

Guidelines for publishing articles

ARTICLE REQUIREMENTS

Length: We welcome full-length scholar articles of approximately 25 pages, or from 30 000 to 65 000 characters. The English texts are expected to be submitted in British English.

Format: Font: Times New Roman, 12 pt; 1.5 line spacing; approx. 1, 800 characters per page.

Information about the author(s): name and surname, institution, e-mail, ORCID ID (Align left, Italic and Bold, 11 pt., First line).

The author's full name should be written at the top of the document.

Below the name(s), list the institution and country (in brackets).

Next, provide the author's email in square brackets, followed by the ORCID ID.

Example: Name Surname

University, City (State)

[email@...] (institutional office email)

ORCID ID:

Skip two lines and write the title in English (14 pt; Bold).

Between the title of the article in English and the abstract leave 2 blank lines.

Abstract in English: between 200 and 300 words (10 pt). The text begins on the same line.

Example:

Abstract: 10 pt; First line (normal text, non-italic, non-bold)

Keywords: 10 pt; Italic, First line

TEXT REQUIREMENTS

- Sources and bibliography should be listed at the end of the article.
- The explanatory notes should appear in footnotes (Times New Roman; 10 pt).
- When using specific fonts, the font should be sent as well.

CITATION

Citation of Archives:

Cited archives (unpublished documents) should appear in footnotes (10 pt).

Archive, collection number, inventory, archival unit and sheet. In square brackets, the name of the archive should be translated into English

Example:

Darzhaven arhiv (DA) – Blagoevgrad [State Archive – Blagoevgrad], f. 65, op. 1, a.e. 3, l. 15.

Tsentrallen darzhaven arhiv (TsDA) [Central State Archive] – Sofia, f. 246k, op. 1, a.e. 33, l. 12.

In the next citation use the short form of the archive's name:

DA – Blagoevgrad, f. 65, op.1, a.e. 2, l. 10.

TsDA, f. 176k, op. 3, a.e. 10, l. 13–14.

For foreign archives: Archive, Collection name, Box and folder:

Example: Arhivele Nationale [National Archive], Bucharest, Fond Directia Artelor, dos. 60, 35.

When citing archives in the text, they are cited in a footnote with their full description.

Citation of the author's name in the text:

- When citing in the text, the author's surname and the year of publication should be written in parentheses. There should be no comma between the author's surname and the year of publication (Gumz 2009).
- When citing a page, its number should be separated by a colon from the year of publication and there should be a space after it (Bianchi 2001: 228).
- When citing a series of pages, their numbers should be separated by a hyphen without spaces (Bianchi 2001: 228–232).
- When citing different pages of the same publication, the page numbers should be separated by a comma (Bianchi 2001: 229, 236).
- When using direct quotations, place the citation immediately after the quotation.
Example: “certain elements are considered mandatory when citing” (Bianchi 2001: 228).
- Longer quotations (over 4 lines, or 350 characters) should form a new separate paragraph without quotation marks (Times New Roman; 11 pt).
- Section subtitles within the text should begin on a new line, preceded by one blank line (Bold, First line).

Direct citation of multiple authors and publications:

List all authors in alphabetical order with the years of the respective publications, with the information for each subsequent author separated by a semicolon.

Example: (Gumz 2009: 67; Hofer 2004: 127).

• Citing 2 or 3 authors of a single publication:

The authors' surnames, the year of publication and, after a colon, the page(s) should be written sequentially.

Example: (McCarthy, Hatcher 1996: 69–70)

Example: (Crook, Gill, Taithe 2011: 75–77)

• Citing more than 3 authors of a single publication:

The surname of the first author should be written and then "et al."

Example: (Morris et al. 2000: 47)

• Citing multiple publications by the same author in the same year:

After indicating the year, lowercase letters (a, b, c...) should indicate the completed publication - it should be arranged in alphabetical order.

Example: (Yordanov 2003b)

Citing a departmental publication:

It should be cited in a similar way, but instead of author(s), the name of the department should be written.

• Quoting from an anonymous author:

Instead of the author's surname, the title of the publication (encyclopaedia, departmental document, etc.) from which the quotation is made should be written in *Italic*, with the current year and page;

Example: (Plants and Animals of Great Britain 1942: 8).

• Electronic sources are cited in the text in the same way as printed publications, with the exception of the page. After the author's surname, the date of publication (if any) should be indicated. If no author is indicated, the title of the publication should be given, as when citing an anonymous source.

Example: (Harvard System of Referencing Guide 2010).

BIBLIOGRAPHY AT THE END OF THE ARTICLE (10pt.):

In case of using the archival unpublished sources they should be listed separately in alphabetic order at the beginning of the bibliography.

The listing includes references on the archive and its fond/collection, but not on the specific files and pages.

Example:

Unpublished sources

Tsentralen darzhaven arhiv (TsDA) [Central State Archive] – Sofia

Fond 176k Ministerstvo na vanshnite raboti i izpovedaniyata (Ministry of Foreign Affairs and Denominations).

Fond 2046k Konstantin Shtarkelov.

Archives du ministère des Affaires étrangères de la France (AMAEF)

AMAEF, Serie: Europe, Yugoslavie, Papiers d'agents, G. Clemenceau

In case of using archival newspapers or other periodicals as a source, they are listed at the beginning of the bibliography, after the section 'Unpublished sources' and before the main section, in italics, with years only (not the exact issues and dates).

Example:

Periodicals

New York Times, 1925–1926.

Vecherna poshta [Вечерна пошта], 1904–1907.

Dobrovoljački glasnik [Добровољачки гласник], 1928–1930.

In case of using published primary sources (including memoirs) they should be listed separately, after "Unpublished sources" and "Periodicals" and before the main section.

Example:

Published sources

Chervenkov, Valko, Atanas Voynov. 1952. Otnosno sastoyanieto i zadachite na balgarskata kinematografiya. Ministerski savet—Postanovlenie № 91 ot 31 yanuari 1952 godina. *Kino* 7(2), 1–4 [Червенков, Вълко; Войнов, Атанас. 1952. Относно състоянието и задачите на българската кинематография. Министерски съвет—Постановление № 91 от 31 януари 1952 година. *Кино*, 7(2), 1–4].

Gendov, Vasil. 1951. Ranni spomeni. *Kino*, 6 (7), 12–13 [Гендов, Васил. 1951. Ранни спомени. *Кино* 6(7), 12–13].

Vojnović, Branislava (ed.). 2005. *Zapisnici Politbiroa Centralnoga komiteta Komunističke partije Hrvatske 1945-1952. Svezak 1, 1945–1948.* Zagreb: Hrvatski državni arhiv.

United Nations General Assembly, Official Records. 1967. Fifth Emergency Special Session, A/PV.1526 (June 1967). Available at: <<https://unispal.un.org/pdfs/APV1526.pdf>> [Accessed 10 October 2025].

Bibliography includes only titles that have been directly cited or paraphrased in the text of the article. The arrangement of publications begins at the beginning of the line and is in alphabetical order according to the author's surname. In the case of an anonymous author, the title of the publication comes first, which is taken into account when arranging.

In the list, all titles are arranged and numbered in this order, regardless of their type (book, magazine, electronic medium).

The sequence of arranging the information is generally as follows:

- Surname and personal name of the author, separated by a comma, followed by a period (bold);
- In case of two or three authors surname and personal name of the first author, separated by a comma, then personal name and surname of the second and third author, followed by a period (bold);
- Year of publication, followed by a period (bold);
- Title of the publication (if it is a book, it is written in *Italic*), followed by a period.
- Place of publication, followed by a colon, space and publisher.
- Use only Latin characters when listing publications.
- If a publication is not originally in Latin script, provide a transliterated version of the author's name, year of publication, title of the publication, place of publication and publisher. After that the publication is listed in the original script in square brackets.

Examples of the more common cases in publications:

Book:

1. with one author or editor

Adair, John. 1988. *Effective time management: How to save time and spend it wisely.* London: Pan Books Ltd.

2. with two or three authors or editors – surname and first name of the first author, followed by first name and surname of the second and third authors. The order of the authors should be the same as in original publication.

McCarthy, Philip, Charles Hatcher. 1996. *Speaking persuasively: Making the most of your presentations.* Sydney: Allen & Unwin.

Winter, Jay, Jean-Louis Rober (eds.). 1997. *Capital Cities at War. Paris, London, Berlin, 1914 – 1919.* Cambridge: Cambridge University Press.

Gounaris, Basil, Michael Llewellyn-Smith, Ioannnis Stefanidis (eds.). 2022. *The Macedonian Front, 1915–1918: Politics, Society and Culture in Time of War.* London: Routledge.

3. with more than three authors or editors

Roeder, Kevin et al. 1967. *Nerve cells and insect behavior: A manual.* Harvard: Harvard University Press.

4. one author with more than one publication in one year (arranged alphabetically by publication) – example of transliteration

Yordanov, Nikolay. 2003a. Kam debata za 100-godishninata ot osnovavaneto na Narodniya teatar. *Homo ludens*, 8–9. [Йорданов, Николай. 2003а. Към дебата за 100-годишнината от основаването на Народния театър. *Homo ludens*, 8–9.]

Yordanov, Nikolay. 2003b. Publika i kritika. *Homo ludens*, 6–7. [Йорданов, Николай. 2003б. Публика и критика, *Homo ludens*, 6–7.]

5. with an anonymous or unknown author

Oxford Encyclopedia of World History. 1999. Oxford: Oxford University Press.

Article/book chapter in collective volume:

The name of the author and of the article is followed by “In”, colon. Then the collective volume is cited as explained before, followed by the page numbers of the article/book chapter.

Crampton, Richard. 2022. Was the First World War the Turning Point at Which Bulgarian History Failed to Turn? In: Anastasakis, Othon, David Madden, Elizabeth Roberts (eds.). *Balkan Legacies of the Great War: the Past is Never Dead.* London: Palgrave Macmillan, 50–58.

Lalkov, Milcho. 1999. Mezhdru vazhoda i krusheniето. In: Kaley, Kiril (ed.). *Traditsiya i badeshte. 120 godini diplomaticheski otnosheniya mezhdu Bulgaria i Avstriya*. Vienna, 18–58. [Лалков, Милчо. 1999. Между възхода и крушението. В: Калев, Кирил (ред.). *Традиция и бъдеще. 120 години дипломатически отношения между България и Австрия*. Виена, 1999, 18–58.]

Article in periodical:

The difference from the rules for citing an article in the collective volume is that the title is followed by a dash, and the journal (not the article) is written in Italics, then the volume, number of the issue and the pages of the cited publication are indicated.

Spišić, Božidar. 1917. “O naknadnom liječenju naših invalida”. – *Liječnički vijesnik*, 39, No 12, 403–417.

Dragostinova, Theodora. 2009. Navigating Nationality in the Emigration of Minorities between Bulgaria and Greece, 1919–1941. – *East European Politics and Societies*, 23, No 2, 185–212.

Zlatarski, Vladimir. 2011. Balgarskoto zlato. Targoviyata s tyutyun mezhdu Bulgariya i Tretiya rayh. (Parva chast). – *Istoricheski pregled*, 67, No 1–2, 99–120. [Златарски, Владимир. Българското злато. Търговията с тютюн между България и Третия райх. (Първа част). – *Исторически преглед*, 67, № 1–2, 99–120.]

Conference report – formatted similarly to the examples above.

Example:

Brown, John. 2005. Evaluating surveys of transparent governance. UNDESA (United Nations Department of Economic and Social Affairs). *6th Global forum on reinventing government: towards participatory and transparent governance*. Seoul, Republic of Korea, 24–27 May 2005. New York: United Nations, 356–380.

Departmental publication – includes the title of the publication (in Italic), year, possibly a chapter or article of the document, place of publication.

Examples:

Higher Education Act. 2004. London: HMSO, 8.

Natsionalna klasifikatsiya na profesiite i dlazhnostite. 2011. Sofia: IK „Trud i pravo” – example of transliteration from Cyrillic.

Electronic source: should contain: author or source, year. Title of the document or web page. Date if possible. Web address where the source can be found. Date of access to the source.

Examples: NHS Evidence. 2003. National Library of Guidelines. [online] Available at: <<http://www.library.nhs.uk/guidelinesFinder>> [Accessed 10 October 2009].

University Library. 2010. Harvard System of Referencing Guide. Updated 15 September 2010. Available at: <<http://libweb.anglia.ac.uk/referencing/harvard.htm>> [Accessed 10 October 2023].

All titles in non-Latin scripts should be transliterated and arranged in alphabetical order according to the English alphabet. The original title is provided in square brackets []

For transliteration of Bulgarian Cyrillic alphabet Bulgarian Law on Transliteration system should be employed.

For Bulgarian Cyrillic transliteration you could refer to: <https://2cyr.com/?7> .

Example for a publication originally not in Latin script:

Musakov, Vladimir. 1921. *Karvavi petna*. Sofia: Voенно-izdatelski fond [Мусаков, Владимир. 1921. *Кървави петна*. София: Военно-издателски фонд].

ILLUSTRATIONS

Please attach images in a reproducible format (black and white, resolution: 300 DPI); do not forget to note an accurate reference to the origin of the image. Copyright clearance is the responsibility of the author.