

## **1. General requirements**

1. All manuscripts have to meet the formatting requirements given below.
2. Length: Manuscripts have to be minimum 7 and maximum 20 pages long, including title, abstract, figures, tables, diagrams and list of references. The publication of any manuscript over 20 pages long is to be negotiated with the publisher.
3. Software: All manuscripts have to be written in DOC format using Microsoft Office Word 2003/2010 for Windows or a compatible version of Word.
4. The manuscript has to be sent in a file named after the corresponding author in English (name and surname), for example ivangenov.doc. The file has to be archived as a ZIP or RAR file.
5. All manuscripts have to be sent by email to the following address office@science-journals.eu.

## **2. Page format**

Please set the menus of your word processing programme as follows (all instructions below refer to working with Word 2003/2010 for Windows):

1. Page Setup:

Margins: Top: 2.5 cm; Bottom: 2.5 cm; Left: 2.5 cm; Right: 2.5 cm

2. Paper Size: A4

3. Format:

Font: Times New Roman; Font Style: Regular; Size: 11;

Paragraph: Line Spacing All: Single; Alignment: Justified;

Spacing: Before: 6 pt;

All other options are set to 0.

4. Do not insert page numbers and do not indent paragraphs.

## **3. Title, authors, affiliation, abstract and key words**

1. The title of the manuscript is centred and typed with Bold capital letters using Times New Roman 11 points.
2. The authors' names (first name, second name initial (optional) and surname) are written with Regular small letters and the same font size below the title. They are numbered with Arabic numerals in superscript after the name. The authors' names have to be rendered in the Roman alphabet without diacritical marks.
3. The names and addresses of the organisations the authors represent are given in the next line. Scientific ranks and titles are not included. The organisations are numbered with Arabic

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numerals in superscript after the organisation name corresponding to those of the respective author. The authors' names have to be rendered in the Roman alphabet without diacritical marks.

4. The Abstract of the manuscript in English (up to 10 lines long) is given two blank lines after the affiliation, following the general requirements for the text and using *Italics*. The Key Words are written in the next line, following the general requirements for the text and using *Italics*.

### 4. Body text, figures, tables, diagrams and formulas

#### 1. Body text:

- a) The body text begins after a blank line from the key words;
- b) Do not indent paragraphs. Blank lines should be left only if necessary;
- c) Headings in the text are written with Bold capital letters after a blank line, aligned left. They are numbered using Arabic numerals;
- d) Subheadings have an initial capital letter and subsequent small letters in Italics. They use multi-level numbering with Arabic numerals, such as 1.1; 1.1.1; 1.1.2; 1.2; 1.3 etc.

#### 2. Insertion of figures, tables, diagrams and formulas:

- a) Figures, tables, diagrams and formulas break the body text and a blank line is left before and after them, that is the text stops before and continues after the figure, table, diagram or formula;
- b) Table numbers and captions are written above the tables, using Font Size 11 and centred. Figure or diagram numbers and captions are written below the figures or diagrams, using Font Size 11 and centred;
- c) Numbers and text inside tables are written with Times New Roman, Font Size 10;
- d) Formulas are created with the WORD editor or built in as objects if created with other programmes;
- e) Figures, tables, diagrams and formulas are numbered consecutively with Arabic numerals;

#### 3. Format of figures, tables, diagrams and formulas:

- a) They can be black-and-white or colour and have to have good contrast to be printed on a colour printer at 600 dpi resolution;
- b) Figures and diagrams are incorporated in the manuscript as a single image, not as separate elements;
- c) The maximum size of figures, tables and diagrams is 15 cm wide x 20 cm long. When tables are larger, they have to be divided into parts not bigger than 15 x 20 cm. The same table number and caption are written above each part, adding "part 1, 2, etc." in brackets;

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- d) Figure, table and diagram orientation is Portrait;
- e) The maximum amount of figures, tables and diagrams incorporated as images must not exceed 300 KB. The image format is PNG or JPEG.

### **5. References**

1. Quoted literature and other sources (References) are listed at the end of the manuscript, a line after the body text.
2. The general formatting requirements for the manuscript apply.
3. Quoted sources are not numbered; they are listed alphabetically following the Harvard Style of Referencing.
4. All ISP and IRP journals use the Harvard Style of Referencing. Please open HarvardStyle-References.pdf to learn more about it.

### **6. Template**

For your convenience, you can use the PaperTemplate.doc template. The text is formatted to show you what your manuscript will look like if you keep to the formatting requirements. Type your manuscript onto the template and edit the text as appropriate to meet the formatting requirements. Rename your manuscript file (remember to use your name and surname in English) and save it.

If you have any questions, please write to [office@science-journals.eu](mailto:office@science-journals.eu).