

## USING GRAPHIC IMAGES (TABLES, FIGURES, CHARTS....) IN THE ANNUAL BOOK OF UE-VARNA

### Inserting tables

The size of the inserted tables must not be greater than A4. The numbering of the tables in the text is consecutive. The name of the table is situated directly above the table, centered. Over the name, aligned right, there is typed the number of the table. The source of the data is indicated in the reference to the table in the text as well as under the table.

*Example 20.* The example referencing in the text of the study can be the following:  
... The data is shown in Table 1 (Cushman, 2015)....

Table 1

### Size of existing office areas in some European capitals (in thou sq. m.)

Cities	2007	2008	2009	2010	2011	2012	2013	2014	2015
Bratislava	1007	1161	1300	1367	1450	1508	1475	1538	1550
Budapest	2351	N/A	N/A	3080	3159	3196	3172	3238	3250
Bucharest	890	1066	1486	1626	1763	1874	1992	2111	2156
Warsaw	2708	2979	3248	3436	3597	3859	4113	4392	4521
Prague	2182	2511	2691	2698	2800	2882	2960	3036	3135
<b>Sofia</b>	<b>673</b>	<b>884</b>	<b>1026</b>	<b>1314</b>	<b>1478</b>	<b>1618</b>	<b>1653</b>	<b>1691</b>	<b>1722</b>

**Source:** (Cushman, 2015, p. 183)

The full name of the source is shown in the list of references.

If the table contains data acquired by the author, under the former there is specified:

**Source:** Author's own research.

### Inserting figures

The size of the figures must not be greater than A4. The numbering of the figures is consecutive in the text of the material. The use of colour figures, diagrams and photographs is not allowed. The graphic images (with the exception of photographs) must be editable.

The figures are numbered underneath, centered. Next to the number of the figure there is typed the name.

The source of the data is indicated in the reference to the figure in the text, as well as under the figure.

*Example 21.* The example referencing in the text of the study can be:  
... As is shown in Fig. 1 (Wakefield, 2015)....



Figure 1 Example of a figure  
Source: (Wakefield, 2015)

The full name of the source is given in the list of references.  
If the figure has been developed by the author, no source is indicated.

### **Inserting formulas**

The formulas inserted in the text are typed using Microsoft Equation 3.0.  
They are numbered on the right.

$$y = \sum_{i=1}^n x_i^2 \tag{2.1}$$