, 1969, с. 18.

– FOR PUBLICATION IN A JOURNAL OR EDITION IN FOREIGN LANGUAGE:

Smith, M. P. *Postmodernism, Urban Ethnography, and the New Social Space of Ethnic Identity*. – *Theory and Society*, vol. 21, No. 4, 1992, pp. 493 – 531 (или р. 493).

Boudon, R. *L'actualité de la distinction parétienne entre actions logiques et actions non-logiques*. – In: Bouvier, A. (ed.) Paris: Pareto aujourd'hui, coll. „Sociologies“, PUF, 1992, s. 30 – 75.

5. The titles of the sections/points of the report to be written with regular letters, **Bold** and also to be centered. Before and after the titles of the sections to be left one interval.

6. Tables, figures and resources

1) Tables, graphics and figures to be in BLACK&WHITE. All these to be inserted AS IMAGES directly into the text. Use Arabic numerical system. Ensure sufficient image resolution which will allow smooth printing quality.

2) Write the word **Table** with regular letters **Bold, Italic**. Write the title of the table on the same row, with regular letters, only **Bold**, without tab, justified, before the table. Start the text and the names of the values with a capital letter and do not put dot at the end.

3) The maximum figures' and graphics' wight allowed is 12 cm (proportion ratio). Write the word **Figure** with regular letters, with **Bold, Italic**, without tab, justified, before the figure.

4) The resources of tables, graphics and figures to be marked bellow them. **Source:** the text follows, 9 pt, *Italic*.

7. Math formulas equations to be numbered in the right corner of the printing area with Arabic numerical system (1), (2), etc.

8. Write the name/s of the author/s at the end of the reports and also their address, tel., e-mail. Write who is the lead author.