

## Guide for Authors

### General requirements

For authors, the publication of up to **three** publications alone or in co-authorship is **free**.

The manuscripts of scientific papers are presented (based on Template for manuscripts) in electronic form by e-mail, in .DOC format, to the editor of the editorial board (NBU, k2, office 609, tel.: 02 8110609, email: ytelecom@nbu.bg).

### Schedule of issuance and deadlines:

- For handing over the manuscripts to the Editorial Board: currently, but not later than **31 August** of the current year.
- Review period - up to **1 month**.
- After receiving the notes of the reviewer and the editor and their removal, the author shall send the corrected manuscript in the editorial board at **ten days** within the following address: ytelecom@nbu.bg.
- The inclusion of publications in the Yearbook ends **at the end of August** each year.

### Specific requirements

#### 1. Imprint (reprint)

The published article includes the full bibliographic description of the source - title of the publication, e-mail address, ISSN, year, volume, home page. This allows the author to use the article in pdf format as a complete reprint.

#### 2. Movement of manuscripts

The published article notes the movement of the manuscript - the date of receipt, the date of the received review, the date of acceptance for publication.

#### 3. Summary

The abstract of the article is prepared in a responsible manner, in accordance with its publication and in the secondary literary source where the Yearbook is accepted for referral.

The abstract shows the originator's claim for an original scientific result - what it is, how it has been obtained, and by what means and arguments the data obtained is interpreted (it is not acceptable to repeat passages from the introduction and the conclusion of the article).

The summary is also prepared in English.

#### 4. Keywords to the article

Prepare keywords directly related to the topic of the article.

Keywords are also mandatory in English.

#### 5. Language of the article

There is no requirement that the main text of the articles of the Yearbook be in English. The articles can be in Bulgarian, English or Russian.

#### 6. Volume of the proposed manuscript

Acceptable volume of the suggested manuscript can be between 4 and 12 pages in total, including summaries and figures. Pages of the manuscript are not numbered.

Envisaged separate special editions of the Yearbook, including manuscripts larger volume.

#### 7. Quoting literary sources and arranging them in a Literature / Sources List

- a) The list of the main literature is recommended to contain literary sources (books and magazines) included in the reference editions.
- b) For the presentation of the literary sources in the References list and their citation in the text of the article is a digital system, i.e. the literary sources quoted in the text are numbered in the order of their occurrence (with Arabic numerals in square brackets), and in the same order, these sources are recorded in the list of main literature with their full bibliographic data. The bibliographic description is in accordance with the standard. The literary sources of Cyrillic must be presented transcribed in Latin.
- c) The use of another system (or mixing with another system) for the presentation of literary sources as well as incomplete bibliographic data of the cited sources is not allowed.
- d) Sources other than the main literature (marginal sources - not present in the world's scientific databases), internet sources (pdf only) and additional explanations or information (judged as unnecessarily burdening the body of the article) are included in the "Notes" at the end of the article - before the "References" section. Their citation is with consecutive Arabic numerals, such as superscript and closing circular bracket, or footnote, which is not recommended.

### **8. Conditions for the acceptance of manuscripts**

- a) Articles that are not designed according to current technical requirements or do not possess the necessary qualities of reasonably and factually sound scientific research will not be published for which the authors will be notified.
  - b) Works that copy lightly published research objects work with a compilation character, with insufficiently substantiated statements, and works that are unreadable, are not accepted.
  - c) The use of the subject-critical analysis-problem-goal-task-scheme (the absence of such a scheme can materially influence the reviewers' judgment) is recommended when formulating manuscripts.
- It is recommended that the author, based on a critical review of the literature on the topic chosen, identify and point out the existence of existing problems that require further research on the issue. Based on the critical literature analysis of the chosen topic, i.e. on the background of the existing one can be highlighted the new one, which is connected with the author's name. Surface scanning of the Internet is not recommended.

### **9. Statement by the authors**

By sending a manuscript, the authors declare that:

- the manuscript has not been published or made available for publication in other journals or forums;
- are familiar with the publication requirements and the manuscript is prepared according to the Yearbook Review Policy;
- agree to the terms of Copyright.

### **10. Copyrights**

Authors who publish in this edition is agree to the following terms:

1. Authors retain copyright and give the publication the right to a first publication under the terms of the Creative Commons Attribution License (<https://creativecommons.org/licenses/by/2.0/>), which allows for the sharing of the manuscript authorship and initial publication in this edition.
2. Authors may enter into additional contractual arrangements for non-exclusive distribution of the published version of the manuscript sent in this publication (for example, uploading to an institutional repository or publishing in a book), provided they cite the original publication in that publication.

### **11. Evaluation of the content of manuscripts received:**

In order to evaluate the content of the manuscripts received, a Board of Reviewers has been set up at Yearbook, which is periodically updated through a Call for Reviewers distributed among the experts deemed appropriate (at least with a doctorate). Candidates for reviewers in their application forms outline the limits of their scientific competence within the selected scientific areas.

The evaluation of the content of the received manuscripts is done through the "Blind Peer-Review" system by anonymous and independent reviewers (at least two) specified for each of the articles in an editorial board protocol within each volume.

The submitted manuscripts, for review, are submitted without information about the author (s).

Each reviewer chooses one of the possible recommendations:

- Publish without change;
- to be published after revision - the reviewer presents specific and detailed remarks to which the author should respond and revise the manuscript in accordance with the recommendations made;
- Not to be published - if the Yearbook is not suitable for such a publication or if the manuscript does not contain well-grounded results.

**Editorial Board**