



**UNIVERSITY OF NATIONAL AND WORLD ECONOMY
AKADEMIC PUBLISHING**

1700 Sofia, Bulgaria, 19 8th December Str.



INSTRUCTION

**of the Publishing Council of UNWE
on Bibliographic Description and In-Text Citation**

BIBLIOGRAPHIC DESCRIPTION

The formatting of the bibliography at the UNWE Academic Publishing House follows the style established at UNWE – APA, adapted to Bulgarian citation and bibliographic description practice (based on BDS ISO 690:2021. Information and documentation. Guidelines for bibliographic references and citation of information resources. Official standard. In force since 2021).

BOOK

Drumeva, E. (2018). *Constitutional Law*. Fifth supplemented and revised edition. Sofia: UNWE Academic Publishing House, pp. 15–20.

Друмева, Е. (2018). *Конституционно право*. Пето допълнено и преработено издание. София: Академично издателство УНСС, с. 15 – 20.

Tashev, R. (2010). *General Theory of Law. Legal Concepts*. Vol. 4. Sofia: UNWE Academic Publishing House.

Ташев, Р. (2010). *Обща теория на правото. Правни понятия*. Т. 4. София: АИ УНСС.

Konev, I. (1991). *The Bulgarian National Revival*. Vol. 2. Issues of Bulgarian Philological Culture. Sofia: St. Kliment Ohridski University Press, p. 358.

Конев, И. (1991). *Българското възрождане*. Т. 2. Въпроси на българската филологическа култура. София: УИ „Св. Климент Охридски“, с. 358.

Angelova, H. (comp. and ed.) (2008). *Pilot Project Kiten*. Sofia: СМИАЕ.

Ангелова, Х. (съст. и ред.) (2008). *Пилотен проект Китен*. София: ЦМИАЕ.

General Rules

- Authors' names are written in inverted order (surname first).
Example: Stalev, Zh., Mingova, A., Popova, [Title].
- If two or more works by the same author were published in the same year, a lowercase letter is added after the year:
Berndt, T. J. (1981a). *Age changes and changes over time in prosocial intentions and behavior...*
Berndt, T. J. (1981b). *Effects of friendship on prosocial intentions and behavior...*
- The publisher's name is written without quotation marks.
- The preferred abbreviation for page(s) in Bulgarian references is “p.” / “pp.” (in Bulgarian: “с.”).

DOI AND URL

If a DOI is available, it is written as follows:

<https://doi.org/10.1037/0000048-000>

Kaufman, K. A., Glass, C. R. (2018). *Mindful sport performance enhancement: Mental training for athletes and coaches*. American Psychological Association.
<https://doi.org/10.1037/0000048-000>

- The date of last access is **not** indicated after a DOI.
- If a publication has a DOI, it must be provided. If it does not, then a URL is used instead.
- No full stop, comma, or other punctuation mark is placed after the DOI or URL unless it is part of the address itself.

For URLs, the date of last access is placed in parentheses:

<http://www.slav.uni-sofia.bg/liliJournal/archive/Lili1/CermakI200401.html> (accessed on 23.09.2010)

If there is an ISBN or ISSN, it is written without a colon at the end.

ISSN 1311-7661

BOOK CHAPTER / PAPER PUBLISHED IN AN EDITED VOLUME

Salkova, E., Roychev, E. (2017). Discrepancies between specific legal norms and principles of criminal procedure. – In: Valchev, D., Panayotov, P., Groysman, S., Manov, K. (comp.). *Scholarly Readings on the Topic “Legal Norms and Legal Principles”*. Sofia: St. Kliment Ohridski University Press, pp. 15–20.

Салкова, Е., Ройчев, Е. (2017). Несъответствия на конкретни правни норми с принципи на наказателния процес. – Във: Вълчев, Д., Панайотов, П., Гройсман, С., Манов, К. (състав.). Научни четения на тема „Правни норми и правни принципи“. София: Университетско издателство „Св. Климент Охридски“, с. 15 – 20.

ARTICLE

Lachner, A., Backfisch, I., Hoogerheide, V., Renkl, A. (2020). Timing matters! Explaining between study phases enhances students’ learning. – In: *Journal of Educational Psychology*, 112(4), 841–853. <https://doi.org/10.1037/edu0000396>

Владимиров, Ж. (2013). Влияние на социализацията върху оценката на обекти от културното наследство. – В: *Социологически проблеми*, № 1 – 2, с. 10 – 15. ISSN 1311-7661.

DISSERTATION

Horvath-Plyman, M. (2018). *Social media and the college student journey*. [Doctoral dissertation, New York University]. ProQuest Dissertations and Theses Global.

Желев, С. (2017). *Сто процента лоялни, сто процента лоялност*. Дисертация за присъждане на научна степен „доктор на науките“. София: УНСС.

LAWS, DECISIONS, INSTITUTIONS

Cultural Heritage Act (promulgated, State Gazette No. 19 of 13.03.2009; amended, State Gazette No. 17 of 26.02.2021).

European Commission, Directorate-General for Regional Policy (2008). *Guide to Cost–Benefit Analysis of Investment Projects*.

<https://www.minfin.bg/document/8104:3>

<https://www.eufunds.bg/archive/documents/1259337355.pdf> (accessed on 06.06.2020).

APIS (2021). <https://apis.bg/bg/product/apis-registyr-firmen-analiz>

CITING A SOURCE IN A FOOTNOTE

1. Upon first citation, the reference may be either full (including all mandatory and optional elements) or shortened (including only the mandatory elements), at the author's discretion.
2. In the case of repeated or multiple citations of the same publication, the mandatory elements included in the first citation may be omitted:
 - If the title is long, part of it may be shortened and replaced with an ellipsis or an abbreviation.
Ivanov, I. *Law, Order and...*, p. 10.
 - Author's name + *Op. cit.*
Ivanov, I. *Op. cit.*, p. 10.
 - If references and citations concern different publications by the same author, the year is indicated in parentheses after the author's name:
Ivanov, I. (2020). *Op. cit.*, p. 10.
 - *Ibid.* (from the same source). If the references are consecutive, from the same source, and no other sources intervene:
Ibid., p. 10 (if referring to a different page).

FORMAT OF THE BIBLIOGRAPHICAL LIST (APA STYLE)

All lines after the first line of each entry in the bibliography must be indented (hanging indent). Sources are arranged alphabetically by the surname of the first author. If there are multiple publications by the same author, they are arranged chronologically – from the earliest to the most recent.

Dimitrova, D. (2016). Historical traditions and trends in the development of academic autonomy. In: *Proceedings of the Union of Scientists – Varna*, No. 1, pp. 63–66.

Dimitrova, D. (2021). *Acts of the Governing Bodies of Higher Education Institutions*. Varna: Nauka i Ikonomika, pp. 42–44.

Zinovieva, D. (2019). Collective bodies in higher education institutions – legal issues. – In: *Current Problems of the Legal Regulation of Business*. Sofia: UNWE Publishing Complex, pp. 21–27.

IN-TEXT CITATION

Immediately after the quotation, two markers are inserted – the surname of the author(s) and the year of publication (the page number may also be indicated if necessary). If the name of the author(s) is mentioned in the running text, only the year is placed in parentheses. The source is described according to APA style.

(Blanchot, 2007, p. 109)

(Blanchot, 2007)

(Blanchot, 2007; Smith, 1980)

When there are more than two authors, only the surname of the first author is indicated:

(Ivanov et al., 1980)

No full stop is placed before the source citation:

A decline is observed in the publication of materials for primary education (Gladkova, 2002, p. 327).

Indicating the Source in Both Cyrillic and Latin Script

When it is necessary for the source to be presented both in Cyrillic and in Latin script, there are two possible formats:

- Cyrillic + English in square brackets
Stoilov, Ya. (2018). *Pravnite printsipi – teoriya i prilozhenie*. Sofia: Sibi
[Stoilov, Ya. (2018). *Legal principles – theory and application*. Sofia: Sibi].
- English + Cyrillic in square brackets
Stoilov, Ya. (2018). *Legal principles – theory and application*. Sofia: Sibi
[Стоилов, Я. *Правните принципи – теория и приложение*. София: СибИ].

This Instruction was adopted at a meeting of the Publishing Council of held on [date] 2025.