**Form N1 –** **Structure of the Paper**

Full Title of the Paper

**First Author: Name, Surname** *Educational Programme and the Faculty of BSU including the Level of Educational Programme;
 E-mail:* --------------------------

**Second Author: Name, Surname***Educational Programme and the Faculty of BSU including the Level of Educational Programme;
Supervisor:*  Name, Surname, academic Position;

**The Following Parameters have to be applied when formatting the paper:**

1. The Title of the research paper should be centered(font size -16) (the word “Topic” should not stand next to the title, neither is the title given in quotation);
2. Name (s) and surname (s) of the authors shall be written below the title of the research, on the right side (font size-12);
3. The name of the University, Faculty and the Educational programme including the level (font size-10) should be written on the right side below the name (s) and surname (s) of the author (s);
4. Contact details (font size-10) should be given on the right side below the University, Faculty and the Educational Programme name;
5. The name, surname, academic degree and the academic position of the supervisor are given on the right side below the contact details (in case of the academic staff from other the university the university name should be given too) (font size-10);
6. Page numbers (Arabic numerals ) stand from the page of the header;

Abstract

The Abstract shall reflect the theme and problem, research method, objective (s), main findings, etc. of the research. The Length should not exceed 200 words.

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Key words: \_\_\_\_\_\_\_ , \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_, \_\_\_\_\_\_\_ (no more than 4 words).

 **The following parameters should be followed when formatting the Abstract:**

●Font - Sylfaen.

●Shape and size of the font: Title-14; bold and non-italics; the text of the Abstract -12 and non-italics;

●Margins: left-3 cm, right-1,5 cm, top-2, 5 cm, bottom-2,5 cm;

●No indentions for margins on the both sides;

●Space between the lines-1, 5 interval;

●Space between the Title and the text -2 lines;

Introduction

The Introduction is the general overview of the main issues of the research where the actuality of the topic, the objectives, tasks and other aspects, in accordance with the specifics of the research, should be outlined.

**Main Body**

This part of the research should include the main theme and the issues of the research. The Main Body of the research can be comprised of Sections and Sub-sections. The Main Body may also include some illustrations (tables, graphs, photos, etc.), however the small amount of these would be preferable. The illustration should have a title as well as be accompanied by the note that should be placed below the illustration. In case the illustration is of a special format file (JPEG or other), it must be presented as an annex (the length of the annex should not exceed 5 pages).

**Conclusion**

The Conclusion of the research should give the summary of the issues stated and demonstrated before, the obstacles of the research process and the definition of the new ideas/recommendations.

**Literature/Bibliography**

The paper should enclose the list of the literature including the sources used in the research.

For references and bibliography please follow the “N 110 Decree of the BSU Academic Board, dated 30 November 2017 on Approving the Rule of Citation and References”. The violation of the Rule is considered as plagiarism and is the subject to stopping the student status.

**When setting the text of the paper please consider the following details:**

1. The text should be typed on standard A4 paper;
2. Font-Sylfaen;
3. Font size-12;
4. Sections/paragraphs: the first level tile-14, bold and non-italics; the second level title-12, bold and italics; the third level title-12 and italics;
5. Footnote font size-10;
6. Space between the lines-1, 5 interval;
7. Space between the Title and the Text-2 lines;
8. Text margins: left-3 cm, right-1.5 cm, top-2,5 cm, bottom 2, 5 cm;
9. Length of the paper-is based on the specifics of the field, however should be max. 10 and min. 5 pages;
10. The pages of the article are numbered with Arabic numerals (1,2,3,4, etc).