

HUTORSKOI, A., 1999. Evristicheskij tip obrazovaniya: rezultaty nauchno-prakticheskogo issledovaniya. *Pedagogika-Pedagogy*, vol. 52, no. 7, pp. 15 – 22 [In Russian]. ISSN 1314-8540.

Когато авторите на дадена статия са повече от трима, допустимо е в списъка с източниците авторският състав да бъде описан в съкратен вариант с използване на съкр. et al., както следва:

NICHOLS, P.; TWING, J.; MUELLER, C.D. & O'MALLEY, K., 2010. Standard-setting methods as measurement processes. *Educational Measurement: Issues & Practice*, vol. 29, no. 1, pp. 14 – 24. ISSN 1714-5541.

или като:

NICHOLS, P., et al., 2010. Standard-setting methods as measurement processes. *Educational Measurement: Issues & Practice*, vol. 29, no. 1, pp. 14 – 24. ISSN 1714-5541.

Такъв източник се посочва в основния текст като (Nichols, Twing, Mueller & O'Malley 2010) или като (Nichols et al. 2010) – в зависимост от начина на записване в списъка с цитирана литература.

Книги

При книгите, за разлика от статиите на списанията, с наклонен шрифт се пише заглавието на книгата. Авторът на ръкописа посочва също името на града, на издателя на книгата и ISBN, ако книгата има такъв.

ATKIN, J.M.; BLACK, P. & COFFEY, J., 2001. *Classroom assessment and the national science education standards*. Washington: National Academies Press. ISBN 978-0-17-966137-9.

MERION, D.B., 1975. *Physics and physical world*. Moscow: Mir. ISBN 978-1-13-967137-7.

Книгите, които в оригинал са публикувани на кирилица, се представят по следния начин:

ЛИТЕРАТУРА

КАНТ, И., 1992. *Критика на чистия разум*. София: БАН. ISBN 978-0-11-966139-2.

REFERENCES

KANT, I., 1992. *Kritika na chistiya razum*. Sofia: BAN [in Bulgarian]. ISBN 978-0-11-966139-2.

Такъв източник се цитира в основния текст като (Kant 1992).

Когато авторът е неизвестен, то описанието се извършва по следния начин:

ANONYMOUS, 2021. *Kritika na porochnata praktika*. Plovdiv: PAN [in Bulgarian]. ISBN 978-7-13-366333-3.

Книги/сборници с редактор

Както е посочено в примера по-долу, само заглавието на цитираната книга/сборник се дава с наклонен шрифт, след което се посочват цитираните страници.

CARMAN, T., 2005. On the Inescapability of Phenomenology. In: D.W. SMITH & A. L. THOMASSON (Eds.). *Phenomenology and Philosophy of Mind*, pp. 67-89. Oxford: Clarendon Press. ISBN 978-0-19-966135-0. Available from: EBSCOhost. [paywall].

ДОНЕВ, Г., 2004. Феноменологична десубстанциализация на мисленето. В: КАНАВРОВ, В. & ДОНЕВ, Г. (ред). *Кант и диалогът на традициите*, с. 51-60. Благоевград: Неофит Рилски. ISBN 978-0-19-966175-2.

В рубриката „Използвана литература“ (references) може да се посочват документи със статус на ръкопис. Например дисертацията се описва по следния начин:

ДОДОВ, Иван. *Автоматизация на процесите на настройка на станциите при ремонт*. Дисертация. Кардам: Виртуален институт, 2016. Available from:

<https://www.kardam.com/daily-news/2016/12/11/1576104511>. [Viewed 2019-3-11].

В рубриката „Бележки“ (Notes) може да се посочват документи от архиви и артефакти от музейни колекции, както следва:

Описание на цитиране на искиви данни от архив на български език:

ЛУДГОРОВ, Русин [подполковник]. 13.10.1913 г. *Заповед по Флота №33*. Заповед. In: Фонд на Флота на Негово Величество. Ф. 1027, оп. 1, а.е. 13, л. 12 – 13. At: ДВИА, Велико Търново. Digital surrogate available from: <https://www.navy.com/lwAR0iWaVNDfIx0YNl8ip>. [Viewed 2019-3-11].

Описание на цитиране на искиви данни от архив на английски език:

IVANOV, I. [governor]. 13.1.1903. *Letter to Pyotr Stolipin*. In: Stolipin found. F. 166, op. 8, spr. 290, pp. 1 – 3. At: Central State Archive of the highest authorities and administration of Ukraine, Kyiv [TsDAVOU of Ukraine].

Описание на документ на български език, на който авторът е неизвестен:

АНОНИМЕН. 24.01.1979. *Изложение* [до анонимен офицер на МВР]. Писмо. In: Анонимен фонд на МВР. Ф. 1101, ап. 3, а.е. 17, л. 1-2. At: Централен държавен архив [ЦДА].

ANONYMOUS. N/a. *The Worker ghetto in the morning*. Photograph. Atelier "Papazyan". Dimensions: 341 x 185 mm. In: Photographic fund, no. 583/6, inventory number I-2040/30. At: Historical Museum – Omurtag [HM – Omurtag].

В последния пример с обозначението **п/а** е посочено как се препоръчва да бъде описанието, когато няма сведения за датировката на фотографията.

Ако името на автора е известно, но не е отразено върху документа, то името се изписва в средни скоби: [GOGOV, Gibi]. *The Worker ghetto in the morning*. Photograph. Atelier "Papazyan". Dimensions: 341 x 185 mm. In: Photographic fund, no. 583/6, inventory number I-2040/30. At: Historical Museum – Omurtag [HM – Omurtag].

[ГОГОВ, Гибя]. *Работническото гетосутринта*. Фотография. Ателие „Папазян“. Размери: 34,1 x 18,5 см. In: Фотографски фонд, вх. № 57/2, инв. № P-1041/55. At: Исторически музей – Омуртаг [ИМО].

Описание на документи, издадени от организация:

КОМИТЕТ ЗА ЗДРАВЕ И ДЪЛГОЛЕТИЕ. 1949-4-21/1949-4-23. Програма на среща на Комитет за здраве и дълголетие. In: *Документи на Давид Чаков*. Частен фонд на семейство Чакови. Ф. 13337К, оп. 2, а.е. 33, л. 21-22. At: Държавен архив – Варна [ДА – Варна].

БЪЛГАРСКИ МОРСКИ НАРОДЕН СЪЮЗ. 1923-3-12. *Покана за конференция*. In: №2322, ед. л. At: Военноморски музей – Варна [BMM – Варна].

Описание на документ с посочване на размерите:

КИРОВ, Атанас. 1932-07-12. *Майсторско свидетелство № 799, издадено от Практическото рибарско училище в гр. Созопол*. Печатна хартиена бланка с апликирана униформена снимка на завършилия ученик. Шестобална система за оценяване. Размери: 541 x 385 мм. In: Основен фонд, вх. № 583/6, инв. № I-2040/30, ед. л. At: Военноморски музей – Варна [BMM – Варна].

Описание на Артефакт:

ГОГОВ, Огюст (скулптор). *Ваза на победителите*. Скулптура. Мрамор. Размери: 779 x 541 x 385 мм. КОРЕВ, Алберт (дизайнер). Около 1979 г. At: Регионален исторически музей, Пловдив. Музеен № 13-2377.

За всички останали случаи, неописани в указанията, авторите са длъжни да направят справка в BDS ISO 690-2021 стандарта и да следват неговите указания при цитиранията.

Коректури

(12) Преди отпечатване на одобрените ръкописи авторите получават коректури на своите статии, които трябва да върнат в редакцията в срок от една седмица. На този етап от подготовката на ръкописа не се допускат значими промени в текста.

Отпечатъци

(13) Публикуването се обявява на авторите с писмо, което съдържа .pdf файл на статията. Правата върху публикувания текст са собственост на списанието. Полученият .pdf файл не следва да се разпространява свободно, включително и чрез академични и социални мрежи за споделяне на резултати от научни изследвания (напр. ResearchGate.net и Academia.edu).

(14) В академични и социални мрежи за споделяне на резултати от научни изследвания авторът споделя ръкописа във варианта, в който е подаден първоначално към списанието за разглеждане. Ако текстът бъде приет, след публикуването му авторът добавя в споделения ръкопис име, годишен том и брой на списанието, в който е отпечатан.

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GUIDE FOR AUTHORS

The Author's Guidelines are prepared following the Journal's policy to present to the maximum extent all published manuscripts in international scientific databases. The Guidelines are in accordance with INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO). ISO 690: 2021(E), *Information and documentation — Guidelines for bibliographic references and citations to information resources*.

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Istoriya-History Journal considers manuscripts submitted solely to it.

When sending a manuscript to the Journal, the Author explicitly declares that the manuscript is not already submitted or under consideration for publication elsewhere.

By submitting a manuscript, the Author agrees to follow the Guidelines, requirements and ethical principles for scientific research publishing. The latter's violation will be considered a refusal of cooperation between the Author and the Journal in future.

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Manuscripts should be prepared using a standard word processing program. All appendixes in the form of graphs, tables or illustrations should be suitable for reading and editing with programs commonly used for such purposes.

The Journal does not encourage the detailed presentation of commonly known theoretical concepts available in other sources. The Journal reserves the right not to publish manuscripts in which the similarity level exceeds 20%.

The Journal does not encourage the citation of literature that is not relevant to the manuscript's topic; literature that includes non-textual references or self-citations.

The author is encouraged to have a personal profile as a scientist (e.g. in Researcher ID/WoS, Scopus, ORCID) through which to present his activity and texts to the international scientific community. The personal ID number is indicated on the author's business card.

Decision whether the manuscript will be published or not will be taken according to the reviewers' recommendations.

Manuscript should be deemed accepted for publication when the author receives a letter of confirmation within six months, starting from the manuscript's submission date. If a confirmation letter is not received within the stated period, the author has the right to withdraw the manuscript in written form. The Journal does not make an explicit commitment to inform an author whose manuscript is considered rejected.

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General guidelines

(1) Manuscripts may be submitted in Bulgarian or in English depending on the author's opinion or on the reviewers recommendation.

(2) Recommended manuscript size – up to 25,000 characters for a research article and up to 15,000 characters for a book review (along with the spacing between words). There are no text formatting requirements for font type and size.

(3) It is not recommended to specifically format the text itself with regard to tabs, bullets and other similar symbols. Tabs should be used for table layout only.

(4) Manuscripts should be compiled in the following order: title of the paper (without any abbreviations); names of the authors with their scientific degree, academic position and institution; abstract outlining the novelty and results of the study; 3 – 6 keywords; full text; acknowledgments (if any); appendixes (as appropriate); notes; references; full business card of the author(s) – academic position, affiliation, personal ID in scientific databases; postal address, e-mail address.

(5) The abstract should indicate the research goal and methodology, and to outline the research novelty and results. The abstract should correspond to the title, keywords and main text of the study. Recommended abstract volume – 150 words.

(6) Figures (Illustrations) and their captions should be presented simultaneously with the text and also separately in a new file. If the volume of a figure is not suitable for inserting, its position should be indicated in the text clearly – Fig. 1, Fig. 2, etc.

(7) Tables and their captions should be presented simultaneously with the text and separately in a new file. If the volume of a table is not suitable for inserting, its position should be indicated in the text clearly – Table 1, Table 2, etc. Tables are used for presenting quantities or variables. Plain text tables are not encouraged as they cause troubles in the pre-print and printing process.

Notes and References

(8) Acknowledgments, cited archival sources and notes at the end of the text are written only in the language of the main text of the manuscript.

(9) The references should be cited in Roman script. If there are sources in Cyrillic script, they (authors, titles and sources) should be presented in Roman script – with translation or by transliteration. In such case, the original language is pointed at the end of reference in square brackets.

(10) The list of references should include sources that can be checked easily by the referees and by the readers as well. The marginal sources without broad visibility should not be included in the list of references. Nevertheless, if such sources are necessary to be cited, they should appear in the list of notes, together with additional explanations or marginal sources for which it is considered that their presence in the main text would burden it unnecessarily. The position of notes within the text should be marked by Arabic numerals as superscripts.

(11) The cited literature should be presented in the list of references in accordance with ISO 690-2021 (Harvard System).

Some examples:Journal article:

The reference includes: author's name, year of publication, article's title, journal's name (in Italics), volume (in Bold), issue (in brackets), pages, journal ISSN (if any).

ZLATEVA, A., 2019. Reflecting the Level of Social Adaptation in the Drawings of Children Aged 6 – 7. *Pedagogika-Pedagogy*, vol. 91, no. 5, pp. 687-695. ISSN 1314-8540.

Such a source is cited in the text as: (Zlateva 2019). If it is necessary to indicate a specific page (e.g. p. 689), it is indicated as follows: (Zlateva 2019, p. 689).

Online periodicals article:

The article source (accessible web address or DOI) should be placed at the end of the cited source.

LASQUETY-REYES, J. A., 2019. Towards Computer Simulations of Virtue Ethics. *Open Philosophy* [online], vol. 2, no. 1, pp. 399 – 413. [viewed 15 April 2021]. DOI 10.1515/opphil-2019-0029.

Have in mind, that:

- When the article is published in a journal, the journal's name is written in italics.
- When citing *Istoriya-History*, it is necessary to indicate the annual volume and the issue of the journal.
- If the source is in a language, different than the body text one, then the original language should be pointed in square brackets at the end as follows:

STEFANOV, A., 2020. Kant i razvitiето na geometriata. *Filosofiya-Philosophy*, vol. 29, no. 1, pp. 31 – 38 [in Bulgarian]. ISSN 0861–6302.

HUTORSKOJ, A., 1999. Evristicheskiј tip obrazovaniya: rezul'taty nauchno-prakticheskogo issledovaniya. *Pedagogika-Pedagogy*, vol. 52, no. 7, pp. 15 – 22 [in Russian]. ISSN 1314-8540.

When there are more than three authors, the usage of the abbreviation et al. is also acceptable, as follows:

NICHOLS, P.; TWING, J.; MUELLER, C.D. & O'MALLEY, K., 2010. Standard-setting methods as measurement processes. *Educational Measurement: Issues & Practice*, vol. 29, no. 1, pp. 14 – 24. ISSN 1714-5541. or as:

NICHOLS, P., et al., 2010. Standard-setting methods as measurement processes. *Educational Measurement: Issues & Practice*, vol. 29, no. 1, pp. 14 – 24. ISSN 1714-5541.

Such source is cited in the text as: (Nichols, Twing, Mueller & O'Malley 2010), or as (Nichols et al. 2010) – depending on the way it is stated in the reference list.

Books

In books, the title of the book is written in italics. The author of the manuscript also mentions the city and the publisher of the book.

ATKIN, J.M.; BLACK, P. & COFFEY, J., 2001. *Classroom assessment and the national science education standards*. Washington: National Academies Press. ISBN 978-0-17-966137-9.

MERION, D.B., 1975. *Physics and physical world*. Moscow: Mir. ISBN 978-1-13-967137-7.

When there is an anonymous author, it is mentioned as:

ANONYMOUS, 2021. *Kritika na porochnata praktika*. Plovdiv: PAN. ISBN 978-7-13-366333-3.

Edited Books

As shown in the example below, only the title of the cited book / collection is given in italics, after which are indicated the quoted pages.

CARMAN, T., 2005. On the Inescapability of Phenomenology. In: D.W. SMITH & A. L. THOMASSON (Eds.). *Phenomenology and Philosophy of Mind*, pp. 67 – 89. Oxford: Clarendon Press. ISBN 978-0-19-966135-0. Available from: EBSCOhost. [paywall].

Documents with manuscript status can be listed in the Notes section. For example, a dissertation is described as follows:

DODOV, Ivan. *Automation of station setup processes in repair*. Dissertation. Kardam: Virtual Institute, 2016. Available from: <https://www.kardam.com/daily-news/2016/12/11/1576104511>. [Accessed 2019-3-11].

Under the same section are listed documents from archives and artifacts from museum collections - as follows:

Description of citation of claim data from an archive in English language:

IVANOV, I. [governor]. 13.1.1903. *Letter to Pyotr Stolipin*. In: Stolipin found. F. 166, op. 8, spr. 290, pp. 1 – 3. At: Central State Archive of the highest authorities and administration of Ukraine, Kyiv [TsDAVOU of Ukraine].

Description of document with an anonymous author:

ANONYMOUS. N/a. *The Worker ghetto in the morning*. Photograph. Atelier “Papazyan”. Dimensions: 341 x 185 mm. In: Photographic fund, no. 583/6, inventory number I-2040/30. At: Historical Museum – Omurtag [HM – Omurtag].

In the example, the designation **n/a** shows the recommendation of the description in case there is no information about the dating of the photograph.

If the name of the author is known, but is not reflected on the document, the name is written in square brackets:

[GOGOV, Gibi]. *The Worker ghetto in the morning*. Photograph. Atelier “Papazyan”. Dimensions: 341 x 185 mm. In: Photographic fund, no. 583/6, inventory number I-2040/30. At: Historical Museum – Omurtag [HM – Omurtag].

Description of documents issued by an organization:

HEALTH COMMITTEE. 1949-4-21/1949-4-23. *Meeting Program on the Health Committee*. In: Documents of David Chakov. Private Fund of Chakov Family. F. 13337K, inv. 2, a.u. 33, l. 21-22. At: State Archive - Varna [SA - Varna].

Description of document indicating the dimensions:

KIROV, A. 1932-07-12. *Master's certificate No. 799 issued by the Practical Fishing School in the town of Sozopol*. Printed paper form with pasted uniform photograph of the graduate. Six-point grading system. Dimensions: 541 x 385 mm. In: Main Fund, museum no. 583/6, inv. no. I- 2040/30. At: Naval Museum - Varna [NM-Varna].

Artifact description:

GOGOV, Auguste (sculptor). *Vase of the victors*. Sculpture. Marble. Dimensions: 779 x 541 x 385 mm. KOREV, Albert (designer). Around 1979. At: Regional Historical Museum – Plovdiv. Museum No. 13-2377.

For all other cases not described in the guidelines, authors are required to consult the ISO 690-2021 and follow its instructions in citations.

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(12) Before publishing the authors will have the opportunity to check the proof of their paper. The proof should be corrected and returned to the Editor within a week. Major alterations to the text cannot be accepted.

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(13) The article publication is announced to the authors with an email containing a .pdf file of the article. The copyrights of the published article are property of this journal. The final .pdf file sent to the author should not be freely distributed; the latter includes academic and social networking sites (e.g. ResearchGate.net and Academia.edu).

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