CONFERENCE GUIDELINES FOR STYLE AND FORMATTING
Manuscripts

XXIV Scientific Conference with International Participation
"KNOWLEDGE SOCIETY AND HUMANISM OF THE 21ST CENTURY"

TITLE [Times New Roman, 12, All Caps, Bold]

Name, Surname [11 bold, без титли]
Institution [11 italic]

Abstract: *The abstract should be between 1000 and 1500 characters with spaces and include the aim of the research, methodology used, main results and scientific contribution or application. The abstract should correspond to the title, keywords and the body of the paper. [Font Times New Roman, size 11, Italic, Justified, Line and Paragraph Spacing 1.0]*
Keywords: *[Up to 5 keywords, separated by semi-colon (;). Font Times New Roman, size 11, Italic, Justified, Line and Paragraph Spacing 1.0]*

PLEASE READ THE GUIDELINES CAREFULLY! To facilitate the process of reviewing and publishing your work, use the conference template and follow these guidelines. Their purpose is to support you and ensure the quality, look and feel of the published proceedings.

Length: Manuscripts for papers and reports should not exceed 27,000 characters with spaces (15 standard pages). This length includes all elements: title, abstracts and keywords in English and Bulgarian, main body, tables and figures, notes, references, and author's details.

Short papers or scientific announcements should not exceed 9,000 characters with spaces (5 standard pages), including all elements: title, abstracts and keywords in Bulgarian and English, main body, tables and figures, notes, references, and author's details.

Formatting: The main body of the article should be in Times New Roman 11, Justified. The first line of all paragraphs (including subheadings, paragraphs, sub-paragraphs) should be indented 0,75 cm.

Headings should not be numbered. They are formatted with the same font as the main text but in bold and aligned left. There should be no additional line after headings.

Pages should NOT be numbered.

Notes are given in the section NOTES after the ACKNOWLEDGMENTS Section and before REFERENCES. DO NOT use the automatic function for endnotes in MS Word, but place them manually. In the text, notes should be marked sequentially from 1 using Superscript[1]. No footnotes are accepted!

Manuscripts should have the following sections – Introduction, Research Methodology, Results, Discussion, Conclusion (see below),

INTRODUCTION

The introduction contains a general overview of the topic, and a brief literature review of previous research (see also the citation rules below).

[Formatting: *Times New Roman 11, Center Alignment, Line and Paragraph Spacing 1.0.*]

RESEARCH METHODOLOGY

This section explains how the study was conducted and why the chosen methods are appropriate for the research question. Its purpose is to make the research process transparent, reproducible, and conceptually grounded. In the natural sciences and IT, this section includes the experimental design, materials, data-collection procedures, analytical techniques, and control conditions. In the economic sciences, it outlines the theoretical framework, model specification, data sources, variables, and

statistical or econometric methods. In the social sciences and humanities, it presents the interpretive approach, the selection and justification of sources, the analytical framework (e.g., content analysis, close reading, archival research), and the criteria for interpretation..

[Formatting: *Times New Roman* 11*, Center Alignment, Line and Paragraph Spacing 1.0.*]

RESULTS

The empirical data from the study are presented clearly, without being subjected to interpretation. This section includes quantitative measurements, experimental results, system performance indicators, models, statistical analyses, errors, benchmarks, or observed phenomena. The results are organized logically—often with tables, graphs, and figures—and are linked directly to the research questions or hypotheses. The focus is entirely on what the experiments or analyses have produced, not on the reasons for these outcomes.

In the humanities and social sciences, the concrete findings of the analysis are presented before interpretation begins. Key textual, visual, archival, material, or conceptual findings are outlined—motifs identified through close reading, themes emerging from discourse or narrative analysis, empirical observations from fieldwork, or newly uncovered connections between sources. The emphasis is on what the analysis has yielded, articulated clearly and without an argumentative framework. The results function as evidence rather than as claims about significance

[Formatting: *Times New Roman 11, Center Alignment, Line and Paragraph Spacin 1.0.*]

DISCUSSION

This section offers an interpretation of the results and explains their analytical significance. It clarifies why these results were obtained, evaluates their importance, compares them with previous research, and identifies patterns, anomalies, or unexpected findings. The discussion also addresses methodological limitations, the reliability of the results, and their generalizability. In the technical sciences, it often includes performance comparisons, theoretical implications, and practical applications. The aim is to transform raw results into scientific understanding and actionable knowledge.

In the humanities, this section explains the meaning, implications, and scholarly relevance of the findings. Here the interpretation, theoretical engagement, and critical argumentation are developed. The discussion situates the results within the existing literature, showing how they confirm, complicate, or challenge established understandings, and articulates their cultural, historical, or conceptual significance. Methodological reflections, limitations, and alternative readings may also be included. The goal is to turn the results into intellectual insight.

All information presented must cite the sources used (see the ‘Citation’ section).

CONCLUSION

This section summarizes the main contributions of the study and highlights its broader impact. It synthesizes the key findings, explains their significance for the field, and outlines potential applications, improvements, or future directions for work. No new evidence should be introduced. The conclusion provides a clear and concise statement of what the study has achieved and how it advances knowledge, technology, or practice. The aim is for the reader to come away with a sense of the project’s scientific and practical value.

In the humanities: The conclusion summarizes the information presented in the report, the author’s main findings and contributions, and offers guidance for future work on the problem. No new evidence is introduced; instead, the central argument that emerges from the results and discussion is articulated, and the contribution to ongoing debates or conceptual frameworks is emphasized. The conclusion may point to unresolved questions, future research directions, or the broader significance of the work. The aim is for the reader to retain a clear sense of the intellectual value of the study and its place within the wider scholarly context

Acknowledgements: If the text is a result of a scientific project, the supporting organization should be noted. When submitting the proposal, all data and circumstances that could identify the author are deleted. The same are added back upon final submission of the materials. *[Times New Roman 11, Align Left, Line and Paragraph Spacing 1.0]*

NOTES *[Times New Roman, 10, Align Left, Line and Paragraphs Space 1.0]*

Example:

1. Notes are used to provide additional explanation.
2. If there are no notes, this section is deleted.
3. Footnotes should not be used.
4. References and citations to unpublished sources are placed in this section.
5. Do not use the automatic endnotes functionality! In the text, notes should be indicated with a superscript, numbered manually and sequentially with Arabic numerals – [1,2,3]. The index is placed after the punctuation mark (if any).

REFERENCES *[Times New Roman 10, Line and Paragraphs Space 1.0, Align Left]*
All sources listed in this section must be cited in the text.
The reference list is not numbered.
The sources used are arranged according to the APA standard, in alphabetical order in Latin script
See below for citation explamples.

TITLE IN BULGARIAN [Times new Roman, 12, Bold, All Caps]

Abstract: *Translation of the abstract into Bulgarian. [1000 – 1500 characters with spacing,, Times New Roman 11, Italic, Justified, Line and Paragraph Spacing 1.0]*
Keywords: *[up to 5 keywords separated by semicolon (;). Times New Roman, 11, Italic, Justified, Line and Paragraph Spacing 1.0]*

The author's card contains personal, professional and affiliation information. It should be **deleted** when the application is submitted and **included** when the final material is submitted for publication. Inapplicable elements are deleted.

Academic position/title, Name, Surname
ORCID, WoS, SCOPUS ID
[for students, PhD students, and young scientist ONLY] Scientific Advisor: Title and Names
Institution/Organization
City, Country
E-mail:

FORMATTING GUIDELINES

Tables and figures

All tables and figures must be referenced in the text in round brackets in the following way: (Fig. 1) or (Table 1). All figures and tables must be numbered with Arabic numerals in ascending order starting with 1. The tables and figures must also be submitted separately in .jpg or .pdf format, archived in one RAR or ZIP file.

The title of the figure should be centred and placed **below** the figure.



Fig. 1. The title of the figure is in Times New Roman 9, Italic, Center Alignment, one blank line below the figure, no indent.

The title of the table should be centred and placed **above** the table.

Table 1. The title of the table is in Times New Roman 9, Italic, Center Alignment, no blank line below, no indent.

……	……	……..
…..	….	….
….	….	….
….	….	….

Formulae, equations and mathematical expressions

Each equation must be placed on a separate line, with one blank line before and after it. The equations should be clear, and the expressions used should be explained in the text. The equations must be numbered consecutively with Arabic numerals and round brackets placed in the upper right corner, as shown in examples 1–3 below.

$$\frac{\partial \rho}{\partial t} = -\nabla \cdot (\rho \mathbf{u}) \tag{1}$$

$$\rho\left(\frac{\partial}{\partial t} + \mathbf{u}\cdot\nabla\right)\mathbf{u} = -\nabla P + \rho\,\mathbf{g} + \frac{1}{c}\mathbf{J}\times\mathbf{B} \tag{2}$$

$$\rho\left(\frac{\partial}{\partial t} + \mathbf{u}\cdot\nabla\right)e = -P\nabla\cdot\mathbf{u} + \rho\mathbf{u}\cdot\mathbf{g} + \frac{1}{\sigma}\mathbf{J}^2 \tag{3}$$

Formatting of bullet lists

Bullet lists are denoted with Arabic numerals, dashes or small Latin letters. DO NOT use other symbols such as asterisks, dots, check marks, arrows, etc.!

Numbered lists

1. First line.
2. Second line.
3. Third line.

Bullet lists

- First bullet.
- Second bullet.
- Third bullet.

Lettered lists

a) First item.
b) Second item.
c) Third item.

Date and Time

Dates are written in the format DD.MM.YYYY, separated by a dot: 20.11.2018.

Time intervals are indicated by a dash with spaces on both sides: 1877 – 1878; 13.10. – 20.11.2018

Years are written with numerals: 2005.

Centuries: Use words for the first through ninth centuries (e.g., the first century, the eighth century). Use numerals for the 10th century and beyond (e.g., the 20th century, the 21st century). DO NOT capitalize centuries.

Decades: Use numerals with the plural "s": the 1960s, the 2020s. Descriptive names can be written in words: the sixties, the twenties. DO NOT capitalize unless the names are part of a proper noun: the Roaring Twenties. DO NOT apostrophe to indicate the omission of century numbers in decades: write 1980s and not '80s.

Eras: Time before first century is indicated with "BC" (Before Christ). If necessary, time after first century is indicated by AD.

Approximate dates are indicated with "c." (circa).

Acronyms and abbreviations

Write out the term or phrase on first use, followed by the abbreviation in parentheses.

Example: *Last week, the Center for Disease Control (CDC) announced; People with post-traumatic stress disorder (PTSD);*

When written in full, proper names in Latin alphabet are not enclosed in quotation marks but are capitalized:

- the publisher Simon & Schuster.
- Center for Disease Control
- the British Broadcasting Corporation

Citation

Each use of an original text by someone else should be enclosed in quotation marks. Any paraphrasing of someone else's text also requires referencing. All submissions undergo similarities checks using the StrikePlagiarism software provided to all Bulgarian higher education institutions by the Ministry of Education and Science (MES). The conference organizers reserve the right to reject submissions with incorrect citations and referencing.

IMPORTANT: From 2026, in-text citation and bibliographic formatting will follow the APA (American Psychological Association) 7th edition.

In-text citation:

The sources used are included in the main text in parenthesis (...) with the author's last name in Latin (regardless of the alphabet of the cited reference) and the year of publication, separated by a comma: (Traykov, 1974). If a specific page needs is referenced, it is separated by a comma and preceded by "p.": (Traykov, 1974, p. 18); or in case of multiple pages, by "pp." and without space from either side of the dash: (Traykov, 1974, pp. 20–23, 38).

When citing passages from religious or classical works, it is acceptable to cite chapters, stanzas, cantos, etc., instead of page numbers:
(King James Bible, 1769/2017, 1 Cor. 13:1)
(Aristotle, ca. 350 B.C.E./1994, Part IV)
(Shakespeare, 1623/1995, 1.3.36–37)

In certain cases, it is acceptable to indicate slides, tables and figures, numbered paragraphs, or time stamps of audio and video materials instead of page numbers:
(Thompson, 2020, Slide 7)
(Kovačič & Horvat, 2019, Table 1)
(Shadid, 2020, paras. 2–3)
(Beck Institute for Cognitive Behavior Therapy, 2012, 1:30:40).

Citing more than one source

When citing more than one source in the text, the sources are listed aplhabetically and are separated by a semicolon. Each source is listed separately in the Reference.

Example: (Adams et al., 2019; Shumway & Shulman, 2015; Westinghouse, 2017)

Publications by the same author in the same year are distinguished by adding lowercase Latin letters (a, b, c) after the year. The letter is determined by the order of the titles in the Reference list. When citing two or more publications by the same author, the author's name is written once, and the publications are listed chronologically, separated by commas. Publications without a date (n.d.) are listed first, and those in print last:

(Smith, n.d., 2017a, 2017b, 2019, in-print).

For publications by authors with identical surnames, initials must always be included, regardless of the year of publication. The initials are placed before the surnames:

(J. Ivanov, 2019; K. Ivanov, 2020).

Sources without an author

When a source has no listed author, the in-text citation includes the title of the source and the year of publication in parentheses. If the title is italicized in the reference list (for example, a book), it is also italicized in the parentheses. If the title is not italicized in the reference list (for example, a journal article), it is placed in quotation marks in the parentheses.

Book: (*Interpersonal Skills*, 2019)

Journal article without an author: ("Understanding Sensory Memory," 2018)

When the author is explicitly designated as Anonymous, this is used in place of a surname: (Anonymous, 2017).

Sources with no date of publication

When the publication date is unknown, use "n.d." (not dated) in place of the year in both in-text citations and in the References section. If you are using an approximate date, use "c." (circa) before the year in both the in-text citation and the reference description.

Examples: (O'Connell, n.d.), (Sifuentes, n.d.-a, n.d.-b), (Murphy, ca. 2022)

Translated and republished sources

When a source has been translated or republished, both dates are given—the date of the original edition and the date of the translated/republished edition—separated by a slash:

(Aristotle, ca. 350 B.C.E./1994, Part IV)
(Freud, 1900/1953)
(Shakespeare, 1623/1995)

Unavailable (non-recoverable) sources – personal communication

Materials that are not accessible to readers are cited in the text as personal communication. These include emails, text messages, online chats or direct messages, personal interviews, telephone conversations, speeches, unrecorded lectures, memos, letters, and messages from unarchived discussion groups or online forums, among others.

Use personal-communication citations only when no accessible/recoverable source exists. For example, if you learned something during a lecture, it is preferable to cite the study on which the lecturer based the lecture. However, if the lecture contains original content not published elsewhere, cite the lecture as personal communication. When sources are available only through an archive (e.g., library, archive), cite them as archival materials.

Personal-communication sources are not included in the reference list; they are cited only in the text. Provide the initials and surname of the source and the most precise date possible, using the following formats:

• Narrative citation: I. Petrov (personal communication, 8.02.2019)
• Parenthetical citation: (I. Petrov, personal communication, 24.02.2020)

Important: Do not cite information from participants/respondents in your own original research as personal communication.

Archival documents are not considered personal communication (see bibliographic description below).

REFERENCES

References published/written in non-Latin alphabets—Cyrillic, Greek, Chinese, Japanese, Hebrew, Armenian, Arabic, etc.—must be transliterated (see below), and an English translation of the title only is placed in square brackets. Periodicals and publishers are not translated; they are transliterated. At the end of the reference entry, the full citation in the original script should be provided in square brackets (see examples below).

If the original publication in non-Latin alphabet has also an official (published) English translation, use this one instead of transliteration. If no English title is provided, the original title is transliterated and not translated.

Please use the following sources for transliteration:

- From Bulgarian: https://slovored.com/transliteration/.
- From Russian: https://translit.cc/
- From Serbian: http://www.lexilogos.com/keyboard/serbian_conversion.htm
- From Greek: http://gr.translit.cc/

Titles of legal or normative sources may be either transliterated or translated (Zakon za kulturnoto nasledstvo or Cultural Heritage Act). For international normative documents (EU directives, UN conventions, etc.), use the official English titles.

For publications written in Latin script but not in English (e.g., French, German, Turkish, etc.), an English translation of the title is provided in square brackets.

Titles of books, edited volumes, journals, websites, and audio- and video materials are written in italics.

All proper nouns in English are capitalized. Proper nouns include the titles of journals (Journal of Cultural Heritage) and normative documents (European Convention on Human Rights), the names of organizations and institutions (Ministry of Culture), events (International Conference on Intangible Cultural Heritage), and software (SPSS Statistics), but not the titles of books (Intangible cultural

heritage: Theory and practice) or the titles of articles and book chapters (The role of UNESCO in safeguarding intangible heritage).

When the publication date is missing, use "n.d." (no date). Other missing elements, including author or publisher, are omitted (not indicated).

Articles in edited volumes are introduced with In (without a colon).

A date of retrieval is provided only for dynamic sources such as wikis, databases, dynamic online dictionaries, etc. No retrieval date is given for journal articles, books, reports, official documents, sources with a DOI, or stable web addresses.

Each reference entry ends with a full stop (.), except those that end with a URL (to avoid confusion with the address)

Online generators of APA references (no registration required):

- MyBib - https://www.mybib.com/tools/apa-citation-generator
- Citation Machine APA Generator - https://www.citationmachine.net/apa/cite-a-book
- ZoteroBib (zbib.org) - https://zbib.org
- Scribbr APA Citation Generator - https://www.scribbr.com/apa-citation-generator

Additional resources on APA referencing

- APA Style References & In-Text Citations: https://apastyle.apa.org/style-grammar-guidelines/references
- APA Style Reference Examples: https://apastyle.apa.org/style-grammar-guidelines/references/examples
- Purdue University APA Formatting and Style Guide (7th Edition) https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/

COMMON REFERENCING EXAMPLES

Legal documents and sources

Legal document in languages other than English can be translated or transliterated. The full name of the source (transliterated or translated into English), the year, and the web address are provided. For Bulgarian legal acts, the issue number of the *Darzhaven vestnik* (State Gazette) may also be included. Titles of legal acts in English are treated as proper nouns and written in Title Case (major words capitalized). Transliterated titles are written in Sentence case (only the first word capitalized). A Bulgarian-language description in square brackets is not included at the end. No retrieval date is provided.

Zakon za voennite pametnitsi [Military Monuments Act]. (2017). Darzhaven vestnik [State Gazette], 62.

Cultural Heritage Act. (2009). https://www.lex.bg/laws/ldoc/2135623662

Convention for the Safeguarding of the Intangible Cultural Heritage. (2003). https://ich.unesco.org/en/convention

Books – printed

Give the author's name (surname, comma, initials of given names with spaces, full stop); the year of publication in parentheses followed by a full stop; the title of the book in italics followed by a full stop; and the publisher followed by a full stop. The place of publication is not included. For sources written in scripts other than the Latin alphabet, the same elements in the original script are provided in square brackets.

Dimitrov, I. (2019). *Istoriya na srednovekovna Balgariya* [History of medieval Bulgaria]. Universitetsko izdatelstvo "Sv. Kliment Okhridski". [Димитров, И. (2019). *История на средновековна България*. Университетско издателство „Св. Климент Охридски".]

Delehaye, H. S. (1962). *The Legends of the Saints: An Introduction to Hagiography*. Fordham University Press.

Books - online

List the same elements as in printed books. Add the URL at the end. No retrieval date is required.

Svendsen, S., & Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed.). Hans Reitzel Forlag. https://thebigpicture-academicwriting.digi.hansreitzel.dk/

Papers in conference proceedings, articles in edited collections, or chapters in books

List the author's name (surname, initials of given names with spaces, full stop), the year of publication in parentheses followed by a full stop, the title of the article followed by a full stop, then In (without a colon) and the editor's name (initials of given names and full surname), the designation Ed./Eds. in parentheses, a comma, the title of the edited volume/book in italics, the cited page range in parentheses with an en-dash and preceded by 'pp.', a full stop, and the publisher. The place of publication is not included.

Petrova, M. (2020). Kulturni identichnosti v postsotsialisticheska Balgariya [Cultural identities in post-socialist Bulgaria]. In I. Dimitrov & R. Daskalova (Eds.), *Savremenni izsledvaniya po antropologiya* (pp. 55–78). Universitetsko izdatelstvo "Sv. Kliment Okhridski". [Петрова, М. (2020). Културни идентичности в постсоциалистическа България. В: И. Димитров & Р. Даскалова (ред.), *Съвременни изследвания по антропология* (сс. 55–78). Университетско издателство „Св. Климент Охридски".]

Journal articles

List the author's name, the year of publication in parentheses, the title of the article, the name of the journal (in italics), the volume number (in italics), the issue number (in parentheses, not italicized), and the page range (with an en-dash and no spaces).

Daskalova, R. (2018). Feministki diskursi v Balgariya prez XX vek [Feminist discourses in Bulgaria during the 20th century]. *Sotsiologicheski problemi*, *50*(2), 45–62. [Даскалова, Р. (2018). Феминистки дискурси в България през XX век. *Социологически проблеми*, *50(2)*, 45–62.]

Nicholl, K. (2020, May). A royal spark. *Vanity Fair*, *62*(5), 56–65, 100.

Online article

List the author's name (surname, initials of the given name), the year of publication (in parentheses), the title of the article (in italics), the English translation in square brackets, and the URL. A DOI is given in full, preceded by https://doi.org/. A retrieval date is provided only for dynamic sources such as wikis, databases, dynamic online dictionaries, etc. Normally, no access date is given for journal articles, books, reports, official documents, sources with a DOI, or stable web addresses.

Lidov, A. (2018). *Ierotopia – nauka o sozdanii sakralynыh prostranstv [Hierotopia – the science of]*. http://hierotopy.ru [Лидов, А. (2018). *Иеротопия – наука о создании сакральных пространств*. http://hierotopy.ru]

Thomson, J. (2022, September 8). Massive, strange white structures appear on Utah's Great Salt Lake. Newsweek. https://www.newsweek.com/mysterious-mounds-great-salt-lake-utah-explained-mirabilite-1741151

Zeleke, W. A., Hughes, T. L., & Drozda, N. (2020). Home–school collaboration to promote mind–body health. In C. Maykel & M. A. Bray (Eds.), *Promoting mind–body health in schools: Interventions for mental health professionals* (pp. 11–26). American Psychological Association. https://doi.org/10.1037/0000157-002

Audio and video materials

List the name of the author/channel, the publication date, the title of the material (in italics), a descriptor (in square brackets), the name of the repository, and the URL.

Above The Noise. (2017, October 18). *Can procrastination be a good thing?* [Video]. YouTube. https://www.youtube.com/watch?v=FQMwmBNNOnQ

Hersher, R. (2020, March 19). *Spring starts today all over America, which is weird* [Radio broadcast]. NPR. https://www.npr.org/2020/03/19/817237429/spring-starts-today-all-over-america-which-is-weird

Mann, K. (Director). (2024). *Inside out 2* [Film]. Pixar Animation Studios.

Nirvana. (1991). Smells like teen spirit [Song]. On *Nevermind*. DGC.

Santos, L. (Host). (n.d.) Psychopaths and superheroes (No. 1) [Audio podcast episode]. In *The happiness lab with Dr. Laurie Santos*. Pushkin Industries. https://www.happinesslab.fm/season-2-episodes/episode-1

Archival materials

List the author, the year/date, the title/description, the type of material, the name of the collection/fond (in italics), the repository, and the location.

Dimitrov, I. (1934, March 12). Letter to the Ministry of Education. Ivan Dimitrov Papers (Box 4, Folder 7). National Library "St. St. Cyril and Methodius", Sofia, Bulgaria.

Report on village schools [Manuscript]. (1898). Collection "Education in Bulgaria", Archive of the Bulgarian Academy of Sciences, Sofia, Bulgaria.

In-text citation: (Dimitrov, 1934); ("Report on village schools," 1898)

Publications with multiple authors

No.	**In-text citation**	**Reference entry**
1 author	(Davis, 2019)	Davis, V. (2019). …
2 authors	(Davis & Barret, 2019)	Davis, V., & Barret, M. (2019). …
3 and more authors	(Davis et al., 2019)	Davis, V., Barret, M., Smith, J., & McLachlan, F. (2019). …
Group author or Organization	First mention: (National Institute of Mental Health [NIMH], 2020) Subsequent mentions: (NIMH, 2020) NB: If two organizations have the same abbreviation, the names are always written in full: (American Psychological Association, 2020) (American Psychiatric Association, 2021).	National Institute of Mental Health. (2020)…
Groups author/ Organization without abbreviation	(Stanford University, 2020)	Stanford University. (2020). …