

## TECHNICAL REQUIREMENTS FOR FORMATTING THE PAPERS

### International conference “The Economy of the 21st Century – crises, transformations, sustainability”

NBU, Sofia 12<sup>th</sup> of May 2023

The papers must be formatted according to the following standard requirements:

1. **Size of the paper** – up to 10 standard pages with 1.5 line spacing and with an additional spacing of 6 points before and 0 points after every paragraph. Special indentation of the first line of every new paragraph – 1.25 cm.
2. **Technical requirements:**
  - 2.1. The papers are submitted in MS Word 97-2003 or newer.
  - 2.2. Page size is A4, all margins are 2,5 cm (page setup – margins: top, bottom, left, right).
  - 2.3. Page numbers are inserted with font Times New Roman, 11 pt. (normal), alignment: centered, line spacing: single.
  - 2.4. The title is All caps, font Times New Roman, 18 pt., bold, alignment: centered, line spacing: single. The title should not contain abbreviations.
  - 2.5. An empty line is left after the title formatted with font Times New Roman, 12 pt., line spacing: single.
  - 2.6. On the next line the academic title, the scientific degree, the author's name and surname (in English) are written with font Times New Roman, 12 pt., bold, alignment: right, line spacing: 1,5 lines.
  - 2.7. On the next line the author's affiliation (in English) is given with font Times New Roman, 12 pt., italic, alignment: right, line spacing: 1,5 lines.
  - 2.8. On the next line the author's e-mail is written with font Times New Roman, 12 pt. (normal), alignment: right, line spacing: 1,5 lines.
  - 2.9. Two empty lines follow formatted with font Times New Roman, 12 pt., line spacing: single.
  - 2.10. On the next line is the abstract (in English) with font Times New Roman, 11 pt. (normal), alignment: justified, line spacing: single, special: first line, by: 1,25 cm, indentation: left – 1 cm, right– 1 cm. The abstract starts with the word “Abstract:”, bold, and should not exceed 100 words.
  - 2.11. After an empty line (formatted as the abstract) are given up to 5 keywords with font Times New Roman, 11 pt., bold, alignment: justified, line spacing: single, special: first line, by: 1,25 cm, indentation: left – 1 cm, right– 1 cm.
  - 2.12. Two empty lines follow formatted with font Times New Roman, 12 pt., line spacing: single.
  - 2.13. The main text of the manuscript starts on a new page. It is recommended that the main text includes an introduction, methodology, description of the study and the results and a conclusion. The main text is formatted with font Times New Roman, 12 pt. (normal), alignment: justified, line spacing: 1,5 lines, special: first line, by: 1,25 cm.
  - 2.14. Headings are not separated by blank lines and are formatted in Times New Roman, 12 pt., bold, alignment: justified, line spacing: 1,5 lines, special: first line, by: 1,25 cm.
  - 2.15. Subheadings are not separated by blank lines and are formatted in Times New Roman, 12 pt., bold-italic, alignment: justified, line spacing: 1,5 lines, special: first line, by: 1,25 cm.

2.16. Tables and figures are numbered in consecutive Arabic numbers. The number and title of the tables are given above them, and the number and title of the figures – below them with font Times New Roman, 12 pt. (normal), alignment: centered, line spacing: 1,5 lines.

2.17. Tables and figures must be in the language of the paper. It is recommended that the tables and figures are given in a format that allows editing.

2.18. The source for tables and figures must be indicated below them with font Times New Roman, 11 pt. (normal), line spacing: 1,5 lines, special: first line, by: 1,25 cm.

2.19. Formulae are numbered on the right with Arabic numerals in parentheses and are formatted with font Times New Roman, 12 pt., italic, alignment: centered, line spacing: 1,5 lines.

**3. *The Harvard Referencing Style is used for referencing.*** When referring to other authors in the main text the following rules should be observed:

3.1. When a specific text from another author is cited, the pages should be noted: Ivanov (2015, p. 103) claims that „...“.

3.2. When no specific text is cited, it should be: Ivanov (2015) confirms the thesis that a relation exists...

3.3. When the name of the author is not directly mentioned in the text, it is put in parentheses together with the year of publication: This issue has already been studied (Krugman et al., 1997).

3.4. When more than one author is cited in a single sentence, they are consequently mentioned: Viner (1950) and Balassa (1961) also prove that...

3.5. When more than one publication of one author is referred, the citing is: As proposed by Balassa (1961; 1965)... or More recent studies (Thaller, 2014; 2017) show that...

3.6. If more than one publication of a single author with the same publication year are used, after the year lowercase letters a, b, c, and so forth are added: An earlier study Porter (1990a) shows, that..., while later research by Porter (1990b) broadens this argument.

3.7. When referring to secondary sources, the format is: A study by Viner (1950), cited by Ivanov (1999, p. 120) shows that...

3.8. When referring to websites and other electronic sources:

- the author and year of publication as given in the List of references: According to a recent publication in a specialized journal (Financial times, 2018);
- if no author could be defined, the title (might be shortened) and year of publication are given: According to a recent publication in a specialized journal (Merkel meets Macron demand for Eurozone budget, 2017);
- if neither an author, nor a title could be identified, the URL is given: According to a recent publication in a specialized journal (<https://ft.com/content/89c1b706-73df11e8-b6ad-3823e4384287>).

**4. *The list of references follows the main text.***

4.1. The list of references should be sorted alphabetically by the surname of authors. The order of publications by one author is marked by the addition of lowercase letters a, b, c, and so forth after the year of publication.

4.2. The Harvard Referencing Style is used for compiling the list of references:

- For books: Author(s), Initial. (Year). Title. Edition number. Place of publication: Publisher.
  - Porter, M. (1990). The Competitive Advantage of Nations. New York: The Free Press.

- Post, J., A. Lawrence and J. Weber. (1999). Business and Society. 9th ed. Irwin/McGraw – Hill.
- Georgiev, I. (1999). Osnovi na investiraneto. Sofia: Universitetsko izdatelstvo „Stopanstvo“ [Георгиев, И. (1999). Основи на инвестирането. София: Университетско издателство „Стопанство“].
- For articles: Author(s), Initial. (Year). Title. – Journal name, Issue number (Volume), Page numbers.
  - Farrell, J. and C. Shapiro. (2008). How Strong Are Weak Patents? – American Economic Review, 98(4), pp. 1347-1369.
  - Dinkov, D. (2011). Virtualnite obshtnosti v postmodernia svyat. – Ikonicheski alternativi, № 4, s. 3-18. Д [инков, Д. (2011). Виртуалните общности в постмодерния свят. - Икономически алтернативи, № 4, с. 3-18.]
- For papers in collective monographs or books of proceedings: Author(s), Initial. (Year). Title. In: Book title. Place of publication: Publisher, Page numbers.
  - Friedman, M., (1991). The Social Responsibility of Business Is to Increase Its Profits, in J. Bower (ed.), The Craft of General Management. Boston: Harvard Business School Publications, 287-296.
- For websites and other electronic sources: Source. (Year). Title of document or webpage, available at: URL, last accessed on: date item viewed.
  - American Economic Association, (2018). JEL Classification Codes Guide, Available at: <https://www.aeaweb.org/jel/guide/jel.php>, last accessed on 15.05.2019.
  - Eurostat, EU trade since 1988 by SITC database (DS-018995), Available at: <http://ec.europa.eu/eurostat/web/international-trade-in-goods/data/database>, last accessed on 2.05.2019.