

Publishing Policies for Annual of Natural Sciences Department

II. Guidelines for submitting manuscripts

Instructions for authors

I. GENERAL REQUIREMENTS

Manuscripts of scientific works are presented in electronic form (formed in accordance with the current guidelines for the formation of the manuscript, and the application pattern in the format *DOC or *DOCX can be used, e-mail: annual_dpn@nbu.bg)

1. Issue schedule and deadlines:

- for submission of manuscripts to the Editorial Board: according to the announced deadline for each edition.
- review period - **up to 4-6 weeks.**
- after receiving the notes of the reviewer and the editor and their removal, the author sends within 2 weeks the corrected manuscript to the editorial board to the above e-mail address.

The corresponding volume of the Annual of Natural Sciences Department is published annually in the period **September-December of the current calendar year.**

2. Reprint

The published manuscript includes a complete bibliographic description of the source - title of the publication, e-mail address, ISSN, year, volume, start and end pages. This allows the author to use the article in pdf format as a full reprint.

3. Movement of manuscripts

For each published manuscript the movement of the manuscript is noted - date of receipt, date of acceptance for publication.

4. Conditions for acceptance of manuscripts

a) Manuscripts that are not designed according to the current requirements or do not have the necessary qualities of reasoned and factually sound scientific research will not be published, for which the authors will be notified.

b) Manuscripts that copy published objects of research with slight changes, works with insufficiently substantiated statements, as well as works that are unreadable are not accepted.

c) The use of the scheme "subject - methodology - critical analysis /discussion - conclusion" is recommended when designing the manuscripts (the absence of such a scheme can significantly affect the reviewers' evaluation).

Based on a critical review of the literature on the selected topic it is recommended that the author identifies and indicates the existence of existing problems, requiring further research on the subject. Based on the critical analysis of the literature on the chosen topic, i.e. at the background of the existing one, the new one can stand out, which can be connected with the name of the author. Surface scanning of the Internet is not recommended.

5. Declaration of the authors

By submitting a manuscript, the authors declare that:

- the manuscript has not been published or made available for publication in other journals or forums;

- are familiar with the publication requirements and the manuscript has been prepared in accordance with the Yearbook's review policy;
- are familiar with the publication requirements and the manuscript has been prepared in accordance with the Annual of Natural Sciences Department;
- agree to the terms of copyrights referred to in the editorial policy of the edition

6. Evaluation (reviewing) of the submitted manuscripts:

To evaluate the content of the submitted manuscripts, the edition has established a Board of Reviewers, which is periodically updated through a special call for participation (Call for Reviewers), distributed among specialists deemed appropriate (at least with a PhD). In their applications for participation the candidates for reviewers outline the limits of their scientific competence within the selected scientific fields.

The evaluation of the content of submitted manuscripts is done by anonymous peer review, which guarantees the anonymity of reviewers and authors or by open evaluation that allows reviewers to choose whether to remain anonymous or to make public their name and review, along with the published document.

The received manuscripts are submitted for review without data about the author (authors).

Each reviewer chooses one of the possible recommendations:

- to be published without change;
- to be published after revision - the reviewer presents specific and detailed notes;
- not to be published - in case of low quality of the proposed article or in case the article does not fall within the scope of the edition.

II. SPECIFIC REQUIREMENTS

1. Rules for manuscript preparation

It is recommended to use the proposed model for the manuscripts

2. Rules for manuscript preparation for anonymous peer review

In connection with the anonymous review process, co-authors must submit a version of the manuscript:

- Manuscript submitted for publication (file "Manuscript.doc (x)"), a list of names of figures and tables located at the end of the text material designated place in the main text
- Graphic material in * .jpg or * .tiff format.

3. Language and style

The text of the manuscript can be in Bulgarian, English or Russian.

Only for manuscripts in Bulgarian, the title, authors, abstract, keywords and contact details must be in English (located according to the attached model).

Literary sources in Cyrillic must be presented transliterated into Latin [immediately after the transliteration, an English translation in square brackets should be provided]. The transliteration from a text in Cyrillic to a text in Latin is performed according to the Transliteration Act promulgated on March 9, 2009 - <https://slovoed.com/transliteration/> - only for transliteration into Bulgarian.

For transliteration from Russian, Ukrainian, Macedonian, etc. can be used <https://www.transliteration.com/transliteration/en>. For transliteration from /into Russian and Ukrainian languages - according to ISO-9 standard; for Macedonian - **BGN / PCGN**.

The authors are responsible for the spelling, grammar and style of the manuscript. Manuscripts submitted in poor English will be returned without review. The same applies to manuscripts in Bulgarian.

4. Volume

Manuscripts should be 4 to 15 standard pages of 1800 characters, including spaces.

5. Formatting

Pages must not be numbered.

Formatting parameters are:

- Page size: A4 (210/297 mm), Portrait, one column

Margins: Top 25 mm, Bottom 25 mm, Inside 25 mm, Outside 25 mm; with Mirror margin highlighted, and Different odd and even highlighted in the Layout section. Spacing: Single; Before = 0; After = 0.

- Body text:

- Font Size: 12 pt Times New Roman, Normal, Justified, Style Body A.
- Alignment: Justified.
- First line indent, for the text only: 10 mm (**do not use tabs for indentation**). The names of the sections are without indentation.
- Bullet position 12.5 mm, text indent 0 mm, tab stop at 17 mm.

See attached model.

6. Graphic materials (figures, diagrams, graphics, etc.)

It is necessary to ensure the highest possible quality of graphic materials (figures, diagrams, graphics, etc.). All imported scanned materials should be scanned at an appropriate resolution: 1200 dpi for black and white, 600 dpi for gray and 300 dpi for color.

Their file formats must be PNG or JPG.

The graphic materials must be embedded in the manuscript file and must be numbered in the order in which they appear in the manuscript (eg Fig. 1, Fig. 2, ()). In the case of figures of several parts, each part must be marked (for example, Fig. 1 (a), Fig. 1 (b),...).

Fig. 1. An inscription below a figure briefly describes what is contained in the image (12 pt Times New Roman, Centered, Normal).

The figures and inscriptions below them are centered.

Table. 1. An inscription above table brief description of what it contains. (12 pt Times New Roman, Normal, Justified, Style Table). In the table itself (10 pt Times New Roman, Normal).

Formulas - aligned to the left and numbered on the left side of the formulas without indentation (with a space after the number), with Arabic numerals in parentheses and the size of the text in them, consistent with the font of the main text.

The labels are not allowed to be separate on different pages from the figures or tables.

7. Citation and bibliographic description of the literature sources in the List of references /sources

In the citation of sources it is advisable to use a citation standard BS ISO 690:2011 presented in the NBU guide for bibliographic reference and citation of information services.

a) The presentation of the literature sources in the list of references is done according to the presented models.

b) References should be cited in the order of their appearance in the text, with the name of the first author and the year of publication in square brackets (for example [Kostov, 2010]), and they should be listed with their complete bibliographic data in the same order in the list of basic literature. To indicate as part of a list of references source of borrowed (non-self) material (figures, charts, graphs, images, tables, etc.).

Literary sources in Cyrillic must be presented transliterated into Latin. Transliteration of Bulgarian to Latin letters are made according to the Law on transliteration promulgated on March 9, 2009 - <https://slovoed.com/transliteration/>.

c) Using another system (or mixture with another system) for presenting the literature sources, as well as incomplete bibliographic data of the cited sources, is not allowed.

d) Sources outside the main literature, Internet sources and explanations of the author, which are not part of the main text and are not related to it, may be included as footnotes.

Examples:

Books

- Rickards J. *The Road to Ruin The Global Elites Secret Plan for the Next Financial Crisis*, Portfolio/Penguin, 2016, 20-26.
- Chobanov V., F. Filipov, *Izsledvane na dinamichnite kharakteristiki na sistemata „zemna osnova – fundamenti“* [Investigation of the Dynamic Characteristics of the Ground Basis - Foundations System,], Stroitelstvo [Construction], Sofia, 6-7, 1994, 13-21.

Chapter from edited book

- Hartley J. T., Contemporary issues and new directions in adult development of learning and memory. In L.W. Poon (Ed.), *Aging in the 1980s: Psychological issues*, Washington, DC: American Psychological Association.1980, 239-252,

Articles in journals

- Panayotov D., Cross-cultural management and organizational behavior. *Management and Leadership*, 7(1), 2016, 135-162.
- Ramcheva R., P. Ivanov, I. Petrov, P. Georgiev, Cultural differences and application of methodology for study. *Annual of Economics and Business Administration*, 2, 2007, 110 -121.

Publication by a collective author

- European Commission. *What's new in education*, Luxemburg: EU Publishing house, 2011.

E-book

- Peterson G. M., *Team players and team work: How to built successful collaboration* (2nd ed.), 2008, Retrieved from <посочва се линк>

Other electronic sources

- Wallace N., What's on the horizon for Horizon Europe. Retrieved from: <<https://sciencebusiness.net/framework-programmes/news/whats-horizon-horizon-europe>>

Note: Key fields to include with a web page are author (often an organisation), date (where available - otherwise put n.d.), 2019, title and URL.

8. Reproduction (reuse) of copyrighted material

If it is necessary to include in the manuscript external materials for which the authors of the manuscript do not own copyright, written permission must be obtained in advance from the copyright owner. Such materials may be in the form of text, data, table, illustration,

photograph, drawing, diagram, audio or video (film), as well as any additional non-proprietary materials. This applies to both direct (literal or facsimile) reproduction and "derivative reproduction" (creation of a new figure or table that derives mainly from a copyrighted source). The permission of the copyright holder must relate to the re-use of each of the external materials. Authors are solely responsible for all fees that the copyright holder may charge for re-use.

Reproduction of short excerpts from a text (excluding poetry and lyrics) in the context of "critical analysis" in the text of the manuscript may be possible without official permission, provided that the citation is reproduced accurately and give a full citation.