

REQUIREMENTS FOR TECHNICAL LAYOUT OF THE PAPERS

1. General requirements

The papers should be submitted in a final form for publishing.

They should be presented in the official languages of “TechSys 2011”.

The papers must be written using Microsoft Word 2000, XP, 2003, 2007 or 2010. The articles should be sent in **RTF** and **PDF** format (compatible with Adobe Acrobat 6 or above), as the files should not be locked.

The fonts used in the documents in RTF and PDF formats should be embedded.

Number of pages: not more than 6 (six). It is recommended that the paper ends up on an even page.

For representing equations regardless of the software version of Microsoft Word, Microsoft Equation Editor 3.x or MathType should be applied.

Transfer of syllables is not allowed.

Footnotes are not permitted.

For articles by foreign authors specified standards in the respective country can be applied.

2. Requirements towards content

Each paper contains:

- header;
- title of the paper in English;
- the names of the authors in English;
- abstract in English;
- keywords;
- title of the paper in Bulgarian;
- introduction;
- statement (body text);
- results;
- conclusion;
- thanks (not mandatory);
- bibliographic references;
- enclosures (not mandatory);
- address of the employer, e-mail for each of the authors (if the address of the employer is one and the same for some of the authors, it is written down only once).

The title, names of the authors and the abstract should be presented in English (if the paper is in English, the title in Bulgarian should not be noted down)

For keywords there can be used those in the official languages of TechSys 2011.

3. Requirements towards the layout

3.1. Setting up the page

- format A4 (portrait);
- margins: top – 20 mm; bottom – 20 mm; left – 25 mm; right – 15 mm;
- Mirror margins should be used for multiple pages;
- number of pages should not be inserted in the paper.

3.2. Style and formatting. Font name and size

Times New Roman should be applied all over the text with the corresponding parameters depending on the style.

Styles

Styles are in conformity with the pointed out document template - **TECHSYS_2011_BG_DOT.dot** for the papers in Bulgarian and **TECHSYS_2011_EN_DOT.dot** – for those in English.

In order to see only the styles used in the paper, formatting in use option should be selected in Show in Styles and Formatting section.

Spacing

Line spacing must be according to the style applied.

The spacing between different components (title, name of authors, abstract, etc.) should be set according to the template.

One line spacing is at symbols' height: 11pt

For the remaining cases the requirements are as follows:

- the statement (body text), conclusion, thanks, bibliographic references, addresses and enclosures should be in two columns with a distance between them of 7 mm (column width - 81,5 mm);
- before the title of each new point (section) one line spacing should be left, and immediately after the title a distance of 6pt should be set;
- before and after the equations there should be one line spacing;

- before and after the figures and their explanation there must be one line spacing;
- the distance between different bibliographic references must be 6pt.

Figures, tables and equations

Figures, tables and equations should have the width of one column out of the text or less.

Bibliographic references

The bibliographic references cited in the text should be marked by their numbers in square brackets.

The list is set apart at the end of the body text under the heading of REFERENCES

Numbering of the bibliographic sources in the general bibliography, that is placed at the end of the paper should be done by alphabetical order, firstly in Bulgarian and after that in Latin.

The outline of arranging different elements should be the following:

1. Family name, first name of the author 2. Title of the article 3. Publisher 4. Place of publishing 5. Year of publishing

When the authors are more than one, the second one and the next are separated by commas in sequence with their first name (it could be abbreviated) and family name (mandatory in full).

Example:

3. Kemp, T., A. Mikus. Netscape Communicator. „*Interface -Bulgaria*” Co. December 1997.

If the source (law, regulation, etc.) does not have an explicit author, the same order follows but it begins with the title.

Example:

5. Law for Higher Education. State Newspaper issue 66 of 23.07.1999.

As far as an article in a magazine is concerned, the arrangement is:

1. Family name, first name (of the author) 2. Title of the paper 3. Name of the magazine 4. Issue number 5. Year of publishing 6. Publisher 7. Place of publishing 8. Pages of the beginning and end of the paper

Example:

6. Ferdinandov, E., Z.Mitsev. Lidar System for Chart-Making of Space Distribution of Atmospheric Aerosol – *Electrical Engineering and Electronics. Issue 1, 2001* . „*Novi znania*”. pp. 26-35.

For articles in digests - after the title it is designated the name of the digest, after which the rest of its parameters are set out.

For example:

9. WOBIG Karl, Enrich Kochl. *Fail-safe Microcomputer System for Railway Signaling.* IEEE Conference „*Railway in the Electronic AGE*”, London, 1998, p 17-20.

In computer processed texts additional extras can be applied: (**Bold, Italic, Expanded**), that can be seen from the given example.

In bibliographic citing only references referred to are listed.

The papers that do not comply to the requirements will be send back to the authors for amendment.