

## TITLE OF THE PAPER

### Names and surnames of the author(s)

**Summary** : 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). Style: Doct Abstract (Font: Veleka, 9, indent left 1 cm, indent first line 0.)

**Keywords** : up to five. Formatting like the resume.

### 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.

### 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.

### Results / Discussion / Main Body

Recommended length of 7 to 10 standard pages (12600 to 18000 characters). Style: Doct Normal (font: Veleka, 10, left margin 0 cm, first line 1 cm).

We do not encourage detailed presentation or repetition of well-known theoretical statements, concepts or definitions freely available from other sources unless you make a review paper.

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

### Conclusions

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.

### **Formatting of the text**

The different parts of the text can be formatted manually or by using the specially created styles with names beginning with “Doct” which are available in the styles menu. The main body style is Doct Normal (font: Veleka, 10, left 0 cm, first line 1 cm). There are specific styles for titles, quotes, notes, etc., which are explained below.

### ***Formatting headings***

The headings in the report have the following set parameters:

#### **HEADING 1**

Used for denoting the mandatory publication parts - Notes, References, Appendices, Acknowledgments. They should not be numbered. Style: DOCT H3 (Veleka, 10, AllCaps, color green).

#### **Heading 2**

Used for titles of the mandatory parts in the main text – Introduction, Research Methodology, Results / Discussion / Main Body, Conclusions. They should not be numbered. Style: DOCT H4 (Veleka, 10, bold).

#### ***Heading 3***

Used for denoting parts in the main body of the paper. Not numbered. Style DOCT H5 (Veleka, 10, italic, bold).

#### ***Heading 4***

Used for subsections in the main body of the paper. Not numbered. Style DOCT H5 (Veleka, 10, italics).

### **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! All submitted materials are checked by StrikePlagiarism for similarities. **The organizers reserve the right to decline publication of a text with more than 25% unreferenced similarity.**

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 comma, and the page number is preceded by "p.". (For more than one page, the designation is “pp.” and the numbers are separated by a medium-long dash

(n-dash) without spaces: (Purcell, 1997, pp. 111–112). Never abbreviate range of page numbers (pp. 121–127; NOT pp. 121-7). When cite more than one reference, separate sources with a semicolon and list them alphabetically rather than by year of publication: (Miller, 1999; Shafranske & Mahoney, 1998).

Citation and bibliography lists can be created and formatted in MS Word through the References menu. More details and instructions for this option can be found in the following video:

<https://www.youtube.com/watch?v=W2ltKS-DQaY>

More details about APA and automatic online quote generation can be found here:

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

### *Long/Blok Quotes*

Quotations of up to 3 lines are enclosed in single quotation marks (") within the same paragraph. Quotations longer than 3 lines should be placed in a separate paragraph without quotation marks. The source is enclosed in parentheses at the end of the block quote. Style: Doct Quote (Veleka, 10, italics, Indent left 1 cm, Before 6 pts, color green).

*For advertisements 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 to the state (DV, 14 July 1921, p. 1).*

### **Abbreviations and abbreviations**

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 are placed in parentheses in the text indicating the number of the table or figure. 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.

Tables, diagrams, figures and images are formatted in Doct Pic style (Indent 0).

Titles and sources are formatted in Doct Caption style (Veleka, 9, Indent 0).

Table 1. The title is placed before the table.

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Source: If the table is reproduced from another source, it is indicated below it.

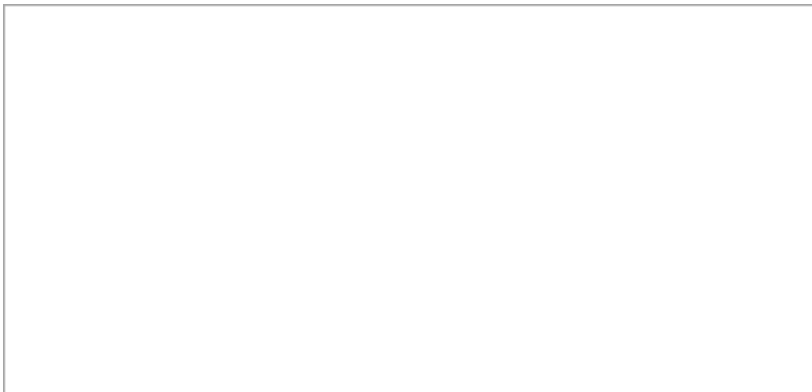


Fig. 1. Titles of figures, graphs, etc., are placed under the image.

Author/Source:

Illustrations and their captions, should be submitted in separate files when making the final submission of material for publication.

**Use of numbers**

In general, use words to express numbers zero through nine, and use numerals to express numbers 10 and above.

Always use words to express numbers in the following cases, even numbers 10 and above:

| Case   | Example  |
|--|--|
| Numbers that begin a sentence, title, or heading (when possible, reword the sentence to avoid beginning with a number) | Fifty percent of the students received the intervention, and the other 50% were part of a control condition.<br>Twenty people enrolled in the class, but 15 dropped out. |

|                                      |   |
|--------------------------------------|---|
| Common fractions                     | one fifth of the class<br>two-thirds majority |
| Certain universally accepted phrases | Twelve Apostles<br>Five Pillars of Islam      |

Always use numerals to express numbers in the following cases, even numbers zero through nine:

| Case  | Example   |
|---|---|
| Numbers that immediately precede a unit of measurement  | 5-mg dose<br>3 cm   |
| Statistical or mathematical functions                   | multiplied by 2   |
| Fractions or decimals (For common fractions, see above) | 1.5<br>2.27   |
| Percentages   | 50%; 75%–80%  |
| Ratios  | 4:1 ratio   |
| Percentiles and quartiles                               | the 5th percentile, the 3rd quartile  |
| Times and dates (including approximations of time)      | 30 s; 10 min; 3 hr; 2 days] approximately 4 months; 2 years; 3 decades; 12:30 a.m.; 6 p.m. (or 6:00 p.m.) |
| Ages  | 5 years old, 18 years old<br>5-year-olds, 18-year-olds<br>5-year-old children, 18-year-old adults         |
| Scores and points on a scale                            | scored 6 on a 7-point scale   |
| Exact sums of money                                     | \$10<br>\$50 in U.S. dollars  |
| Numerals as numerals                                    | the numeral 2 on the keyboard   |
| Ordinal numbers   | use “nd” and “rd” (2 <sup>nd</sup> , 3 <sup>rd</sup> )  |

### Indication of dates, years and centuries

Dates are written with Arabic numerals in the format DD.MM.YYYY.

Use numerals for centuries (6<sup>th</sup> century BC; 20<sup>th</sup> century).

Decades should be written with an s without an apostrophe: 1880s.

Periods should be written with a medium-length dash (n-dash): 1780–1880.

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)

### **Formatting lists**

Lists can be numbered or bulleted. Bullets should be dashes, and NOT checkmarks, dots, letters, etc.

#### *Numbered lists*

1. First row.
2. Second row.
3. Third row.

#### *Hyphenated lists*

- First dash.
- Second dash.
- Third dash.

### **Scientific 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

Examples:

- ‘The last resting place’ should be replaced by ‘The grave of ...’
- Avoid qualifiers like unique, awesome, amazing, etc.

## **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. Notes are indicated in the text, numbered manually and sequentially with Arabic numerals - 1,2,3. The index is placed after the punctuation mark, if there is one.
4. The notes index in the text is formatted in Doct Index Char style (Veleka, 10, superscript) – <sup>1,2,3</sup>.
5. The formatting of the notes section is in Doct Notes style (Veleka, 10, indent 0 cm, hanging 0.6 cm ).

## ACKNOWLEDGMENTS / ACKNOWLEDGEMENTS

In this part the author may acknowledge sources, funding, assistance of various institutions and individuals. Note the number of the grant and other details required by the funding organisation.

Mention family members, pets and members of the Organizing Committee at your own peril and only as a last resort.

Style: Doct Ackn (Veleka, 9, Indent 0).

## 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

## LITERATURE

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. 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](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: AI ' Prof. Marin Drinov '.

## TITLE OF PAPER IN BULGARIAN

**Резюме:** Translation of the abstract in Bulgarian.

**Ключови думи:** Translation of the keywords in Bulgarian.

Name of Author

ORCID no.

[Email](#)

Advisor: Name and titles .

Department

University / Academy / Organisation

Postal address of Author