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**International Conference**

***THE BALKANS AND EUROPE BETWEEN INTEGRATION AND PARTICULARISM: CHALLENGES AND PROSPECTS***

**Sofia, UNWE / October 25-26, 2018**

**APPLICATION FORM**

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| **First and family name** |  |
| **Academic title and position** |  |
| **Institution/Organization** |  |
| **E-mail address** |  |
| **Title of the presentation** |  |
| **Abstract (300 – 400 words[[1]](#footnote-1))** |  |
| **Thematic area** |  |
| **Language of presentation[[2]](#footnote-2)** |  |
| **Accommodation and per diems[[3]](#footnote-3)** |  |

**SEND THE FILLED-IN APPLICATION FORM TO** [**BAL-EU2018@UNWE.BG**](mailto:bal-eu2018@unwe.bg) **BY SEPT. 10, 2018.**

**AUTHORS’ GUIDELINES:**

**A. Formatting of the text**

- In the format of a Word documents (.doc or .docx file);

- Font: Times New Roman 12;

- Page Setup: Top: 2,5 cm, Bottom: 2,5 cm, Left: 2,5 cm, Right: 2,5 cm;

- Line Spacing: 1,5 lines; First Line: 1,5 cm; Alignment: Centered; Paper Size: A4

**B. Paper size: should not exceed 15 standard pages** (1950 characters per page), including title page, abstract/summary, references, tables and notes;

**C. Title page includes:**

- Title of the text;

- Author’s/authors’ academic position, scientific degree and names, and affiliation;

- Abstract/Summary of the text (300-400 words);

- Key words (up to 5);

**D. Main body of the text:**

- if there are internal sections, major headings should be in bold and subheadings in italics (font TNR 12, capital letters; alignment to the left;

- notes must be in the form of footnotes (from “References/Insert footnote” option in MS Word);

- if there are figures in the text (charts, diagrams, sketches, webpages/screenshots and photographs), they must be submitted electronically and be prepared with the use of graphic programs or Excel. They must be of high quality, clear and numbered in Arabic numerals;

- tables should be prepared in Word Table or Excel and numbered consecutively according to their citation in the text; each table must have a title;

- the consecutive numbers and the tiles of figures and tables are placed above them, sources are placed below them;

**E. References to other publications:**

- must be given in the Harvard style and be carefully checked for completeness, accuracy and consistency;

- cited authors are referred to in the following way: for one author – author’s surname and year of publication (Smith, 2009); for two authors (Burrow and Higgins, 1995); for more than two authors (Adams et al., 2015);

- the list of references must be in alphabetical order at the end of the document:

\* for detailed guidelines about references see <http://unwe-research-papers.org/Uploads/Requirements/con_192_2.pdf>, (# 19. References)

1. Note that the organizers intend to distribute to all the conference participants prior to the conference a .pdf file with all the paper abstracts. For that reason we encourage longer abstracts. [↑](#footnote-ref-1)
2. In case you would present in Bulgarian, make a note if you would like a consecutive translation into English, which is to be arranged for a limited number of presentations. [↑](#footnote-ref-2)
3. Write “Yes” in case you would like to be considered for coverage of accommodation/per diem costs by the conference organizers. Applies to international participants and participants from Bulgaria who do not live in Sofia. [↑](#footnote-ref-3)