**TITLE OF THE PAPER (Bold 14 pt, centered, all caps)**

Academic position, academic degree, name and surname of the Author (Times New Roman, Bold, Italic 12 pt., center)

University/organization (Times New Roman, Bold, Italic 12 pt., center)

**Abstract:** content of abstract (Times New Roman, 11 pt., Line Spacing: Single, Justified)

**Key words:** up to five key words (Times New Roman, 11 pt., Font style: Italic, Line Spacing: Single, Justified)

**Introduction** (Times New Roman, Bold 12 pt., centered)

Content of introduction (Times New Roman, 12 pt., Line Spacing: 1.5, Justified).

**Main body** (Times New Roman, 12 pt., Line Spacing: 1.5, Bold, Left aligned)

Content of first paragraph (Times New Roman, 12 pt., Line Spacing: 1.5, Justified). Description of sources and citation according to APA Style (Балабанова, 2004) (Димитрова, 2017, стр. 127-137). Footnotes[[1]](#footnote-1) - according to standard, numbers 1 to ‘n’ (Times New Roman, 10 pt., Font style: Footnote Text, Alignment: Justified).

*Table 1*

*Title of Table* (Times New Roman, 12 pt., Italic, Right aligned)

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*Source:* (Times New Roman, 11 pt., Italic, Left aligned)

*Figure 1. Name of figure* (Times New Roman, 12 pt., Italic, centered)

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**Conclusion** (Times New Roman, 12 pt., Bold, centered)

Content of conclusion (Times New Roman, 12 pt., Line Spacing: 1.5, Justified).

**References** (Times New Roman, 12 pt., Line Spacing: Single, Justified)**.**

For bibliographic citation of information sources APA Style (American Psychological Association) must be used. The list of sources cited must be given below the main text without numbering. Arrangement is in alphabetical order according to authors’ surnames, first in Cyrillic afterwards in Latin and other scripts. Under each cited source in Cyrillic, the said source should be presented according to the Law of Transliteration. In designing the list of cited sources, the following models (formats) are to be used:

1. **For a book / student’s book:**

**By one author:**

Griffin, R. (2017) Management, 12 ed., CENGAGE Learning, Boston

**By two and more authors:**

Chandler, D. & Werther W. (2019). Strategic Corporate Social Responsibility. Stakeholders, Globalization, and Sustainable Value Creation. Third ed. SAGE, 2014

1. **For an article:**

**By one author:**

Drucker, P. (1984) The New Meaning of Corporate Social Responsibility. California Management Review, 26(2): 53-63

**By two or more authors:**

Андреева, А., & Игнатова, И. (2013). Закон за развитието на академичния състав в Република България (ЗРАСРБ) - действие и проблематика. Известия на Съюза на учените - Варна. Серия "Хуманитарни науки" (1), стр. 43-46.

(Andreeva, A., & Ignatova, I. (2013). Zakon za razvitieto na akademichnia sastav v Republika Bulgaria (ZRASRB) - deystvie i problematika. Izvestia na Sayuza na uchenite - Varna. Seria "Humanitarni nauki" (1), str. 43-46.)

Casciaro, T., Edmondson, A., & Jang, S. (2019). Cross-Silo Leadership. Harvard Business Review, issue May–June, pp.130–139

1. **For a paper:**

**By one author:**

Serafimova, D. (2017). CSR Disclosure in Large Bulgarian Companies. International Conference on Marketing and Business Development Journal, Bucharest: The Bucharest University of Economic Studies Publ. House. Vol III, No. 1, pp. 97-106

**By two or more authors:**

Serafimova, D., Andreeva, A., & Banabakova, V. (2021) Digitalization of business and public organizations – communication problems with IT companies and possible solutions. Proceedings of the 20th International conference on Informatics in Economy (IE 2021) Bucharest: Springer, 111-119

1. **For Internet resources:**

Surname, Name (the year is not to be mentioned). Title of study published on the website. Available at: www.homepage.lv [last accessed 31.01.2017].

**For contacts:** (Times New Roman, 12 pt., Bold, Right aligned)

Academic position, academic degree, name and surname of author (Times New Roman, 12 pt., Right aligned).

University/ organization and e-mail address of author (Times New Roman, 12 pt., Right aligned).

1. Footnotes are numbered in consecutive order in Arabic numerals and are limited in number and volume. [↑](#footnote-ref-1)