**Annual of the Faculty of Educational Studies and the Arts:**

**Annual of Arts**

**INSTRUCTIONS TO AUTHORS**

In the Annual of the Faculty of Educational Studies and the Arts of the Sofia University St. Kliment Ohridski are admitted for publication original research articles for free. The Annual comes out in an electronic and print form with ISSN.

The publishing **procedure** requires the author to declare that the manuscript has not been submitted or published previously elsewhere, including publications under a different title. The form of the declaration of authorship can be printed (see below). The form has to be signed and scanned as a file in MS Word or PDF format and submitted along with the manuscript files.

Manuscripts that have been printed or submitted to other journals, which in contents do not correspond to the scientific area of the Annual or which do not conform to the instructions to authors, will be rejected. In case of rejection the editor-in-chief returns the manuscript to the author with argumentation.

After receipt of the manuscript the editor-in-chief appoints a managing editor and two reviewers from the editorial board for a blind review. Reviewers and authors remain anonymous to each other. The reviewers declare no conflict of interests. Upon receipt of the reviews, the editorial board decides whether to accept, return for corrections or reject the manuscript. The editor-in-chief notifies the corresponding author about the decision. Issues of dispute are settled by the editorial board.

**The deadline** for submission of the manuscripts for this year is 30th April 2020. Manuscripts have to be submitted electronically (online) to annual-arts@fnoi.uni-sofia.bg as two files, containing the body text - 1. With the author’s names 2. Anonymous. The name of the file, containing the names of the author comprises the name and surname of the author, type of contents (main text, Figure 1, Chart 4, etc.), and the abbreviation GSU-FNOI-ARTS. Example: SvetlaStoyanova-text-GSU-FNOI-ARTS. The name of the anonymous file is composed in an analogous manner. The author’s names are replaced by the word ANONIM. Example: ANONIM-text-GSU-FNOI- ARTS.

The manuscripts must be submitted in **A4** letter format, **1800** characters with spaces per page. The maximum length of the manuscripts is 25 standard pages or 45 000 characters with spaces, including references, notes, and illustrations (illustrations, reproductions, tables, schemes, charts, sheet music, etc.). The texts are submitted electronically (online).

**The body text** of the manuscript follows the title, names of the author, and affiliation and must be accompanied by:
1. An abstract (800-1000 characters with spaces), outlining the main idea of the article.

2. Keywords .
3. Illustrative material and a list of the illustrations.
4. Information about the author – degree / title, full names, work place, e-mail, key areas of interest.

- Manuscripts in MS Word (for Windows) and in font Times New Roman are admissible.

- Using “bold” and “italic” is admissible only in exceptional cases, e.g. for headlines and sub-headings. The notes (Insert – Reference – Endnote) are given in the end of the text.

A list of abbreviations, if applicable, is to be enclosed as well.

**The illustrations** shall be in TIFF or JPG format with resolution at least 300 pixels. The text to the illustrations is to be submitted separately. The authors of the photos or charts, if different from the author of the manuscript, have to be specified.

**Citations** in the body text include the surname of the author, the year, and the page: (Mihalchev, 2011: 73). If the authors are more than one, the rule for citing is: (Kolev, Atanasova, Vitanova, 2005: 204); if the authors are more than three: (Gergova et al., 2006: 58); if the publication is referred to in the body text, without a direct citation: (Geraskov, 1945). If, as an exception, a citation is longer than 40 words, it must be arranged as a block-citation (with tabs from both sides, font size 11, italic)
**References** must match the actual citations in the body text. The reference entries must be first stated in the original language, followed by transliteration in Latin letters in square brackets. If the title has official translation in English, the English translated title is to be specified first and the original title stated in the square brackets. References:

For notes and citations visit:

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**З.** The titles in Cyrillic alphabet shall be transliterated. For easier and correct transliteration please, visit:

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**The ethical rules** of the Annual are identical to the standards of the Code of Ethics of the academic community of the Sofia University St. Kliment Ohridski., available (in Bulgarian) at:

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