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REQUIREMENTS FOR MANUSCRIPTS FOR PUBLICATION IN THE ANNUAL

of the University of Architecture, Civil Engineering and Geodesy

I. GENERAL PROVISIONS

1. The submitted papers must be flawless in terms of language and must be written in accordance with the respective Template of the Annual.
2. They should be written concisely, and tables and figures should be kept to an appropriate minimum. It is not advisable to present the same factual material simultaneously in text, tables and diagrams.
3. The presentation of the material must be systematized and, if necessary, subtitles must be provided.
4. A description of the research methodology is allowed only when it is original. Otherwise, the literature where it is described should be cited.
5. The use of already published third-party graphic materials is allowed only as an exception, with the written permission of their author and with indication of the source in the text and in the references.
6. The paper must be written in such a way that the reader is left with no doubt as to what is new, what the author's original thought is, and what is taken from elsewhere. The author is obliged to cite unambiguously every used published or unpublished written or oral source, Internet site (with date of visit), etc. in the references.

II. CONTENT OF THE PAPER

1. The first page begins with a header in Bulgarian and English, which contains the volume number, issue number and year of publication of the Annual. This header is typed in the University Center for Information Technologies and Distance Learning (UCITDO) of the UACEG.
2. At the beginning of the paper, before the title, the faculty editor records the dates of its receipt and acceptance.

II.1. Title

1. This is followed by the title of the paper, names of the authors, keywords, abstract in the language of the main text, presentation of the paper, references and abstract in the other language (see the relevant template file).

2. It is customary to write the names of the authors only with the initials of the first names and the full surnames. The data for each author is recorded as a footnote on the first page, namely:
   a) full two names – first and last name;
   b) academic title, academic degree;
   c) work address;
   d) e-mail address.

II.2. Keywords

1. After the authors' names, before the abstract, keywords are written in bold. A few concepts that are most characteristic of the paper are selected and typed in italics.

II.3. Abstract

1. If the paper is in English (Bulgarian), the abstract at the beginning of the paper is in the respective language. At the end of the paper, it is provided in the other language (ABSTRACT, Резюме or Резюме, ABSTRACT).
2. The abstract itself reports the main results of the research in a clear and concise form, without giving an assessment of the work. A reader should be able to understand the abstract the essence of the content of the paper and the main conclusions.
3. The abstract should be written briefly in the third person or impersonal form. Complex compound expressions with inserted sentences should be avoided.
4. The text should proceed directly to the essence of the issue without introductory and opening remarks, such as: "In this paper, the author examines an issue related to ..." and the like. It is not accepted to repeat parts of the title, to give formulas and to cite literary sources.
5. The length of the abstract is determined by the nature of the paper and is preferably 6 to 10 lines. If necessary, it can be longer, after consulting the faculty editor.
6. The main text of the paper begins after the abstract.

II.4. Tables and figures

1. The tables and figures should be well-connected to the text. Since the exact placement of the table (figure) is not known in advance, the number of the corresponding table (figure) should always be mentioned in the text, and not, for example, "it can be seen from the following table (figure)".
2. Tables and figures should be placed in the text as close as possible to the point where they are first mentioned.
3. The tables presented should not be very large. It is better to use several smaller ones, albeit with some repetitions, instead of one large (long) table.
4. The text in the table cells starts with capital letters, without a full stop (.) at the end.
5. Abbreviations in tables are not desirable. If they are in the same field of the header, the units of measurement are separated by a comma (,) from the dimension to which they refer and are not enclosed in square brackets.

II.5. Formulae

1. Mathematical expressions are written according to the international standard for quantities and units – Part 1: General (EN ISO 80000-1:2023) and Part 2: Mathematics (EN ISO 80000-2:2020).
2. Formulas and letter symbols in the text are typed accurately, with subscripts (below the line), exponents (above the line), and other symbols clearly and unambiguously visible.
3. The multiplication sign is a dot.
4. The decimal separator sign is a comma.
5. Latin and Greek letters should be typed in such a way as to avoid misunderstandings. For example: the lowercase Latin letter *k* is different from the Bulgarian *к*, the Greek letter *ν* (nu) should be different from the Latin *v* (vee); the Greek *ω* (omega) – from the Latin *w* (double u); the small Lattin letter *b* should not be denoted by the Bulgarian *ѣ*; the small Latin *m* cannot be written *м*; the Latin capital *D* cannot be written *Д*.
6. All Latin and lowercase Greek letters are *italicized*.
7. Bulgarian letters, capital Greek letters, the number π and some commonly accepted abbreviations of trigonometric and hyperbolic functions, such as sin, lim, log, differential, gradient, chemical elements (Si, Al, Zn) are not italicized.
8. Mathematical constants whose values never change are not italicized, e.g. e = 2,718 281 8 …; π = 3,141 592 …; $i^2 = -1$. Defined operators are also printed in upright font, e.g. div, δ in δ*x* and every d in d*f*/d*x*.
9. Punctuation marks are placed according to grammatical requirements (full stop, comma, semicolon, etc.) immediately after the formulas.

II.6. Units of measurement

1. SI units are used (Latin symbols only).
2. Units of measurement are not italicized.
3. When ambiguity can arise between a derived unit and a multiple unit, it is avoided by inserting a multiplication sign, for example: m.N (meter-newton) as opposed to mN (millinewton).

II.7. References

1. The literary sources in the text are indicated in square [ ] brackets with the numbers under which they are arranged in the references indicated by the author, e.g. [3, 21 – 23].
2. The references list only the literature that was actually used in the research and cited in the text.
3. Each reference should be written on a new line, preceded by a sequential number. They are arranged in the order of their first appearance in the text of the paper.
4. Each reference must be described comprehensively and accurately: authors, full title, publisher, place of publication, year. It begins with the author's last name, followed by a comma and the first letter of his or her first name followed by a full stop. When there is more than one author, their names are separated by commas, with the initials of the second and each subsequent author being written after the last name.

5. The names of the authors are italicized. If the number of co-authors is more than two, it is customary to use the notation et al. (*Dimitrova, S.* et al. Comparison of spectrophotometric methods using cuvette tests and national standard methods for analysis of wastewater samples. // Int J Water Res Environ Eng, 2013, 5: 482 – 488). They are separated from the title by a full stop. A full stop is also placed after the title.
6. The publisher is not placed in quotation marks.
7. In periodicals, the title of the paper is separated from the name of the relevant publication (journal, collection, annual) with // (for example: // Annual of the UACEG).
8. A full stop is placed at the end of the reference.
9. The cited references in all papers accepted for publication from volume 54, issue 1 (2021) onwards must be written in Latin letters (for languages with the Latin alphabet), and for all others, transliteration may be applied. (e.g. https://slovored.com/transliteration/; https://www.translit.site/ru/type/gost-16876-table-2).

Examples:

- **for a paper in a scientific journal: author. title. journal, year, volume (issue): pages.**

  Elnashai, A., Rossetto, T. Derivation of Vulnerability Functions for European Type RC Structures Based on Observational Data. // Engineering Structures, 2003, **25**: 1241 – 1263.

- **for a book or textbook: author, title. publisher, year, ISBN.**

  Chopra, A. Dynamics of Structures. Theory and Applications to Earthquake Engineering. Pearson Prentice Hall, 2007, ISBN: 978-0132858038.

  Arsov, R., Draganov, D., Kostova, I., Koleva-Simeonova, M. Proektirane na prechistvatelni stantsii za otpadachni vodi. Tehnika, 2017, ISBN: 987-954-03-0708-4.

- **for regulatory documents (regulations, standards, Eurocode): standard number. year, title.**

  BDS EN 1998-1/NA. 2012, EVROKOD 8: Proektirane na konstruktsiite za seizmichni vazdeystvia. Chast 1: Obshti pravila, seizmichni vazdeystvia i pravila za sgradi Natsionalno prilozhenie (NA).

  ISO/IEC 17025. 2005, General requirements for the competence of testing and calibration laboratories.