

## **GENERAL TECHNICAL REQUIREMENTS FOR THE MANUSCRIPTS IN THE ANNUAL BOOK OF UE - VARNA**

Manuscripts for publication in the Yearbook are accepted in Bulgarian and/or English.

*Manuscripts must have the following structure:*

1. Classification index (indexes) in accordance with EconLit (JEL Classification Codes);
2. Title - clearly and precisely formulated;
3. Introductory part (introduction);
4. Body - structured in separate chapters and paragraphs;
5. Conclusion;
6. Notes (if any);
7. Cited sources (references);
8. Abstract (up to 150 words) and keywords (up to five) in Bulgarian;
9. Abstract (up to 150 words) and keywords (up to five) in English;
10. Contents.

*Manuscripts must comply with the following formal technical requirements:*

1. Must be typed using the text editor Microsoft Word for Windows 97-2003, font Times New Roman, font size 14 pt, line spacing 1.5 lines;
2. Length of text - from 21 to 60 standard pages, including the contents;
3. Page size - A4, orientation - portrait, margins in centimeters: top - 2.5, bottom - 2.5, left - 2.5, right - 2.5 (orientation landscape is allowed for individual tables and diagrams);
4. The size of the tables and the figures must not exceed that of A4; the numbering of the tables and the figures must be sequential in the text of the material. The use of colour figures, diagrams and photos is not allowed. Graphic images (with the exception of photographs) must be editable. The name of the table is placed directly over the Table, centered. Above the name, aligned right, is typed the number of the table. The figures are numbered below, centered. Next to the number of the figure is typed its name. For each Table (figure) there is indicated the source of the data;
5. In the top right corner of the first page there is typed out the library classification index (or combination of indexes) in accordance with EconLit (JEL Classification Codes);
6. The Title is typed out in capital letters, without abbreviations (font Times New Roman, size 14 pt, line spacing 1.5 lines, bold, center);

7. The description of the used sources and the text citation is in accordance with Harvard Short Reference Style. The cited sources in Cyrillic must be transliterated as per the *Law on Transliteration* (SG 19/2009);

8. It is admissible to insert notes in the text (endnotes). These are numbered using Arabic numerals and are explained at the end of the study, before the list containing the works cited;

9. Abstracts (in Bulgarian and English) are typed out using font Times New Roman, size 12 pt, line spacing 1.5 lines, normal, justified, up to 150 words in length;

10. The keywords, up to five in number, (in Bulgarian and English) are typed out using font Times New Roman, size 12 pt, line spacing 1.5 lines, bold, justified, right below the respective abstract;

11. The formulas included in the text are typed out using Microsoft Equation 3.0. Their numbering is aligned right.