



Instructions to the authors

Please, read thoroughly the following instructions prior to submitting your materials for publication. Those materials that are accurately prepared are easier to read, edit and preprint. Observing the instructions you will save your time, as well as our time during the crucial moments of the publication process.

General

Please, send your materials on electronic medium. All pages should have page numbers.

All articles submitted for publication should be accompanied with „Form for Transferral of Rights”. All articles shall be subject to anonymous review by 2 specialists, selected by the editorial staff.

We reserve the right to reject any materials, in the event of which the author(s) shall reserve the right to submit the materials for publication in other media.

Volume limitation – 6 standard pages for materials for AMO Conference.

Information concerning the materials for publication

All materials should include the following information at the beginning of the text:

Title – The title should be brief, clear and should not include abbreviations (except for the ones, which appear to be widely recognized). Formatting: bold, centered, capital and small letters.

Author – Name of the author(s), arranged in the following order: *degree, first name, initial, surname*, followed by *occupation, e-mail and telephone number*. The information should be arranged in one line and the parts within should be separated with comas. Formatting: standard.

Abstract – Short description of the article (up to 10 standard lines), including the following information:

- Title of the article
- Description, including information concerning the targets, methods and conclusions of the article.
- Key words indicating the topic of the article and included in the description (aiming at better indexing of the material and its adequate entering within the reference data base).

Formatting: Standard text. It should begin with “Abstract:”

Key Words – Key words indicating the contents of the article. Formatting: standard text. It should begin with „Key Words:”.

The elements of the article (title, name of the author, Abstract, key words) should be separated with 2 blank lines.

Formatting

Text – The text of the article should be performed in Microsoft Word. Formatting: font Times New Roman, 10 pt, left alignment. The first line of the paragraph should be left aligned together with the rest of the text (not indented), spacing before the paragraph: 12 pt. The text should be set in page size A4, with the following margins: top and left 2.5 cm and bottom and right 3.5 cm, line spacing 1,5 (so that the reviewer can make notes easier). Bold font is allowed in order to highlight the significant parts. Please, pay attention to the language used – Bulgarian, English, Russian, and use the proper punctuation.

Titles – The purpose of titles is to ensure easier navigation in the body of the article. Please, apply the same title style within the entire material. Formatting: left aligned text, without punctuation signs (full stops, question marks, exclamation marks), capital and small letters. Title levels should be outlined by means of numbering (1, 2, 2.1., 2.2.) and formatting: bold for main title and italic for sub-titles.

Figures and tables – all figures and tables should be clearly and consecutively numbered and referred to within the text (e.g. Fig. 1, Table 2). By referring the table in the text you will ensure that the table shall be seen and reviewed, otherwise it may be missed, as it is an independent unit. Under the figures and tables the following text should be included:

- Figure / Table No.
- Title and brief description.
- Source.

All tables should be formatted in Microsoft Word or Excel and should only include text (pictures within the tables are not allowed!).

Please, pay special attention to the technical requirements given below applicable to the images!

Equations – all equations should be clearly and consecutively numbered. The number should be separated from the equation by space. The formula should be performed in MS Word or MS Equation Editor. The following fonts are admitted: Times New Roman and Symbol. In case other fonts have been used to type the equations the editorial staff shall not bear responsibility for improper printing of the symbols. If possible do not use Cyrillic characters in the equations.

Footnotes – In case footnotes have been used they should be formatted as endnotes, numbered with Arabic numerals. Please, keep in mind that after the printing procedure the footnotes shall appear at the bottom of the respective page.

Units of Measurement – Always leave space between the number and the unit of measurement (i.e. 5 mm).

Quotations, abbreviations, word-breaking – All quotations should be put in quotation marks (“”) followed by reference of the source (in the form of the respective number from the source list) and the page in box parentheses (i.e. [3, p. 15]). When used for the first time the abbreviations should be written in full names with the respective abbreviation in brackets

afterwards. Please, do not use word breaking. Hyphens should be used within words which require their use.

Sources – The respective sources of information used in the preparation of the article should be specified in the form of footnote number given in box parentheses in the order in which they appear within the text. At the end of the article a list of the sources should be given. The title of the list should be “*Bibliography*” and the publications should be numbered in Arabic numerals (corresponding to the numbers in the text). Information concerning the publications used should be given arranged according to the bibliographic standards. In case you would like to refer to a website as a source, please indicate the date of opening of the website in addition to the title and address of the site.

To fulfill the requirements for the citation of sources, the information should be provided following the instructions given below. Please quote the titles of your sources in the language in which you used them.

For books:

Surname 1, N 1., Surname 2, N 2.: Name of Book, in Italics. Publisher, ISBN, Place of Publication, Year, p. xx-yy (optionally) (in Language, if is not in English)

For an article in conference proceedings:

Surname 1, N 1., Surname 2, N 2.: Title of conference paper. Proceedings of Conference Name, Editor Name (Ed.), p. xx-yy, ISBN, Conference location, month and year, Publisher, City, Country (in Language, if is not in English)

For article in a magazine:

Surname 1, N 1., Surname 2, N 2.: Name of paper. Name of Journal, Vol., No., month and year of the edition, p. (first-last), ISSN, Place of Publication (City, Country) (in Language, if is not in English)

For an article in a book:

Surname 1, N 1., Surname 2, N 2.: Name of paper. In: Name of Book, Name(s) of Editor(s), (Ed.), p. xx-yy, Publisher, ISBN, Place of publication (City, Country), Year (in Language, if is not in English)

For an article, published on Internet:

Surname 1, N 1., Surname 2, N 2.: (2000). Name of Paper. Available at: <http://www.exact-address-of-site>. Accessed: YYYY-MM-DD

For a web site:

***: <http://www.exact-address-of-site>. Accessed: YYYY-MM-DD

For a patent:

7. Surname⁷¹, N⁷¹., Surname⁷², N⁷².: Name of patent. Patent Symbol of country no. XXXXXXXX, Int.Cl. xxxxxx (optionally), Year

Images

All images should be black-and-white. All images should be in the maximum size with names - numbers, corresponding to the numbers within the text. Please, do not send independent

images, included in Word or Power Point documents. Allowed file extensions of the images - .tif, .eps, .ai, .jpg.

Charts – When using charts made in Excel, please, send the Excel files as well, with clearly indicated numbers of the charts corresponding to their arrangement within the text. Fonts – Times New Roman, Symbol.

Scanned Images – When using scanned images, please scan them at 600 dpi, real size.

Translation

All authors shall also bear responsibility for submitting information for publication (title, author + contacts, Abstract, key words) in English and Russian. This information shall facilitate the entering of the article within the relevant international reference databases.

The editorial board reserves the right to refuse an article for publication.

If you have any questions regarding the technical requirements, please contact us on tel. +352 2 97 124 36, 97 330 36, Sofia Panayotova or by E-mail amo@dmr-product.com.