

TITLE OF THE PAPER

Names and surnames of the author(s)

Abstract: Recommended length up to 900 characters, but not less than 700 and not more than 1100 characters. Present briefly the content of the paper, objectives, tasks, structure, main conclusions or results, as well as applicability (who can use the research). Font: Times New Roman, 10, left indent 1 cm, first line indent 0.

Keywords : up to five. Format same as the abstract.

Introduction

Recommended length up to 1 standard page (1800 characters). Includes motivation for the choice on the topic; relevance; object, subject, goals and objectives. Helps the reader to better understand the presented material.

Font: Times New Roman, 10, left indent 0 cm, first line indent 1 cm.

Research methodology

The report should include a description of the methodology used in the study. Recommended size up to 1 standard page (1800 characters). The approach must be in line with the set goals and working hypothesis. Methodology should be accepted by the scholarly and scientific field: historical, archaeological, architectural, art history, theology, culturology or other. If the approaches of several sciences are combined, an interdisciplinary (complex) approach is used and the same should be described.

The methodology of the work is the toolkit with which the goals will be achieved. It can include universal methods (analysis, synthesis,

summary, comparison, observation, experiment), but also methods specific to individual fields.

Font: Times New Roman, 10, left indent 0 cm, first line indent 1 cm.

Main body

Recommended length of 7 to 10 standard pages (12600 to 18000 characters). Font: Times New Roman, 10, left indent 0 cm, first line indent 1 cm.

We do not encourage detailed presentation or repetition of well-known theoretical statements, concepts or definitions freely available from other sources.

The body may be divided into separate paragraphs, which should not be numbered and should be formatted to look like the paragraphs below.

References [Paragraph title: Font : Times New Roman, bold, italics, 10, left indent 0 cm, first indent row 1 cm]

In your paper, it is strongly recommended to make references to:

- publications by at least five authors (not five publications);
- at least one is a foreign author (not a foreign language publication of a native author);
- at least five publications from the last five years (since 2016).

It is not encouraged to include references and literature that are not relevant to the proposed text, to listing references that have not been used in the text. Cite your publications cautiously.

Citation

The use of ideas or copying parts from another author's work, without including the relevant references to the source or to the author,

is plagiarism! The organizers reserve the right not to publish a text where there are indications of plagiarism in excess of 25%.

The citation follows the APA (American Psychology Association) standard - in the text, in parentheses the surname of the author, year of publication and page are indicated using the Latin alphabet; the three elements are separated by commas, and the page is marked with "p." For more information and automatic citation generation:

- <https://apastyle.apa.org/>
- <https://www.scribbr.com/apa-citation-generator/>
- <https://www.citationmachine.net/apa>

Quotations up to 3 lines are enclosed in lower and upper quotation marks („“) in the same paragraph. Quotations longer than 3 lines are written in a separate paragraph, in italics, with lower and upper quotation marks. The source is placed in parentheses and in normal font:

"For advertising permitted by law, carried out in all possible ways and in any form: printed, handwritten, lithographic, engraved, symbolic, etc., a special fee determined by this law shall be paid in favor of the state."

(State Gazette, July 14, 1921, p. 1).

Instructions for abbreviations and acronyms

When first used, the full name is written and the abbreviation is placed in parentheses: Dangerous Goods Control Service (SGCS).

Formatting tables, figures, diagrams, etc.

Tables, graphs, diagrams, images, etc. can be optionally placed in the text or in Section 'Appendices' at the end of the report. In the latter case, references should be given in parentheses in the text (eg. See Appendix 1). Tables, etc. are numbered sequentially, titled and the source is indicated. The numbering and title of the tables are placed

above, while the source – below the table. Font: Times New Roman, 10, bold, indentation from the left 0 cm, indentation for the first row 0 cm.

Table 1. Disciplines in BA Cultural Heritage

BA.	Discipline	Sem.	Type
KIN	Academic writing	1	mandatory
KIN	Ancient history of Southeastern Europe	2, 4, 6	elective
KIN	Archaeological reserves	3, 5, 7	elective
KIN	The Archaeological Heritage in Northwestern Bulgaria (5 th - 15 th c.)	3, 5	elective

Source: Department of Culture, Heritage and Tourism, ULSIT

The numbering, titles and sources of figures, photos, etc. are placed below the image.

Apart from in the main text, the illustrations and their captions should be submitted as separate files for publication.

Indication of dates, years and centuries

Dates are written with Arabic numerals in the format DD.MM.YYYY. The centuries are written with Roman numerals and denoted with “c.”. Periods are written with a long dash and intervals on both sides (V – VI c.).

The paper should use the Gregorian calendar. If needed, the notation BCE (Before Common Era) should be used. If other calendars are used (Islamic Hijri, Buddhist, Jewish, Chinese, French Republican, etc.), the dates should be stated in both calendars and the Gregorian date should be in brackets. Example: 9 Thermidor XVI (28.07.1808).

Academic style

The text must be written in academic style. This means that it should use concepts and specific terminology, follow the formal logic,

and differ from the literary, conversational and bureaucratic styles. As tempting as it may be to enhance the the text with elements of these three styles (eg. artistic, metaphorical, colloquial expressions), such use is not encouraged and should be avoided.

Conclusion/Findings

The conclusion has the character of a derivation part. It presents the main answers to the working hypothesis. The methodology may also be commented on. Conclusions and recommendations may be included if the text has such a purpose. Recommended length: up to 1 standard page.

NOTES

1. The notes are placed in a separate paragraph after the conclusion, not in footnotes and not in automatically generated endnotes.
2. Notes are used for explanation of the text. If not applicable, this part is deleted.
3. The notes are indicated in the text with a superscript in Arabic numerals - ^{1,2,3} (Times New Roman, 10, superscript), which is placed after the punctuation mark.
4. Formatting: Times New Roman, 10, indent 0 cm, hanging 0.6 cm .

ACKNOWLEDGEMENTS

In this part the author may acknowledge sources, funding, assistance of various institutions and individuals. It is not customary to make personal dedications. If not applicable, this part is deleted.

APPENDICES

Illustrations in JPEG or TIFF format with a resolution of at least 300 dpi for photos and 600 dpi for graphics are accepted. They are numbered and titled, and referred to in the article in brackets. In this

sections, they are arranged by number, and for each it is given: number, title, author / source. Examples:

Fig. 1: Masquerade, Sofia, year I, no. 1, Nov. 18, 1922, p. 12.

Fig. 2. Cloth from the village of Alino, author: Anelia Milusheva

Fig. 3. The group at the fair near Sliven in 1968.

Source: Joe Doe

REFERENCES

The titles in this part are arranged in alphabetical order.

The list is not numbered.

Formatting: Times New Roman, 10, indent 0 cm, hanging 0.5 cm.

The references description follows the APA standard listing: author, year of publication, title, place of publication, name of publisher. The titles of books, magazines, websites, audio and video materials are written in italics.

Unknown dates are indicated as 'nd' (no date), unknown places – 'no place', if both unknown place and date – 'no place and date'.

References are indicated in original script (Latin, Cyrillic, Arabic, Chinese, etc.) and transliterated in Latin or translated in English.

The transliteration to and from Bulgarian is according to the Transliteration Act of 2009 and the Official Spelling Dictionary of the Bulgarian Language of the Bulgarian Academy of Sciences from 2012. You can use the following link: <https://slovoed.com/transliteration/>.

For automatic transliteration from Russian, use <https://translit.cc/>.

Exceptions are names that are already accepted in a certain way - e.g. Alexieva instead of Aleksieva. The authors determine the way their names are written in Latin alphabet.

The titles of legal documents can be transliterated or translated. (Zakon za kulturnoto nasledstvo or Cultural Heritage Law).

Examples:

Legal document: Military Monuments Law (2017). *State Gazette*, 62.

Monograph: Indicate the author 's name (surname, initials), year of publication (in brackets), title of the book (in italics), city and publisher :

Baeva, V. (2012). *The thread of life. Between the birth belt and the Virgin 's belt*. Sofia: AI "Prof. Marin Drinov ".

Article in a collection: Indicate the author 's name (surname, initials), year of publication (in brackets), title of the article, pages (in brackets), followed by In: Name of the editor (first and last name), city and publisher .

Georgieva, A. (2014). Martenitsa and its inclusion in the UNESCO Representative list of intangibles cultural heritage of humanity. (pp. 323–330). In: Lozanka Peycheva (ed.). *Heritage Days 2013*. Sofia: AI "Prof. Marin Drinov".

Article on the Internet: Indicate the author 's name (surname, initials), year of publication (in brackets), title of the article (in italics), internet address, date of last access (in square brackets).

Lidov, A. (2018). *Hierotopia is the science of creating sacred spaces*. Retrieved from: <http://hierotopy.ru> [26.03.2018]

Book on the Internet: Indicate the author 's name (surname, initials), year of publication (in brackets), title of the book (in italics), internet address, date of last access (in square brackets).

Gould, A., Pageau, J. & Justiniano, Fr. S. (eds.). (2018). *Orthodox Arts Journal - articles and news for the promotion of traditional Orthodox liturgical arts*, Retrieved from <https://www.orthodoxartsjournal.org> [March 26, 2018]

Periodicals: Name of author, year of publication, title of the article, name of the journal (in italics), annual volume, issue number (in brackets), pages (numbers separated by a long dash).

Shtarbanova, A. (2013). Problems of dance cultural heritage - identification and living practice. *Bulgarian Folklore*, 1, 88–97.

Film or video: Name of author, year of publication, title of the material (in italics), explanation (in square forms), internet address, date of last access (in square brackets).

Yankov, A. & Simeonov, Tsv. *Seven small confessions* [Video report]. Retrieved from https://youtu.be/bm8Y_p3DGqk [08/27/2019]

Co-authorship (up to 5 authors): Kuzmanova , V., Kotseva , J. 1983. *Bulgarian folk poetry and prose. Item 7: Legends , proverbs , riddles* . Sofia: Bulgarian writer .

Co-authors (6+ authors) : Bratanova , R. et al . (2004). *Living human treasures - Bulgaria*. Sofia: Al ' Prof. Marin Drinov '.

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Department

University, Academy, Organization

Advisor: Name and academic title of advisor
University, Academy, Organization of Advisor

Postal address of Author