**AUTHOR’S GUIDELINES**

**GENERAL INFORMATION**

**1*.*** *The Philologia Journal* accepts for review articles (original articles, reports, discussions, studies, editorial materials) in any of the following research areas: general and applied linguistics, literary studies, translation, cultural studies and teaching of foreign languages with a specific focus on interdisciplinary and border studies areas, multilingualism and transculturaism. The volume of the articles should not exceed 20 standard pages. Publications *in Philologia Journal* could be written in English, French, German, Italian, Spanish, Portuguese, Russian or Bulgarian (abstracts and bibliographic information in English and Bulgarian).

**2.** Authors could submit their manuscripts to ***the Journal ‘s*** Editorial Team via electronic and/or print versions to: [https://su.b-smart.tech/](https://su.b-smart.tech/" \t "_blank) , or philologia@uni-sofia.bg.

**3.** The received manuscripts are reviewed in accordance with Author’s Guidelines by a member of the Editorial Board. Manuscripts that do not comply with the requirements shall be returned to the authors for revision. Manuscripts that meet the requirements shall be admitted for review. The members of the Editorial Board shall have the right to publish in the journal following all the rules and requirement valid for the other authors.

**4.** For each of the submitted and approved articles the Editorial Board shall assign two reviewers. Reviews shall be made in terms defined by the Editorial Board and in accordance with its requirements to the reviewers.

**5.** Reviewing of articles shall be done in accordance with the standards for the evaluation of manuscripts through the double-blind peer review system. Please do not include Authors’ names and information in your Main Document. Authors’ names and information should be only included in your Title Page. The reviewers give their assessment of the manuscripts in terms of the following criteria: scope of the research, novelty of the examined issues, originality, accuracy and clarity of the abstract describing the main text, logic structure and sequence of the submission, relevance of the methodology, validity of the results, proving the thesis, applicability of the results, validity of findings and conclusions, propriety and relevance of citations, accuracy and clarity of language.

**6.** The Editorial Board commits the final decision for publication, based on the conclusions of the reviewers. The decision can be: publish it without revisions, publish it after revision in accordance with the recommendations made in reviews, refusal to publish. If the Editorial Board commits a decision to publish the manuscript after revision upon recommendations, authors should review and answer to the Editorial Board’s e-mails. The authors have to revise their manuscripts and present a report of the revisions they made in terms defined by the Editorial Board, upon which the Editorial Board commits a decision whether to publish it or refusal to publish the manuscript.

**7.** If there are contradictions of the reviews, the Editorial Board may determine an additional reviewer (reviewers).

**SUBMISSION AND STRUCTURE REQUIREMENTS OF THE ARTICLES**

**8.** The article submissions shall be in provided in Microsoft Word format, as follows:

* Font: Times New Roman 12;
* Format of the pages: Page Setup: Top: 2,5 sm, Bottom: 2,5 sm, Left: 2,5 sm, Right: 2,5 sm
* Line Spacing: 1,5 lines; First Line: 1,5 см; Paper Size: A4.

**9.** The main structure of the article shall include:

* Title page – You should upload it as a separate from the Main Document file;
* Introduction – It is included in the Main Document;
* Main text – It is included in the Main Document;
* Conclusion – It is included in the Main Document;
* References – It is included in the Main Document;

**10.** **Title page (pages)**

**The Title page/s should be as a separate from the Main Document file and includes**:

**Title of the article** (it is recommended the title of the article to be short (5-10 words) and to present the main topic of the study);

**Author Details:** All contributing authors’ names should be added to the ScholarOne submission, and their names arranged in the correct order for publication. All authors shall comply the following information: names, academic title/position, correspondence address, including institutional affiliation (incl. University, institution, etc.), state/city and country. In co-authoring, one of the authors must be designated as lead author and write his/her e-mail address. It is the responsibility of the lead author to ensure that the list of authors and individual contribution to the study of each of them are clearly indicated.

**Abstract**. The abstract of the articles, no matter in what language they are, should be written in Bulgarian and English. It should be short and clear and concisely contain the following elements:

* Introduction ("background" of the study) (required);
* Purpose and objectives of the study (required);
* Applied methodology ("staging of the research") (required)
* Achieved major results (required)
* Leads (conclusions) (required);
* Limitations of the research and consequences (if applicable)
* Practical implications (if applicable);
* Originality/Value (required);

**The maximum length of the abstract should not exceed 250 words**.

**Keywords** (specify up to 5 keywords).

**11. Introduction.**

The purpose of the introduction is to convince readers that the published research contains novelty and it is applicable. It answers the following questions:

* What is the main problem?
* Are there any existing solutions ( indicates the level of study the problem at the moment)?
* What are the best solutions according to the author’s/s’ opinion?
* What is the main limitation of the research?
* What is expected to be achieved by the author of the research?

**12**. **Main Text**

The main text is structured into separate sections, distinguished by their titles (headings should be brief, with clear indication of the differences between their hierarchy). The preferred format for writing the main titles is to be bold format and subtitles to be written in italics. Font - Times New Roman 12, capitals, left alignment).

The main text should include:

**Purpose and objectives of the study**. The purpose and objectives of the study should ensure the understanding of the publication’s focus and should justify its structure. After that, authors should specify:

* What is the significance of the publication?
* Why the publication is important and original?
* To whom is the publication designed?

Additionally can be discussed potential utility of practice, importance for future studies, detailed limitations of the study and others.

**Main thesis and hypothesis of the research**. Authors’ arguments about their merit are presented.

**Applied methodology and methods**. The author should indicate the main methods used by him in a separate title. Author should demonstrate that the methodology is robust and appropriate to achieve the objectives. It is expected by the author to focus on the main theme, to point the main stages of his research, to show the used methods and influences that determine the chosen approach by him/her, to give arguments why he/she has chosen specific examples and others.

**Achieved major results**. When presenting the results, it is important authors to focus on the essentials. The publication must contain only the essential facts and those with a wider meaning, without giving many details of every possible statistics. If development is full of statistics, it is possible to prevail over the conclusions and after all the publication to be seen primarily as an enumeration of facts, not a scientific study. The main thesis of the author must be clearly traceable and steadily established.

When describing the results author should seek answers to the following questions:

* Do you provide interpretation for each of the submitted results you want?
* Are the results consistent with what other researchers have found?
* Are there any differences? Why?
* Are there any limitations?
* Does the discussion logically lead the reader to your conclusion?

It is important when presenting the results not to make statements that go beyond what results can acknowledge.

**13**. **Conclusion**

The general rule is that the conclusion should not only contain a summary of the research (it can be found in the abstract). The conclusion should give answers to the set at the beginning of the publication questions and to indicate opportunities for further research. It would be better to reveal how the achieved results will be applied in practice and to identify constraints in this regard. While indicating how this research can be applied and extended in future studies, it is not accepted in the conclusion to introduce new material or to be state the obvious. In the conclusion it should be emphasized what is different in the research results, what stands out in the design or it is unexpected.

**14.** **Notes.**

Notes or Endnotes should be used only if absolutely necessary and must be identified in the text by consecutive numbers, enclosed in square brackets and listed at the end of the article.

**15.** **Funding Agencies.**

The funding sources of the scientific research should be added in Step 5 of the submission process on ScholarOne system. Funding sources of the scientific research in the article are presented in section “Acknowledgements”. Authors should describe the role of these funding sources throughout the whole workflow – from setting of the research to achieving the final results.

**16.** **Figures.**

All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in electronic form.

All Figures should be of high quality, legible and numbered consecutively with arabic numerals. Graphics may be supplied in colour to facilitate their appearance on the online database.

• If possible, the figures should be made in graphical programs (Corel Draw, Adobe Illustrator, Adobe PhotoShop) or Excel. The figures should not be in Picture format. They should be numbered consecutively in order of citation in the text. Numbers and titles of the figures are placed below them. Authors should avoid many inscriptions inside the figures.

• Pictures and scanned images can be made into separate files, preferably in JPG or TIFF format, not embedded in the text. Photos must be of good quality and suitable for printing. Color illustrations are accepted in exceptional cases after special agreement and eventual additional costs!

• If authors make a blueprint they should use Word Equation. The numbers of formulas to be written in brackets in the left side of the page!

**17.** **Tables.**

Tables should be typed in Word Table or Excel format. They should be numbered consecutively according to citation in the text. Each table should have a title. Numbers and titles of the tables are placed over them. It is preferable it to fit on the page without turning widest part of the sheet horizontally. The necessary explanations are given below by means of appropriate symbols / characters.

**18.** **References.**

References to other publications must be in Harvard style and carefully checked for completeness, accuracy and consistency.

The cited authors should be presented at any of the following ways:

• Surname and year of publish (ex. Adams, 2006)

• Citing both names of two and year of publish (ex. Adams, Brown, 2006)

• When there are more than three authors, it is typed the surname of the first author and year of publish (ex. Adams et al., 2006)

At the end of the paper a reference list in alphabetical order should be supplied.

|  |  |
| --- | --- |
| *For books* | Surname, Initials (year), *Title of Book*, Publisher, Place of publication.  e.g. Harrow, R. (2005), *No Place to Hide*, Simon & Schuster, New York, NY. |
| *For book chapters* | Surname, Initials (year), Chapter title, Editor's Surname, Initials, *Title of Book*, Publisher, Place of publication, pages.  e.g. Calabrese, F.A. (2005), The early pathways: theory to practice – a continuum, in Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp. 15-20. |
| *For journals* | Surname, Initials (year), Title of article, *Journal Name*, volume, number, pages.  e.g. Capizzi, M.T. and Ferguson, R. (2005), Loyalty trends for the twenty-first century, *Journal of Consumer Marketing*, Vol. 22 No. 2, pp. 72-80. |
| *For published  conference proceedings* | Surname, Initials (year of publication), Title of paper, in Surname, Initials (Ed.), *Title of published proceeding which may include place and date(s) held*, Publisher, Place of publication, Page numbers.  e.g. Jakkilinki, R., Georgievski, M. and Sharda, N. (2007), Connecting destinations with an ontology-based e-tourism planner, in *Information and communication technologies in tourism 2007 proceedings of the international conference in Ljubljana, Slovenia, 2007*, Springer-Verlag, Vienna, pp. 12-32. |
| *For unpublished  conference proceedings* | Surname, Initials (year), Title of paper, paper presented at Name of Conference, date of conference, place of conference, available at: URL if freely available on the internet (accessed date).  e.g. Aumueller, D. (2005), Semantic authoring and retrieval within a wiki, paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: <http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf> (accessed 20 February 2007). |
| *For working papers* | Surname, Initials (year), Title of article, working paper [number if available], Institution or organization, Place of organization, date.  e.g. Moizer, P. (2003), How published academic research can inform policy decisions: the case of mandatory rotation of audit appointments, working paper, Leeds University Business School, University of Leeds, Leeds, 28 March. |
| *For encyclopedia entries  (with no author or editor)* | *Title of Encyclopedia* (year) Title of entry, volume, edition, Title of Encyclopedia, Publisher, Place of publication, pages.  e.g. *Encyclopaedia Britannica* (1926) Psychology of culture contact, Vol. 1, 13th ed., Encyclopaedia Britannica, London and New York, NY, pp. 765-71.  (For authored entries please refer to book chapter guidelines above) |
| *For newspaper  articles (authored)* | Surname, Initials (year), Article title, *Newspaper*, date, pages.  e.g. Smith, A. (2008), Money for old rope, *Daily News*, 21 January, pp. 1, 3-4. |
| *For newspaper  articles (non-authored)* | *Newspaper* (year), Article title, date, pages.  e.g. *Daily News* (2008), Small change, 2 February, p. 7. |
| *For archival or other unpublished sources* | Surname, Initials, (year), Title of document, Unpublished Manuscript, collection name, inventory record, name of archive, location of archive.  e.g. Litman, S. (1902), Mechanism & Technique of Commerce, Unpublished Manuscript, Simon Litman Papers, Record series 9/5/29 Box 3, University of Illinois Archives, Urbana-Champaign, IL. |
| *For electronic sources*  *For Bulgarian sources:* | If available online, the full URL should be supplied at the end of the reference, as well as a date that the resource was accessed.  e.g. Castle, B. (2005), Introduction to web services for remote portlets, available at: <http://www-128.ibm.com/developerworks/library/ws-wsrp/> (accessed 12 November 2007).  Standalone URLs, i.e. without an author or date, should be included either within parentheses within the main text, or preferably set as a note (roman numeral within square brackets within text followed by the full URL address at the end of the paper).  For each source quoted in Cyrillic - in Bulgarian language should be given the same source, written according to the regulations of the transliteration.  e.g. Erhard, L., 1993. Blagodenstvie za vsichki, Sofia, *UI „Stopanstvo“*. Ерхард, Л., 1993. Благоденствие за всички, София, УИ "Стопанство".) |