

ANNUAL OF SOFIA UNIVERSITY “ST. KLIMENT OHRIDSKI”, FACULTY OF
GEOLOGY AND GEOGRAPHY, BOOK 2 – GEOGRAPHY

1. NATURE OF THE ANNUAL AS A PRINTED AND ELECTRONIC EDITION

- 1.1 Book 2 – Geography of the Annual of Sofia University is a scientific journal, issued yearly.
- 1.2 Book 2 – Geography of the Annual of Sofia University publishes original research articles, based on objective data and scientific arguments in all geography fields, as well as discussions and short scientific communications.
- 1.3 The articles are published in Bulgarian or in English.
- 1.4 Book 2 – Geography of the Annual of Sofia University is published with an online ISSN on the webpage of the Faculty of Geology and Geography and there is a printed edition with an ISSN, as well, provided by Sofia University “St. Kliment Ohridski” Publishing House.
- 1.5 All texts are reviewed, following the scientific and publishing standards of the Annual.
- 1.6 The authors receive one copy of the Annual with their published article.

2. COMMITMENTS AND RESPONSIBILITIES OF THE EDITORIAL BOARD OF THE
ANNUAL OF SOFIA UNIVERSITY “ST. KLIMENT OHRIDSKI”, FACULTY OF
GEOLOGY AND GEOGRAPHY, BOOK 2 – GEOGRAPHY

- 2.1 Commitments and responsibilities of the Editor in chief.
 - 2.1.1 The Editor in chief is responsible for keeping the deadlines for the manuscripts submission and the publishing of the Annual.
 - 2.1.2 The Editor in chief coordinates the work of the members of the Editorial board.
 - 2.1.3 The Editor in chief leads the sessions of the Editorial board.
 - 2.1.4 The Editor in chief approves and signs the protocols of the sessions of the Editorial board.
 - 2.1.5 The Editor in chief sends the articles to the reviewers, accompanied by a declaration about the presence of a conflict of interests with the author or a prejudice about his/her qualities.
- 2.2 Commitments and responsibilities of the Editorial board.
 - 2.2.1 The Editorial board discusses the manuscripts and rejects those that do not comply with the scientific standards of the Annual. Authors, whose manuscripts are rejected, are being informed by a letter.
 - 2.2.2 The Editorial board proposes reviewers of the manuscripts who are experts in their particular fields.
 - 2.2.3 The Editorial board decides upon acceptance or rejection a manuscript, based on the review.
 - 2.2.4 The Editorial board discusses any signals about a breach of the ethical rules.
 - 2.2.5 The Editorial board doesn't have the right to discuss the manuscripts with third parties, besides the reviewers and the authors.

3. COMMITMENTS AND RESPONSIBILITIES OF AUTHORS

- 3.1 General rules.

- 3.1.1 The authors are obliged to present an article that complies with the policy of the Annual and follows the standards for structure and technical requirements.
- 3.1.2 The authors are responsible for originality, scientific contributions and autonomy of their manuscript.
- 3.1.3 The authors are obliged to present their manuscript within the deadline, which is every year at the same time in the end of March.
- 3.1.4 The authors must not present their manuscript to more than one scientific journal.
- 3.1.5 The authors present their article on paper and on a electronic device. The text of the article is separated from the synopsis, the extended abstract (if the article is written in Bulgarian), and the tables and the figures (their particular place in the printed and the electronic version is indicated).
- 3.1.6 The manuscripts and any correspondence, consisting of questions of editorial character, have to be send to the Editorial board or/and the Editor in chief at: godishnik.geography@gmail.com.
- 3.1.7 Manuscripts that do not follow the standards will not be accepted. Manuscripts that are send to the personal e-mail addresses of members of the Editorial board or to the Editor in chief will not be accepted either.

3.2 Requirements for the structure and design of the manuscript.

3.2.1 The authors are advised to use the following standards:

Title. It has to be short, informative and without any abbreviations.

Authors. Names – first and last name, department/institute (in co authorship), e-mail address.

Synopsis. The synopsis is written in English and presents the aim, the methods and the results of the investigation by using no more than 250 words, including key words.

Key words. Up to 7 key words.

Introduction. Explains the purpose of the work and why it is of a current importance.

Methodology. The object of the investigation (includes the up-to-date study of the object, its boundaries, size and other characteristics), the subject of the investigation with its internationally accepted definitions, the method for investigation and the output data are presented here.

Results and discussion. Results are introduced and discussed within this chapter. Tables and graphs must not be repeated in the text.

Conclusion. The main conclusions and implications are presented here.

Acknowledgments. (only if they are present).

References. All used sources are cited, according to the standards of the Annual.

Abstract. The extended abstract is presented in English if the main language of the article is Bulgarian. It has to be no more than one standard typewritten page.

3.2.2 The authors are obliged to send their manuscript by keeping the following requirements:

The manuscript's length has to be no more than 20 pages, including figures and tables. In exceptional cases of presented thorough and comprehensive research, the Editorial board allows manuscripts' size to be up to 30 pages. The manuscripts are prepared in Microsoft Word, Times New Roman, page fields – 30 mm.

- **Title page:** includes title, first and last name of the author/s, address and e-mail. After that, written in English, follow the name/s of the author/s, the full title of the article, abstract and key words, keeping in mind the following requirements:

Title: 12 pt, capital letters, single line spacing 1,0.

Author/s names: 11 pt, capital letters, when there more than one author, the names are ordered by the particular team.

Synopsis: Author's names: 10 pt, Italic; Title of the article: 10 pt, capital letters.

Key words: 10 pt, Italic.

- **Main text:** includes introduction, methodology (aim and tasks, object, subject and methods), results and discussion, if there is one, conclusion and acknowledgements. The new paragraph starts with 1 cm indentation. A blank line stands between each section. These elements are presented in the following order:

Title, methodology, results, conclusion: 12 pt, capital letters, centered.

Text: 12 pt, line spacing 1,5.

- **Figures, tables and phototables:** their place must be pinpointed in the text. Their titles are in Bulgarian and in English, 11 pt. If the article is written only in English, the text is also only in English.

Figures and phototables. The resolution must be high – between 300 and 1200 dpi. The following formats are accepted: tiff, jpg, cdr, eps, ai, obj or xls and they must be presented in the final dimensions, requested from the author. The maximum dimensions are 13×18,5 cm. Photos must be in high resolution and good contrast and arranged optimally. *Every figure and phototable is sent separately.* The titles of the figures and phototables are also send in a separate file, both in Bulgarian and in English.

Tables. They are prepared in Microsoft Word Table, dimensions 13×18,6 cm, without outlining the cells with horizontal and vertical lines. Each table is send *separately* along with its title and remarks under it.

- **References:** It consists of all cited authors, ordered alphabetically, without spacing, 10 pt. The form of citations should conform to general use, as the following examples:

Journal

Hubbard, R. J. 1988. Age and – *Bull. Am. Ass. Petrol. Geol.*, 72, 2, 49–72.

Monography

Allen, P. A., J. R. Allen. 1990. Basin analysis. Oxford, Blackwell Scientific Publication, p. 451.

Book

Bouma, A. H., C. E. Stetling. 1985. Mississippi Fan Gulf of Mexico. – In: Submarine fans and Related Turbidite Systems (Ed. by A. H. Bouma, W. R. Normark and N. G. Barnes), N. Y., Springer Verlag, 451–478.

Note: If the article is written in English, the citation of a reference in Bulgarian is written in Latin: Kanchev, I. 1971. Eastbalkan Tectonic Zone. – In: Tectonics of Bulgaria. Sofia, Technika, 389–407 (in Bulg.). If the article is in Bulgarian, titles in Cyrillic, ordered alphabetically, come in the first place and after them are the titles in Latin. Transliteration follows Bulgarian legislation (State Gazette 19/13.3.2009, 77/01.10.2010, 77/09.10.2012, 68/02.8.2013 <http://lex.bg/en/laws/ldoc/2135623667>).

- **Abstract.**

Title: 12 pt, capital letters, single line spacing 1,0.

Text: the same, as in the main text.

4. COMMITMENTS AND RESPONSIBILITIES OF THE REVIEWERS

4.1 Competence.

- 4.1.1 The reviewer accepts to make a review of a manuscript only if it is in his field of competence.
- 4.1.2 The reviewer assesses the manuscript clearly, competently, with enough arguments, objectively, honestly and responsibly, based on its scientific (academic) value.
- 4.1.3 The reviewer provides assessment about the current importance of the manuscript, its aims and objectives, methodology and instruments, results, conclusions and the extent to which scientific literature is acknowledged.
- 4.1.4 The reviewer provides assessment about the correctness of the citations.

4.2 Confidentiality.

- 4.2.1 The reviewer stands for the principle for confidentiality and does not discuss with third parties any information, concerning the manuscript.

4.3 Conflict of interest and timeliness.

- 4.3.1 The reviewer signs a declaration form about the presence or lack of conflict of interests with the author and the lack of bias about his scientific qualities.
- 4.3.2 The reviewer assesses the manuscript, following the indicators in the reviewer's card and provides arguments about his critical remarks.
- 4.3.3 The reviewer is obliged to provide his expert assessment to the Editor in chief (or the secretary of the Editorial board) within the specified deadline.

5. ETHICAL CODE OF THE ANNUAL OF SOFIA UNIVERSITY “ST. KLIMENT OHRIDSKI”, FACULTY OF GEOLOGY AND GEOGRAPHY, BOOK 2 – GEOGRAPHY

Based on the standards, published in the „Ethical code of the Academic community in Sofia University “St. Kliment Ohridski”, adopted by a decision of the Academic Council – Protocol №5 from 2.03.2016¹, in search for the truth and in coordinance with traditions in European universities and European cultural values, where freedom and dignity of the human personality are at the basis of all, the Editorial board of the Annual of Sofia University „St. Kliment Ohridski“, Faculty of Geology and Geography, Book 2 – Geography, adopted the following ethical rules.

5.1 Ethical commitments of the Editor in chief and the Editorial board.

- 5.1.1 The responsibility for accepting or rejecting a manuscript lies upon the Editor in chief. His duty is to provide a responsible and reasonable approach towards the manuscripts. The Editor in chief, along with the Editorial board, decide who will review the manuscripts. The reviewers cannot be in a lower academic and scientific position than the author/s. Manuscripts can be rejected without being reviewed if the requirements of the Annual are not kept or if there is a discrepancy with the subject of the Annual or if there is any form of plagiarism at present.

¹ https://www.uni-sofia.bg/index.php/bul/universitet_t/administrativna_struktura/etichna_komisiya

- 5.1.2 The Editor in chief and the members of the Editorial board must respect the intellectual property of the author/s. The Editor in chief and the members of the Editorial board cannot give away any information, concerning the manuscripts during the process of reviewing, different from the one that they can share, from the position of editors. If there is a positive review at present, the manuscript will be published in the Annual.
- 5.1.3 If there is a lack of reviewer with appropriate qualities in the disciplines Geography, Tourism and Regional development and policy, an external representative may be contacted if he/she can provide the needed expertise.
- 5.1.4 There can be no dependency, discrimination or pressure, based on ethnicity, gender, religious, political or any other feature between the Editor in chief, the Editorial board, the reviewers and the authors.
- 5.1.5 The Editor in chief and the members of the Editorial board have the right to invite a second or a third reviewer when there is a doubt, concerning the correctness of the assessment of the first reviewer.
- 5.2 Ethical commitments of the authors.
 - 5.2.1 A main obligation of each author is to provide a new investigation of a present interest that is discussed objectively.
 - 5.2.2 Each author has to be aware of the fact that the volume of the Annual is restricted and must be used reasonably and in economical manner.
 - 5.2.3 Each author must cite every publication that is laying in the basis of his article and that will quickly engage the reader to the main hypothesis, which is essential for the understanding in depth of the manuscript.
 - 5.2.4 It is unacceptable to submit a manuscript describing the same study in more than one journal unless a new manuscript is presented, rejected or withdrawn from publishing. It is acceptable to propose a manuscript that represents an extended version of a previous communication, but only if the Editorial board is informed about the case.
 - 5.2.5 The authors are advised to avoid fragmentation of the investigated problem and to aim at interpretation of the whole subject.

The rules and requirements for manuscript acceptance for publishing in the Annual of Sofia University „St. Kliment Ohridski“, Faculty of Geology and Geography, Book 2 – Geography, along with the commitments and responsibilities of the Editorial board and the Ethical Code of the Annual, have been adopted at the session of the Editorial board on 11.04.2017.

DECLARATION

I, the undersigned

Scientific rank, academic position, first and last name

Place of work

Address and office phone number

Accept for expert opinion (review) a manuscript, proposed for publishing in the Annual of Sofia University „St. Kliment Ohridski“, Faculty of Geology and Geography, Book 2 – Geography, Volume № ..., entitled:

.....

 author/s.....

I hereby declare that: I do not possess any investigations that overlap those in the manuscript, subject of the review and do not have any conflict of interests that can obstruct me to accept the manuscript, proposed for publishing in the Annual of Sofia University „St. Kliment Ohridski“, Faculty of Geology and Geography, Book 2 – Geography, Volume №..., for reviewing.

Date:.....

Signature:.....

REVIEW CARD

General Description			
Title			
Author			
Size			
Content Assessment			
Introduction	Is the title informative	Yes	No
	Does the title correspond with the content	Yes	No
	Is the investigation motivated	Yes	No
	Is the current importance of the investigation justified	Yes	No
Methodology	Are the aims and the tasks clearly defined	Yes	No
	Is the object of the investigation clearly defined	Yes	No
	Is the subject of the investigation clearly defined	Yes	No
	Do the applied methods support the aims of the investigation	Yes	No
	Are the applied methods justified	Yes	No
	Are the sources of information mentioned	Yes	No
Results and Discussion	Are the results of the investigation clearly presented	Yes	No
	Do the figures and tables support the results	Yes	No
Conclusion	Does the conclusion reflect the results of the investigation	Yes	No
	Is the contribution of the manuscript to previous investigations indicated	Yes	No
References	Are there any citations that are not present in the references	Yes	No
	Are there any cited authors that are not present in the references	Yes	No
Assessment for Layout and Style			
Style	Does the article use a scientific language	Yes	No
Layout	Are there any deviations from the requirements	Yes	No
Final Judgement and Recommendation to the Editorial Board			

Assessment for contributions	Scientific contribution	Yes	No
	Practical contribution	Yes	No
	Does the manuscript expand previous investigations in the field	Yes	No
Recommendation for the Annual	Accepted with no or few remarks	Yes	No
	The manuscript needs major reworking/rewriting	Yes	No
	Rejected	Yes	No
Notes to the author/s (if there are any)			

Remark: the answers in the electronic version are highlighted.

Sample

ГОДИШНИК НА СОФИЙСКИ УНИВЕРСИТЕТ „СВ. КЛИМЕНТ ОХРИДСКИ“
 ГЕОЛОГО-ГЕОГРАФСКИ ФАКУЛТЕТ
 Книга 2 – ГЕОГРАФИЯ
 Том

ANNUAL OF SOFIA UNIVERSITY “ST. KLIMENT OHRIDSKI”
 FACULTY OF GEOLOGY AND GEOGRAPHY
 Book 2 – GEOGRAPHY
 Volume

STATISTICAL ANALYSIS.....

IVAN IVANOV¹, PETAR PETROV², MARIN MARINOV³

¹ *Department of climatology, hydrology and geomorphology*

² *Institute...*

³ *Department of cartography and GIS*

e-mail (e-mails):

Ivan Ivanov, Petar Petrov, Marin Marinov. STATISTICAL ANALYSIS.....

The paper presents
250 words.

Keywords: GIS,

INTRODUCTION

.....

Table 1

Correlation coefficients between snowfall days/precipitation days (SD/PD) ratio and atmospheric circulation indices

	I	II	III	IV
Temperature	12	10	11	10
Precipitation	72	50	40	45

Global Land Temperature Reconstructions

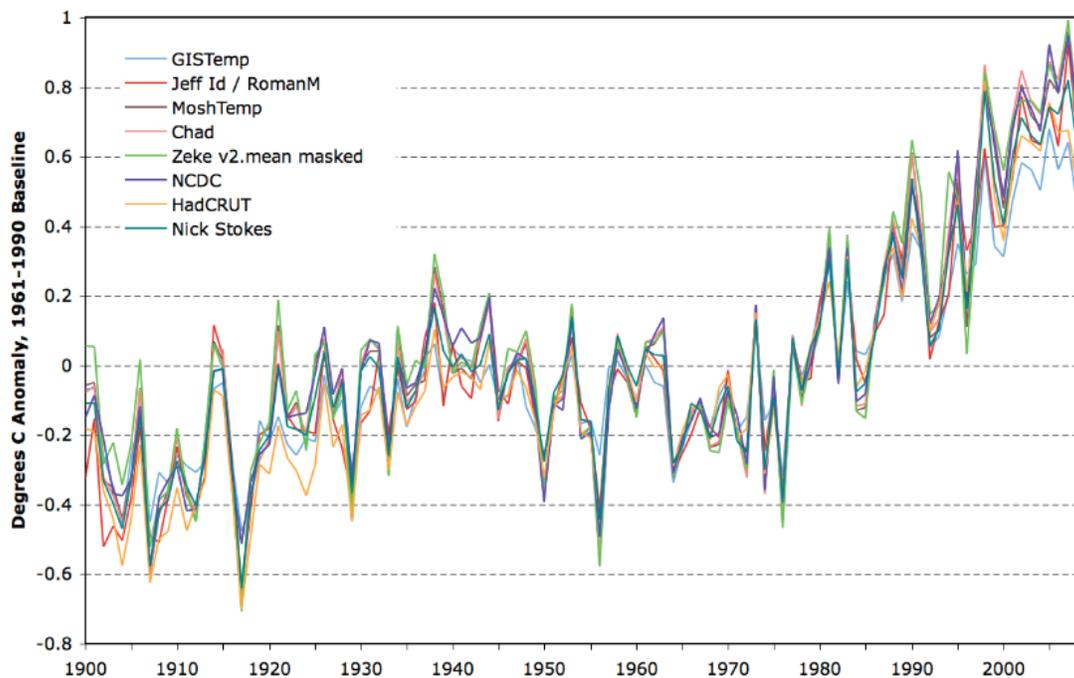


Fig. 1. Monthly air temperature and ratio between snowfall days and precipitation days

Equations have to be written by the use of Microsoft Equation Editor, 11 pt, single line spacing 1,0. All equations have to be numbered in the right hand side of the text line and pointed in the text in concordance with this number. Example:

$$c = c_1 \frac{K_D (T_w^2 - T_D)}{Z}. \quad (1)$$

The pages of the manuscript have to be numbered.

CONCLUSION

REFERENCES

ABSTRACT (IN ENGLISH)