

**General requirements:** The papers should be written in MS Word and submitted by email to: [confucius.vt@gmail.com](mailto:confucius.vt@gmail.com) in DOC/DOCX and PDF format. The total volume should not exceed 15 standard pages (27,000 characters, including the **Bibliography**).

**Deadline:** November 30, 2023.

**Title:** Times New Roman, 14 pt, Bold, Center alignment, capital letters (All caps).

Following a blank line: Name and surname of the author(s), without titles and abbreviations – Times New Roman, 14 pt, Bold, Italic, Center alignment.

On the next line: The institution represented by the author(s) and the country – Times New Roman, 14 pt, Center alignment.

If the paper is written in Bulgarian or Chinese, the translated title in English, the transliterated name of the author(s) and a translation of the institution and country should follow.

The author's transliterated name should be accompanied by a footnote which includes a brief introduction to the author's academic profile in English together with his / her email.

## **GUIDELINES FOR LAYOUT AND FORMATTING OF THE PAPERS**

*Author's name*<sup>1</sup>  
Institution, Country

**Abstract:** English only, Times New Roman, 12 pt. The abstract should not exceed 12 lines.

**Keywords:** Following a blank line below the **Abstract**, list no more than 5 keywords with semicolons – Times New Roman, 12 pt.

**Technical layout of the text:** Page format A4, margins – standard, Times New Roman, 12 pt, double-aligned (Justified), new line indent – 1.25 cm (0.49"), Spacing: before – 0, after – 0. Line spacing – multiple 1.15 pt. No extra blank line between paragraphs.

If a special font is used which is not included in the standard MS Word package, it should be attached as a separate file to the paper.

**Citation in the text:** Citations should be embraced by quotation marks – “ ”. If the quotation is formatted as an independent paragraph, it should be in *Italic*. Following the

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<sup>1</sup> *Introduction of the author: title, workplace, basic academic profile, email. Example: Dr. Iskra Mandova is an Associate Professor at St Cyril and St Methodius University of Veliko Tarnovo; Director of the Confucius Institute. Research field: Chinese History and Culture. Author of the books: 'Culture of China's Tang Dynasty (2014) – part 1, 'Tang Dynasty, Byzantium and the Islamic World. Diplomatic, Economic, Cultural and Religious Relations (2015), 'Culture of China's Tang Dynasty – part 2 (2018). Email: i.mandova@ts.uni-vt.bg*

quotation, in parentheses – ( ), list the surname of the author in Cyrillic / Latin and the year of publication without a comma in between, which may be followed by a colon, and then specify the page(s) (and the illustrations), e.g. (Mártonova 2021: 254); (Doncheva 2022: 340, Fig. 5).

If it is quoted from the work of two authors, the surnames of both should be listed, separated by a comma, e.g. (Legkostup, Mandova 2020). In the case of more than two authors, use "et al.", e.g. (Mandova et al. 2020).

If it is quoted from a paper written in Chinese, the surname of the cited author should be written in **pinyin**, e.g. (Dong et al. 2020: 141).

**Footnotes:** By means of the option [Reference  $\Rightarrow$  Insert Footnote], place the in-text superscript after the end-of-sentence punctuation mark when the note refers to the entire sentence, and place it before the end-of-sentence punctuation mark when it refers to the last word or a phrase in the sentence. The same rule of superscript placement goes for cases with punctuation marks such as quotation marks and brackets.<sup>2</sup>

Below the line of each page, footnotes are numbered with Arabic numerals – Times New Roman, 10 pt, in consecutive numeration.

**Illustrations:** Tables, illustrations/figures and graphs should be numbered with Arabic numerals and described – (*Times New Roman, 10 pt, Italic*) where first cited. They should also be attached in separate files, numbered with Arabic numerals according to the sequence in the text. Images should be black and white, jpg/jpeg format, no more than 2 MB in total size.

**Appendices:** Appendices (if any) should be numbered with Arabic numerals, and reference to them in the text should be enclosed in brackets.(e.g. Appendix 1).

**Abbreviations:** If abbreviations are used in the text, a **LIST OF ABBREVIATIONS** should be given.

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<sup>2</sup> **IMPORTANT:** Do not list the source unit of the in-text-citation in the footnotes unless it refers to the source of the footnote entry itself.

**Bibliography:** After the main text, following two blank lines, write **БИБЛИОГРАФИЯ / BIBLIOGRAPHY / 参考文献** in CAPITAL LETTERS – Times New Roman, 12 pt, Bold. Then following another blank line, present a complete list of the literature cited in alphabetical order of the author’s surname. Within the bibliography entry, use a comma to separate the family name and the initial of the given name followed by a dot, and separate different authors with a comma. List the cited literature in Cyrillic first, then those in Latin, and finally those in other languages.

Examples:

**БИБЛИОГРАФИЯ / BIBLIOGRAPHY / 参考文献**

**Мандова 2015:** Мандова, И.. Тански Китай, Византия и ислямският свят. Дипломатически, стопански и културно-религиозни контакти, Велико Търново: Фабер, 2015 [**Mandova 2015:** Mandova, I.. Tanski Kitay, Vizantia i islyamskiyat svyat. Diplomaticheski, stopanski i kulturno-religiozni kontakti, Veliko Tarnovo: Faber, 2015]

**Легкоступ, Мандова 2020:** Легкоступ, П., Мандова, И.. Особености на китайската градска архитектура и парково изкуство – естетически и социални аспекти. – В: Дипломатически, икономически и културни отношения между Китай и страните от централна и източна Европа, т.V, Велико Търново: Фабер, 2020, 155 – 170. [**Legkostup, Mandova 2020:** Legkostup, P., Mandova, I.. Osobenosti na kitayskata gradska arhitektura i parkovo izkustvo – esteticheski i sotsialni aspekti. – In: Diplomaticheski, ikonomicheski i kulturni otnosheniya mezhdou Kitay i stranite ot tsentralna i iztochna Evropa, t.V, Veliko Tarnovo: Faber, 2020, 155 – 170]

**Стефанов 2020:** Стефанов, Н.. Българо-китайските културни взаимоотношения от 80-те години на XX век до днес. [**Stefanov 2020:** Stefanov, N.. Balgaro-kitayskite kulturni vzaimootnosheniya ot 80-te godini na XX vek do dnes.] 06.03.2020. Available at: <https://pogled.info/avtorski/Nako-Stefanov/balgaro-kitaiskite-kulturni-vzaimootnosheniya-ot-80-te-godini-na-hh-vek-do-dnes.114012> [Accessed 05.08.2021]

**Hang, Guo 2010:** Hang, J., Guo, Q.. Chinese Arts & Crafts. History, Techniques and Legends. Beijing: China Intercontinental Press, 2010

**Transliteration:**

When transliterating texts from Bulgarian Cyrillic to Latin, the standard established by the Transliteration Law (<https://www.mrrb.bg/bg/zakon-za-transliteraciyata/>) should be followed.

When transliterating texts from Russian, the standard in <http://translit-online.ru/> should be observed.

For Chinese texts, **pinyin** is used and an English translation should be given in square brackets.

If the journal name has an official English translation, the English version should be given instead of the transliteration (e.g. Historical Review, instead of Istoricheski pregled).

Example:

**Jiang, Dong 2021:** Jiang, M., Dong, Y. Wenhua bukeyixing ji zhuanhua celüe. [Cultural Untranslatability and Transformation Strategy] – In: Diplomatic, Economic and Cultural Relations between China and Central and Eastern European Countries, vol. 6, Veliko Tarnovo: Faber, 2021, pp. 359–363