

INSTRUCTIONS TO AUTHORS

In the Annual of Educational Studies of the Faculty of Educational Studies and the Arts of the Sofia University “St. Kliment Ohridski” are published original research articles without fee. The Annual has electronic edition and print edition with ISSN in unified design, approved by the University Publishing House.

The publishing procedure requires the author to declare that the manuscript has not been submitted or published previously elsewhere, including under different title. The form of the *Declaration of authorship* can be printed (ref. below). The form has to be signed and scanned as a .doc or .pdf file 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 corresponding author with substantiation. The manuscript also go through an antiplagiarism program.

After receipt of the manuscript the editor-in-chief assigns a managing / executive editor and two reviewers for blind review. Both reviewers and authors are anonymous. The reviewers declare no conflict of interests. After submission of the evaluation forms, the editorial board takes decision for acceptance, return for corrections or rejection of the manuscript. The editor-in-chief notifies the corresponding author about the decision. The issues of dispute are settled by the editorial board.

The deadline for submission of the manuscripts for every year is up to 28/29 February. Manuscripts have to be submitted online to annual-es@fnoi.uni-sofia.bg, as two files, containing the body text - 1. With author's reference 2. Anonymous. The two files are identical, whereas no personal data is admissible in the anonymized version. The name of the file, containing the name of the author is formed by the name and surname of the author, designation of the contents (main text, Figure 1, Chart 4, etc.), and the abbreviation GSU-FNOI-PN. The name of the anonymous file is formed in analogous manner, however instead of the names of the author is specified the word ANONIM. Examples:

MariaIvanova-text-T117-GSU-FNOI-PN.
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The length of the article shall be not less than 25 pages (45,000 characters without the

spaces), including all illustrative materials. The manuscript shall be in .doc or .docx, Word

format: Paper Size – A4; Page Setup – Top: 2,5 cm, Bottom: 2,5 cm, Left: 2,5 cm, Right: 2,5

cm; Font – Times New Roman, 12 pt, Justify; Line Spacing – 1,5 lines; First Line: 1,5 cm.

The structure of the manuscript includes title, author/s/, institution/ department, abstract of 500-1000 characters; no more than 7 keywords, body text, references, schedules.

In the end of the manuscript 4-5 lines “About the author”, specifying position / degree, names, affiliation, key interests, number of publications, postal address and e-mail.

The body text shall comply with the norms of the literary language and spelling - punctuation, new line, etc. Bold is not allowed, but italic is allowed in the text. Each subheading is to be capitalized, leaving a blank line before and after it.

The illustrative material (tables, graphs, figures, charts, photos, etc.) shall be indicated in the body text and sent as separate files as well in the same e-mail. Tables shall be in .xls or .xlsx, and charts, illustrations, schemes, figures, photos, etc. – in .jpg or .tiff with minimum resolution 500 dpi. When not in the text, the titles of the tables, graphs, illustrations, schemes, etc., shall be positioned above them, in italic, 11pt, and the titles of the figures and photos - below. Only the

word Figure can be abbreviated (Fig.), all other titles shall be in full. Examples: *Table 1*. Description of the sample; *Diagram 1*. Description of the sample; *Fig. 1*. Description of the sample, etc.

The notes are not recommended. If they are reasonable, they shall be just a few, numbered as footnotes and not in the end of the text.

Citations in the body text includes 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 in the body text, without citation: (Geraskov, 1945). If, as an exception, a reasonable citation is longer than 40 words, it shall be arranged as a block-citation (with tabs from both sides, font 11, italic).

References shall include solely citations in the body text, in alphabetical order, without numbers, whereas each reference is to be on new line. The materials, included in the references, shall be first specified in the original language and afterwards transliterated in square brackets. If the title has official translation in English, the English title is to be specified first and the original title in the brackets.

Transliterations follow the *rules for transliteration*: <https://www.lex.bg/laws/ldoc/2135623667>.

For Serbian: http://www.lexilogos.com/keyboard/serbian_conversion.htm; Russian:

<https://2cyr.com/?7>; Greek: <http://gr.translit.cc/>.

References are according to **APA style**.

For references, notes and citations, visit:

<https://apastyle.apa.org>

https://owl.purdue.edu/owl/research_and_citation/using_research/citation_style_chart.html

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