Requirements for technical formatting of the reports

1. The reports must be complete and in an electronic format. The maximum length of the report is 10 (ten) standard pages, including imaging and bibliography.

2. The file of the report must be in a MS Word 97-03 format, meaning the extension of the document must be *.doc*. **The name of the file:** number of the scientific field, name and last name of the author (separated with un underscore).

    Example: 1_Ivan_Ivanov.doc

3. The text should be prepared for an A4 formatting, the fields of each page should be with 2,5 cm from all sides. The line spacing should be *Single,* Font style *Times New Roman (Unicode)*, font size *14 pts* and should be *Justified*.

4. **Title of the Report in Bulgarian (if the report is in Bulgarian)** – *Times New Roman, Font size 16 pts, Font Style: Regular, Bold, Alignment: Centered: All caps.* Titles in Bulgarian are not written for the participants from other countries.

5. **Data for the author/authors in Bulgarian (if the report is in Bulgarian)** – two empty lines after the Bulgarian title- names and last names of the author/authors, *Times New Roman, Font size 16pt, Font Style: Regular, Bold, Alignment: Centered.* The data of the author/authors in Bulgarian aren't written for participants from other countries. With two and more authors, the names are to be one after the other.

6. **Title of the report in English** – with one empty line after the title in English – name and last name of the author/authors in Bulgarian – *Times New Roman, Font size 16pt, Font Style: Regular, Bold, Alignment: Centered; All Caps.* The title in English is written for the participants from the Republic of Bulgaria as well.

7. **Data for the author/authors in English** – one empty line after the title in English – name and last name of the author/authors, *Times New Roman, Font size 16pt, Font Style: Regular, Bold, Alignment: Centered.* Data for the author/authors are written in English for the participants of the Republic of Bulgaria as well.

8. **A summary of the report in Bulgarian (if the report is in Bulgarian) –** two empty lines after the names of the author/authors in English – up to 500 symbols, *Times New Roman 12 pt, Italic, Line Spacing: Single, Alignment: Justified.* Summary of the report in Bulgarian is not written for participants from other countries.

9. **Key words in Bulgarian (if the report is in Bulgarian) –** one empty line after the summary in Bulgarian – no more than 5 (five), *Times New Roman, 12 pt, Italic, Line Spacing: Single, Alignment: Justified.* Key words in Bulgarian are not written for participants from other countries.

10. **Summary of the report in English –** one empty line after the names of the author/authors in English – up to 500 symbols, *Times New Roman, 12 pt,*

Italic, Line Spacing: Single, Alignment: Justified. Summary of the report in English is written for participants from other countries as well.

11. **Key words in English -** one empty line after the summary in English – no more than 5 (five), *Times New Roman, 12 pt, Italic, Line Spacing: Single, Alignment: Justified.* Key words in English are written for participants from other countries as well.

12. **Main text of the report –** one empty line after the key words in English – *Times New Roman, 14 pt, Alignment: Justified.*

13. **Graphs**, charts and pictures are to be formatted via *Insert-Picture-From File-Format Picture-Layout-In Line with Text* and with following numbering beneath each inserted.

14. **Tables** are to be numbered in following numbers written above the table itself.

15. Numbers of formulas are numbered on the left of them and in brackets – ().

16. **Quoting and references** are numbered with Arabic numbers, *Times New Roman, 10 pt, Justified, Line spacing 1, Spacing 0 pt.*

Example:

In text: Text, text, text[6]

Reference: [6] **Todorov**, Todor. Automatization and numbering of the libraries. – In: *Proceedings of the Specialized Higher School of Library Science and Information Technology. 2005, no. 4, pp. 123. ISSN 1312-5834*

17. **The list with used literature** is at the end of the text (report), and numbered with 1., 2., 3., and so on. It is alphabetical (first the sources in Cyrillic and afterwards written in Latin) and contains the full bibliographical descriptions of the quoted sources.

18. **Correspondence addresses** are written at the end, one empty line after the list with used literature, Font and size: *Times New Roman 12 pt, Italic*, and contain: Full names of the authors, scientific degrees and titles, the institutions where they work, correspondence address, phone number and E-Mail.

19. When preparing the reports, the provisions of the Classified Information Act and the Regulations for its implementation should be followed.

20. **The pages should not be numbered!**