

GUIDELINES FOR ARTICLE PREPARATION

A. GENERAL

I. The articles to the Conference shall be written in English.

II. The article should be send on: fbm_conference@abv.bg

III. Structure of article:

1. Title
2. Name of author and name of the institution
3. Abstract
4. Key words
5. Introduction (the object and goal of research, the methods applied, the review of literature and its analysis, etc. should be characterised)
6. Main text
7. Conclusions or a generalisation
8. List of references
9. Contacts and e-mail

IV. The volume of an article could be from up to 5 pages.

B. THE ARTICLE DESING

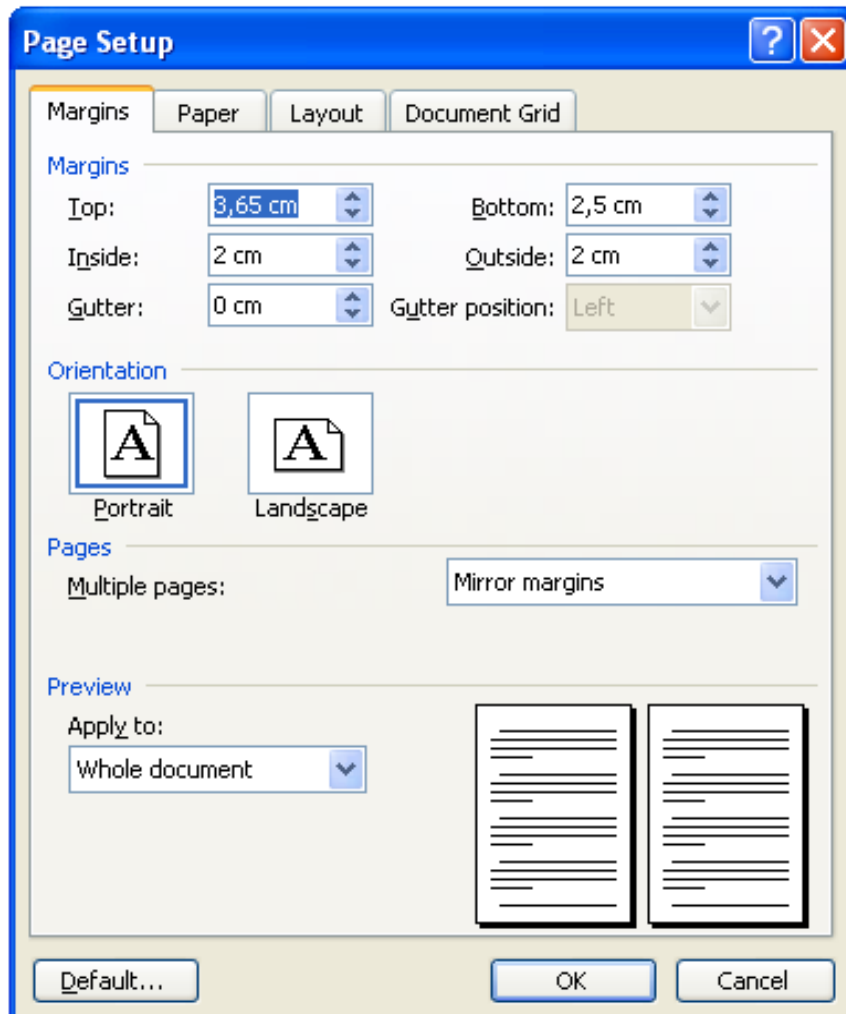
I. GENERAL SETUP

1. FILE / PAGE SETUP / MARGINS:

Margins: **Top - 3.65 cm; Bottom - 2.5 cm; Left - 2.0 cm; Right - 2.0 cm.**

Orientation: **Portrait**

Multiple pages: **Mirror margins**



2. FILE / PAGE SETUP / PAPER:

Paper size: **A4**

3. FILE / PAGE SETUP / LAYOUT:

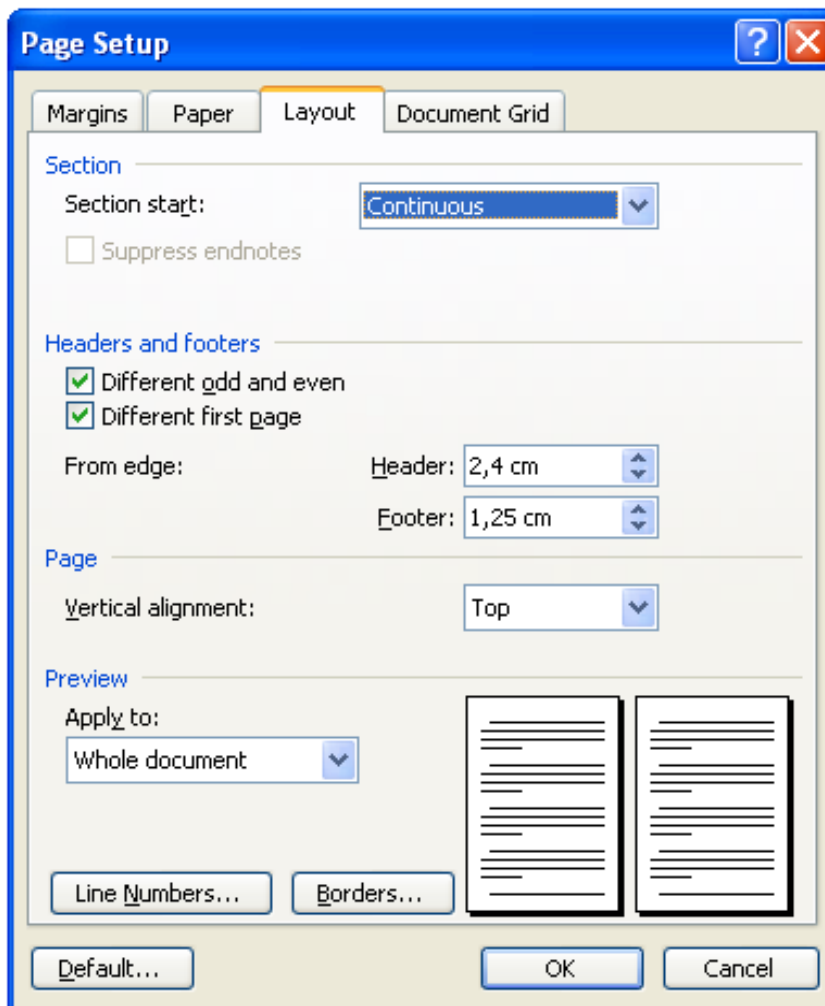
Header and Footer:

Header: **2,4 cm**

Footer: **1,25 cm**

Different odd and even: **check**

Different first page: **check**

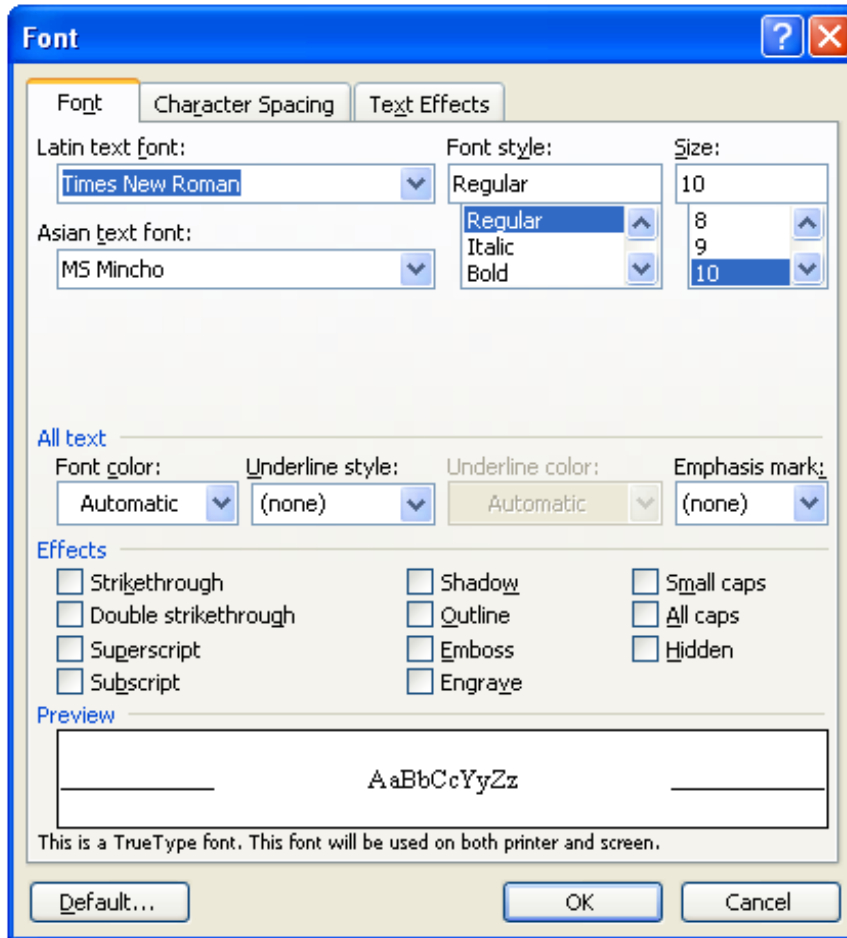


4. FORMAT / FONT

Font: **Arial**

Font Style: **Regular**

Font Size: **10pt**



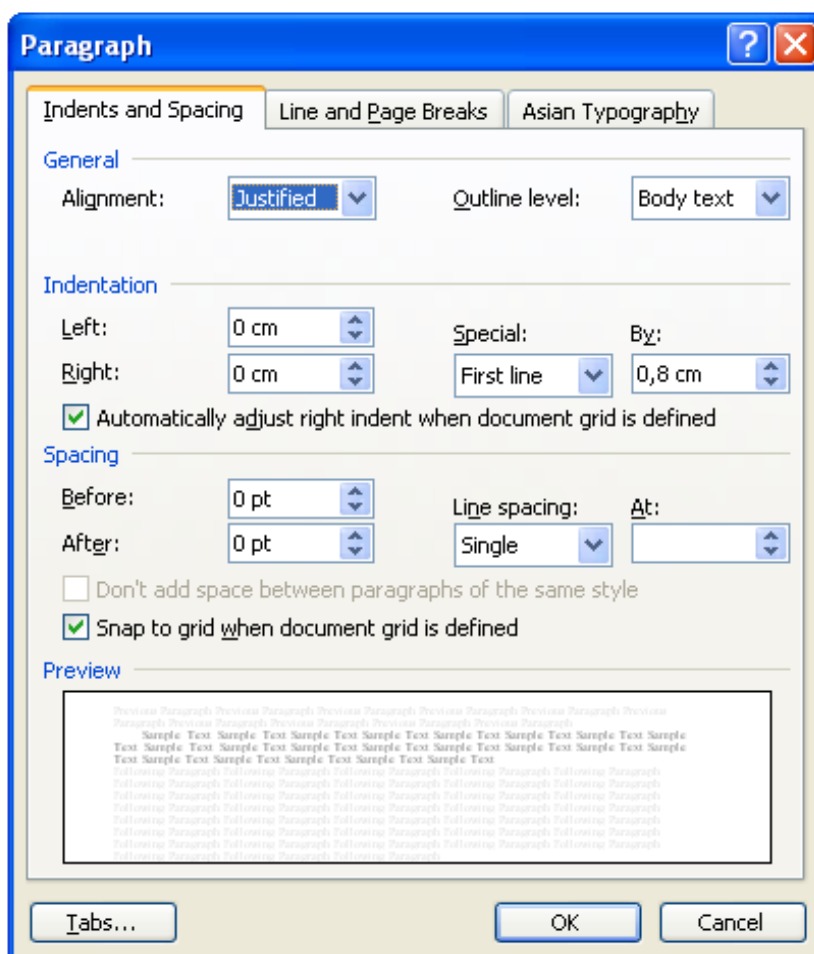
5. FORMAT / PARAGRAPH

General: **Justified**

Special: **First line by 0.8 cm**

Line Spacing: **Single**

Other options: **0**



II. DESIGN OF ELEMENTS

1. TITLE OF ARTICLE

The heading of the article should be printed by capital letters in font **Arial 12pt, Bold** type and centred.

2. AUTHOR (CO-AUTHORS)

There is a **Single** line interval between the heading and the author's name. The **names** and **surnames** of the author or co-authors should be printed by small letters in font **Arial 11 pt, Bold** type and centred.

Below the author's surname, **the name of institution** (represented by the author or co-authors) is printed in font **Arial 11 pt, Bold** type and centred.

3. ABSTRACT, KEY WORDS AND JEL

Abstract and **keywords** are printed in **Single** interval of 9 pt type in one column and after the institution address a single line below the institution address are left. The first line of the paragraph is to be shifted by 8 mm from the left margin.

The volume of the abstract should be 600–800 typographic signs. Between the abstract and keywords there should be an interval of one line.

Word **Keywords** is printed in **Bold**. The keywords should include 4-6 items.

Word **JEL** is printed in **Bold**.

4. MAIN TEXT

Introduction, main text and conclusions are to be printed in 10 pt type Single interval **into two columns** at the distance of 1 line from keywords. Between the two columns a space of 8 mm is to be left. The first line of the paragraph is to be shifted by 8 mm from the left margin. The last page of the article is to be filled not less than by 70%.

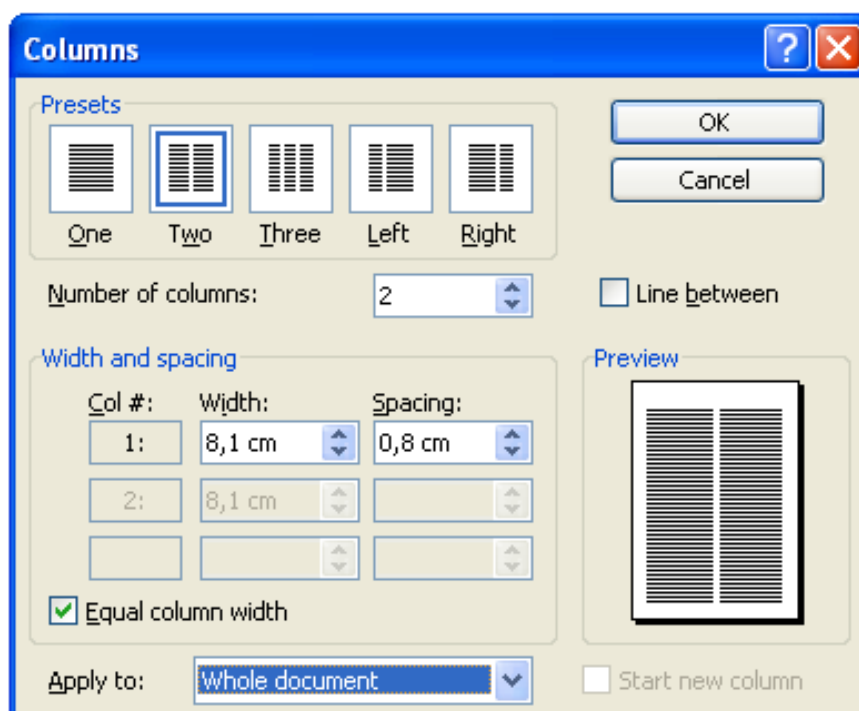
FORMAT / COLUMNS.

Presets: **Two**

Number of columns: **2**

Width: **8.1 cm**

Spacing: **0.8 cm**



5. FORMULAS

Formulas and other **symbols** should be written in **Equation Editor 3 Italic** 10 pt type, the indexes by 7 pt, sub indexes by 6 pt. Matrices are written in square brackets, vectors by **Bold-Regular** 10 pt type. All the numerals, including index numbers, are presented in **Regular** type. Formulas are centred. There are numbered by Arabic numerals in round brackets and aligned right. Between a formula and text there should be an interval of one line.

6. FIGURES AND TABLES

Figures and **tables** should be put in the place where they are mentioned; and they are centred. Larger tables and figures may be put at the top of a sheet or at the bottom across the whole breadth. Photos should be of good quality, clear and suitable for reproduction. Photos, tables and figures shall be black-and-white type only. The numbers of figures and tables (for instance, **Fig 1, Table 3**) and inscriptions below are written in 9 pt of **Regular** type. Figures and tables are separated from the text by one-line interval.

7. HEADINGS OF INTRODUCTION, CHAPTERS AND SUB-CHAPTERS

The headings of introduction, chapters and sub-chapters are printed by small letters in 10 pt **Bold-Regular** type and aligned left. The introduction, headings of chapters and conclusions are numbered by one Arabic numeral and sub-chapters by two numerals. The titles of chapters and sub-chapters should be separated from the text by one-line interval.

8. REFERENCES

References should be listed according to the order of citation. The list of references is given after conclusions. The word **References** is spelled in small letters of 9 pt **Bold-Regular** type on the left side and the list of references in 9 pt.

9. ADDRESS AND E-MAIL

The address and e-mail is printed after a single line in 9 pt **Regular type** and left.

Thanks for kind keeping to these guidelines.

Organizing Committee of the Conference, Editorial board for the Journal.