

TECHNICAL REQUIREMENTS

1. The paper/the scientific report and its abstract in English should be sent by e-mail to conf2015@bfu.bg and valia@bfu.bg and on the day of the conference should be submitted on a USB stick or CD and accompanied by a copy, printed on a laser jet printer one-sided, with pages numbered in pencil.

2. Length – up to 8 standard pages. Page format A4 with the following margins of the printing field:

- first page: up – 65 mm, down – 40 mm, left – 45 mm, right – 30 mm;
- the rest of the pages: up - 50 mm, down - 40 mm, left - 45 mm, right - 30 mm.

3. The paper should be written on MS Word. For the main text use font Times New Roman – Size 10, Normal, single line spacing.

4. The head page should contain the following elements: heading, printed in capital letters in bold font - Size 12 and outstanding at 65 mm from the upper side of the page, centered; the academic rank and degree and the name of the author(s) and the institution, written after one blank line under the heading - Size 10, bold. The heading, the name of the author(s), the annotation and the key words in English should be placed as follows: the heading - after one blank line in bold font, capital letters - Size 12, centered; the name of the author(s) – after one blank line under the heading - Size 10, bold, centered; the annotation (abstract) in italic font up to five typing lines after one blank line under the name of the author - Size 10, bold; the key words in italic font after one blank line under the annotation - Size 10, bold.

5. The text of the paper/the scientific report should begin after two blank lines. The figures and tables should be in the text. All paragraphs of the main text should be with justified alignment with special indentation of the first line 12 mm.

6. The literature quoted in the text should be indicated with a figure, put in brackets [], and the numbers of the formulas – with a figure, to the left, in small brackets ().

7. The bibliography should be written at the end of the paper/report according to the standard of the bibliographic description (see the model) after two blank lines.

8. The last page of the paper/ the scientific report should be fully completed.

ЕТИКЕТ И ПРОТОКОЛ В БИЗНЕС КОМУНИКАЦИИТЕ

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Невена Георгиева Стаматова
Бургаски свободен университет

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ETIQUETTE AND PROTOCOL IN BUSINESS COMMUNICATIONS

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Nevena Georgieva Stamatova

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Abstract:

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Key words:

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Main text of the paper.

If there are formulas in the text, they should be written with Equation Editor in Size 10, italic font

(1) *Cdon.* □ *A. Wq. N*

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Bibliography

1. Kutsarov, I. Lectures in Bulgarian morphology. P., 1997