

REQUIREMENTS TO THE CONTRIBUTORS TO THE YEARBOOK AND RESEARCH PAPERS OF UNWE

GENERAL INFORMATION

1. The accepted studies and articles must be in the thematic areas of economics, administration and governance, law, political studies as well as in areas related to them. The volume of the studies is up to 35 standard pages and the volume of the articles is up to 12 standard pages. The publications in the Yearbook must be in English whereas those in the Scientific Papers must be in English or Bulgarian (with a summary and bibliography in both English and Bulgarian).
2. The studies and articles must be submitted to the editorial board of the yearbook and the scientific papers (the Board) electronically via the electronic platform in the section of the issue at the UNWE website or via the email for contact with the Board and the coordinator of the issues. Manuscripts submitted to the Board are not returned to their authors. They are stored for a period of 12 months.
3. Studies and articles of authors who are not habilitated at UNWE or at other universities or research institutions must be recommended by for publication by departmental councils or councils of research divisions. On submitting the studies or articles transcript excerpts of the corresponding council meetings are attached together with the council reviews. When there are recommendations for improvements, the authors write a report on their coverage.
4. The manuscripts are reviewed by a member of the editorial board in accordance with the requirements to the contributors. The board member is chosen by the chairperson. Manuscripts that do not meet the requirements are returned to their authors for improvement. The rest of the manuscripts are accepted for reviewing.
5. The Board assigns two reviewers for each study or article for the Scientific Papers and between two and six reviewers for the Yearbook. The reviews are prepared within deadlines set by the Board in accordance with its review requirements.
6. The review of the studies and articles is in compliance with the assessment standards of the double-blind peer review. The assessment depends on the fulfillment of the major criteria: scope of research, novelty of the examined problems, originality of contributions, correspondence between title and content, logical structure and coherence of the exposition, methodology adequacy, validity of the results, thesis proof, applicability of the results, validity of the findings and conclusions, citation, scientific style and clarity.
7. The final decision for publication is made by the Board and is based on the conclusions in the reviews. It could be for publication without any changes, for publication after covering recommendations for improvements or for refusal to publish. When there is a decision for coverage of recommendations, the authors make the corrections and submit to the Board a report on the coverage of the recommendations within a deadline. The Board, then, makes a decision for publication or for refusal to publish.
8. In cases of discrepancies between the reviews, the Board can appoint one more reviewer (s). In the contents of each volume of the Yearbook and of the Scientific Papers there is a list of the reviewers for the corresponding volume in alphabetical order.

REQUIREMENTS FOR THE LAYOUT AND STRUCTURE OF THE STUDIES AND ARTICLES

9. The studies and articles for review must be in the format of a Word document as follows:

- Font: Times New Roman 12;
- Page Format: Page Setup: Top: 2,5 cm, Bottom: 2,5 cm, Left: 2,5 cm, Right: 2,5 cm
- Line Spacing: 1,5 lines; First Line: 1,5 cm; Paper Size: A4.

10. The main parts of the studies and articles are as follows:

- title page;
- introduction;
- main body;
- conclusion;
- references.

11. Title page(s):

The title page includes:

Title (the title should be short (5-10 words) and present the research focus);

Author's/authors' academic position, scientific degree and names;

Summary. The summaries for publication in Bulgarian in the Scientific Papers must be in both Bulgarian and English. The summaries for publications in English in the Yearbook and in the Scientific Papers must be in English only. The summaries must be short, clear, concise and comprising of the following parts:

- Introduction (research “background”) (mandatory);
- Research objective and tasks (mandatory);
- Applied methodology (research treatment) (mandatory);
- Major results achieved (mandatory);
- Findings (conclusions) (mandatory);
- Research restrictions and consequences (if any);
- Practical consequences (if any);
- Originality/value (mandatory);

The maximum length of the summary must not exceed 200 words (for the studies) and 70 words (for the articles).

Key words (studies: up to 10 key words in both Bulgarian and English and articles: up to 5 key words).

Number of the scientific area in the JEL classification (JEL classification can be found on the Internet: <https://www.aeaweb.org/jel/guide/jel.php>).

Author's biodata. Biodata includes author's full name, academic position and scientific degree, current job as well previous ones if necessary (at the author's discretion), e-mail address (up to 40 words per author).

12. Introduction:

By answering the following questions the introduction is supposed to convince the readers in the novelty and applicability of the published research: What is the nature of the problem? Are there any existing solutions to the problem (the current level of the problem research must be mentioned)? Which are the best solutions according to the author? What is the main research restriction? What are the author's expectations regarding the conducted research?

13. Main body:

The main body must be structured in separate sections with headings (The headings must be short and clearly indicate their hierarchical differences. It is recommended to write the major headings in bold and the subheadings in italics. Font: Times New Roman 12, capital letters, alignment to the left).

The main body includes:

Research objective and tasks. They must provide the focus of the publication and substantiate its structure. Then answers to the following questions must be provided:

- What is the importance of the paper?
- Why is it important and innovative?
- What readership is it intended for?

Additionally, it is acceptable to comment the potential practical usefulness, the importance for future research, the research restrictions in detail, etc.

Major research thesis and hypothesis (hypotheses). The author must present arguments in order to substantiate them.

Methodology applied. The author must mention the main methods in a special section. It must be demonstrated that the methodology is reliable and appropriate for the achievements of the objectives. The author is expected to focus on the main topic by stating the major stages of their research, the methods applied, the reasons determining the chosen approach as well as by giving arguments for the selection of particular examples, etc.

Major results achieved. When presenting the results, it is important to focus on the key points. The publication must contain only the major facts as well as those of more general meaning, without giving a lot of details for all statistical data. If the study abounds in statistical data, the data might predominate compared with the conclusions and thus the publication might be perceived as an enumeration of facts rather than scientific research. The author's main thesis must be clearly outlined, easy to follow and well-grounded.

Describing the results, the author should give answers to the following questions:

- Do you suggest an interpretation for each of your results/findings?
- Is there correspondence between your findings and other researchers' findings?
- Are there any differences? Why?

- Are there any restrictions?
- Does the discussion lead to your conclusion logically?

When presenting the results, it is important not to make statements that go beyond what the results can confirm.

14. Conclusion:

According to the general rule, the conclusion must not contain a summary of the research only (it is presented in the paper summary). In the conclusion there must be an answer to the question asked in the beginning of the paper. The author must also point out the opportunities for future research. There should be an explanation about the ways the results presented will be put into practice as well as to point out the restrictions in this regard. Even though the applicability of this research is mentioned, it is not acceptable to introduce new material here or to emphasize the obvious. The conclusion should emphasize the points that make the results stand out and thus reveal the scientific value of the study or point out something unexpected.

15. Notes:

Notes should be used if it is exigent. They must be identified in the text with consecutive numbers, put in square brackets and enumerated at the end of the article.

16. Sponsorship of the scientific research:

The funding sources for the research considered in the study should be mentioned in the acknowledgements section. Their role in the overall working process is described throughout the scientific research.

17. Figures:

All figures (charts, diagrams, sketches, webpages/screenshots and photographs) must be submitted electronically. Their quality must be of high quality, clear and numbered in Arabic numerals.

- Figures should be prepared with the use of graphic programmes (Corel Draw, Adobe Illustrator, Adobe Photo Shop) or Excel. They should not be in Picture format in order to allow text editing if necessary. They must be numbered consecutively based on the order of citation in the text, their numbers and titles being placed below them. Authors should avoid using too much text within the figures.
- Photographs and scanned images must not be inserted in the text but must be enclosed in single files, preferably in JPG or TIFF format. The photographs must be of good quality and suitable for printing. Colour illustrations are accepted in exceptional cases after special agreement with UNWE Publishing Complex and they are at the author's expense.
- Word Equation must be used to present formulae. Their numbers must be put in small brackets in the left part of the page.

18. Tables:

Tables are prepared in Word Table or Excel. They must be numbered consecutively according to their citation order in the text. Each table must have a title. The numbers and titles of the figures are placed above them. It is recommended that a figure fits in one page and the landscape

orientation is not used. The necessary explanations are given below the figure and are indicated with corresponding symbols/signs.

19. References:

The references to other publications must be given in the Harvard style and be carefully checked for completeness, accuracy and consistency.

- Cited authors are given in the corresponding way:
- Author's surname and year of publication (e.g. Adams, 2006);
- Citation of the surnames of the two authors of the publication and the year of publication (e.g. Adams, Brown, 2006);
- When there are more than three authors, only the name of the first one is given together with the year of publication (e.g. Adams et al., 2006)
- The list of references must be in alphabetical order at the end of the document.

To books:

Surname, initials (year), book title, publisher, place of publication

For example: Harrow, R. (2005), *No Place to Hide*, Simon & Schuster, New York, NY.

To a chapter of a book:

Surname, initials (year), chapter title, editor's surname, initials, book title, publisher, place of publication, pages.

For example: Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp. 15-20.

To magazines:

Surname, initials (year), „article title”, magazine title, volume, issue, pages.

For example: Capizzi, M.T. and Ferguson, R. (2005), "Loyalty trends for the twenty-first century", *Journal of Consumer Marketing*, Vol. 22 No. 2, pp. 72-80.

To published collections of papers:

Surnames, initials (year of publication), „document title”, in Surname, initials, title of the published event, venue and date, publisher, pages with numbers.

For example: Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), "Connecting destinations with an ontology-based e-tourism planner", in *Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007*, Springer-Verlag, Vienna, pp. 12-32.

To unpublished collections of papers:

Surname, initials (year), „document title”, a document presented at ... (title of the conference), venue and date, available at: URL if there is Internet access to it (date of access).

For example: Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion,

Crete, available at: <http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf> (accessed 20 February 2007).

To working documents:

Surname, initials (year), „article title”, working document [issue if available], institution or organisation, organisation address, date.

For example: Moizer, P. (2003), "How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments", working paper, Leeds University Business School, University of Leeds, Leeds, 28 March 2001.

To encyclopaedic entries (without an author or publisher)

Encyclopaedia title (year) „entry title”, volume, edition, Encyclopaedia title, publisher, place of publication, pages.

For example: Encyclopaedia Britannica (1926) "Psychology of culture contact", Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71.

(For entries with indicated author's names, please see the guidelines for author's names for book chapters)

To newspaper articles (author mentioned):

Surname, initials (year), „article title”, newspaper title, date, pages.

For example: Smith, A. (2008), "Money for old rope", Daily News, 21 January, pp. 1, 3-4.

To newspaper articles (author not mentioned):

Newspaper title (year), „Article title”, date, pages.

For example: Daily News (2008), "Small change", 2 February, p. 7.

To electronic sources:

When the source is accessible on the Internet, the full Internet address (URL) must be given at the end of the references together with the date when it was used or DOI/ ORCID.

Surname, initials (year), „article title”, accessible at: URL address, (date of access) or DOI/ ORCID.

For example: Castle, B. (2005), "Introduction to web services for remote portlets", available at: <http://www-128.ibm.com/developerworks/library/ws-wsrp/> (accessed 12 November 2007).

If electronic sources without indicated authors and date are used, the URL address must be included either with brackets in the main body or, preferably, as a note (with Roman numerals, square brackets with a text, followed by the full URL address at the end of the document).

To sources in Bulgarian:

For every source cited in the Cyrillic alphabet in Bulgarian, the same source must be given in compliance with the Transliteration Act.

For example: Ерхард, Л., 1993. Благоденствие за всички, София, УИ “Стопанство”.
(Erhard, L., 1993. Blagodenstvie za vsichki, Sofia, UI „Stopanstvo“.)