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***SOFIA UNIVERSITY "ST. KLIMENT OHRIDSKI"***

***FACULTY OF THEOLOGY***

**PUBLICATION STANDARD**

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*Citation requirements for papers to be printed in the Journal*

*of the Faculty.*

**Sofia**

**2022**

1. Maximum number of pages for the Journal “Bogoslovska Misǎl” [Theological Thought] is 55 (1.800 characters) and up to 300 for the *Yearbook of the Faculty of Theology*, including tables and illustrative materials.

2. The papers should be written in MS Word (docx) format – latest version. Punctuation marks should be written immediately after the word without space, no more than one space is allowed between words and punctuation marks. Inserting footnotes should be done only with the standard Insert Footnote, while the footnote number in the main text should be placed before the punctuation mark. The text should not be loaded with additional characters and formats. Quotation marks should be written according to the Bulgarian State standard („.......“). It is obligatory to distinguish the hyphen (-), which is used only in grading and in double names or titles, e.g., greater, from the middle hyphen (–) (in all other cases, e.g., XX - XXI c. or [p], 10–14. As the hyphen is spaced before and after.

3. The text should be typed on a standard sheet, A4 format, with 1.5 line spacing, Times New Roman/ MinionPro font size 12 pt and alignment Justified; with 2.5 cm margins at the top, bottom, left and right and 1.25 cm indent of first line of a new paragraph. Footnotes should be 10 pt font size, with common numbering and placed at the bottom of the page. Papers proposed for publication should use the Greek keyboard of Microsoft, which is included in every Microsoft package, along with the Old English fonts cyrillica Ochrid 10U and Cyrillica Bulgarian 10U.

4. The title should be written in capital letters, centered, font style Bold with size 18 pt. The name of the author(s) shall appear also in capital letters, centered, font style Bold and with size of 14 pt, on a blank line above the title. In a footnote is indicated the academic position and institution in upper and lower letters. The title in English should be written on one black line followed by the authors(s)’ name(s) in Latin, in the same style.

5. At the beginning is placed an abstract in English, French or German in one paragraph that should consist 50-100 words in 11 pt fon size.

6. Following the abstract and after one blank line, the key words (5-10) are written in English, French or German in the same font size and and style as the abstract.

 7. Following one blank space the main text of the paper or scholar report is written in font size 12 pt and Justified alignment.

8. The text can contain footnotes, have an internal structure according to the standard requirements for scientific publications, but without hyperlinks to web pages. Indents of a new line should not be made with a tab but with formatting. References used should be cited in the original language of the publication. When citing, the following requirements must be met:

8.1. Citation of a monograph or other original work

The bibliographic description must include: the name of the author, title (subtitle) of the book, place of publication, name of the publisher, year of publication. The author’s name, title and publisher’s details should be separated by a full stop. The place of publication and the name of the publisher are separated by a colon, while the name of the publisher and the year of publication are separated by a comma. The name of the city in which the book has been published must not be abbreviated. For example:

Naidenov, G. Kolektivno upravlenie na avtorskite i srodnite im prava. Sofia: Sibi, 2019, p. 5.

8.2. Citing an article from a Journal

The bibliographic description must contain the name of the author, the title of the article, the name of the journal/periodical, newspaper, issue number, year of publication, pages on which the article is printed (from…to) or specific page cited. The titles of the papers must be in quotation marks and journals are written in italics. The number of the issue is written as No or only the numerical expression of the number is inserted, since it is clear that this the cited issue. The year is placed in brackets and the cited pages follow.

Ribarova, R. „European currency – inflation and hyperinflation“. *Sǎvremenno Pravo*, 3 (2029), 43–79.

8.3. Citation of an article from a collective volume, selected essays, reference work or a part of a larger work (multiauthor book), etc.

Following the title of the paper, a full stop and a middle dash is inserted „–“ and then “In:”. The editor of the collection or reference is cited, with (ed.) and the same applies to papers in Greek language. The title of the volume is written in italics. For example:

Wittgenstein, L. „Tractatus Logico-Philosophicus“. – In: Wittgenstein, L. *The Collected Works.* Oxford: Blackwell Publishers, 1998.

Hralupov, M., I. Karnobatski (ed.), *Theory of Railway Transport*. Sofia: Iztok-Zapad, 1988.

Zelski, K. „Round Body Mechanics“. – In: Hralupov, M., I. Karnobatski (ed.), *Theory of Railway Transport*. Sofia: Iztok-Zapad, 1988.

Multivolume works are cited in the specific volumes that are used according to the citation of collective works.

**When citing an internet publication, give the author’s name, title of the publication, date of publication (if available) internet address (URL). Date of access (day, month, year).**

8.4. In successive (second and subsequent) references to a text already cited “Op. cit.” is written instead of the title. For example: Wittgenstein, L. Op. cit., p. 51. If the same text is cited two or more times in consecutive notes, it is referenced with “Ibidem”. The same is applied to papers written in Greek.

8.5. For consecutive (second and subsequent) references to an already cited text (regardless i fit is a journal article or a book), in case other texts by the same author are cited; the author, part of the the title, a comma and page number are cited:

For example: Sarakinov, G. *Collective management*, p. 5. It is not written “Op. cit.” In addition to the title!

8.6. When the citation of the text does not come from the original but through another work, *apud:…* is written in addition to the title. We explicitly stress that this is not the best practice, given the modern opportunities for information and the availability of sources online. This type of citation should be avoided and used only as a last resort.

8.7. Page references. When citing only one specific page, before the number of the page “p.” is written (e.g. p. 99), the same applies to the papers in Greek. The rule does not apply when more than one consecutive page is cited– in this case before the page numbers “p.” is excluded (for example 1-99). The same applies to contributions in Greek.

9.Sources of ancient and medieval texts are cited without inversion, and are indicated in a special list of abbreviations at the beginning of the publication (that can be also underlined), in which the details of critical edition, if used, of the text are also given, or a standard abbreviation is written according to the general accepted scientific catalogues. For example, the standard of *Clavis Patrum Graecorum* may be used to cite the holy fathers and ecclesiastical writers if no specific critical edition is used.

When the author of the paper is the translator of the quoted text is indicated in parentheses (trans. Svetoslav Ribolov). When quoting text from primary sources or from secondary literature is not separated by quotation marks.

10. The abbreviations of journals used in the paper must be also exported in the list of abbreviations to simplify the footnote citation.[[1]](#footnote-1)

11. A detailed bibliography of the used literature used is appended at the end of the text.

12. Addresses for correspondence should be typed at the end in 11 pt font size and Italic style, giving the author's full name, degrees and titles, position and institution of employment, postal address, telephone and email.

13. At the end of your text, attach a list of all material which you have consulted in preparing your work.

1. The editors will provide a list of abbreviations of frequently used periodicals and reference works according to the scientific field. [↑](#footnote-ref-1)