

# GUIDE LINES FOR AUTHORS

## 1) Document format

Documents must be readable in the Microsoft Word (preferably formats .docx, .rtf). The submitted document should total six (6) or fewer unnumbered pages. To be sure that the text of your paper will be submitted and displayed correctly, please prepare and submit also the .pdf version of your document. The following sequence should be observed:

Abstract, text, acknowledgments, and bibliographic references. Maps, drawings, tables, figures, and illustrative photos must be included in the body of the document. The abstract is limited to 30 lines and should not include footnotes, tables, figures, maps, bibliographic references, or acknowledgments. The abstract should state briefly the purpose of the research, the principal results and conclusions.

File names should contain only English alphabet letters, numbers, underscore ( \_ ) or hyphen ( - ). Dot is allowed only to separate the file extension (like .doc). File names should be presented in the following formats. First author's surname\_key word.file extension. For example (in the case of Mr. C. Rossi):

Rossi\_salt.doc

Rossi\_salt.pdf

Rossi\_fig1.jpg

Rossi\_fig2.jpg

Rossi\_tab1.xls

Rossi\_tab2.doc

## 2) Text structure and format

– Page size: 210 × 297 mm (A4)

– Margins: left, right and top: 20 mm, bottom: 15 mm

– Paragraphs should be followed by a space of 6 pt. No other indentations should be used for paragraphs (except for the list of references, see item 5 below).

– Chapter titles/subtitles, figures and tables should be separated from the text by blank lines (Enter). For instructions for placing figure captions and table headings, see below.

– Type font, spacing: Times New Roman, single-spacing

### Font style, size, alignment:

Title bold, upper case, 14 pt, center alignment

Authors bold, 10 pt, center alignment

Addresses italic, 10 pt, center alignment

Abstract normal, 10 pt, set into one column, left alignment

Main text normal, 10 pt, set into two columns, left alignment

Chapter title bold, 12 pt

Chapter subtitle bold, 10 pt

Figure caption italic, 9 pt, left alignment, placed immediately under the figure

Table content normal, 9 pt

Table caption italic, 9 pt, left alignment, placed immediately above the table

List of references normal, 9 pt, set into two columns, left alignment

## 3) Figures, schemes, plots, etc.

All figures should be primarily presented in grayscale and 8 bit

– Proportion: width 1 column (i.e, 974 px) or 2 columns (i.e., 2 008 px)

– Preferred formats: .jpg (high quality), .tiff (compressed, quality 10-12)

## 4) Tables

– Preferred formats: .doc, .xls

– Proportion: width 1 column (i.e, 830 mm) or 2 columns (i.e., 1700 mm)

– Style: borderlines 0.5 pt (heading only, horizontal; vertical only left and right, not a grid for each row – see the template), black

## 5) Format for references and citation:

In the text, references should be cited by author and year. With more than two authors, only the first is named, followed by “et al.”. Citations should be separated by a semi-colon, listed from the oldest to the most recent. Citations with identical authorships should be grouped together. Citations from the same year should be listed in alphabetical order. For example, (Rossi 1999a, b; Left and Right 2008, 2009; Rossi 2007; Right et al. 2011).

The list of references includes only works cited in the text, arranged in alphabetical order. Personal communications should only be mentioned in the text. References in other language than English should be kept in their original language, and the original language should be given in parentheses at the end of the reference, e.g. (in Bulgarian ). A new line should be allowed for each reference. The second line and the following lines of each reference should be indented by 4 mm.

Please format the references as shown in the examples below.

***Journal papers:***

Zhalov A, Petrov P, 1997. The Maya Arapit Cave the most scandent cave in Albania – part I. Acta Carsologica, 17(2), 151- 179.

Stamenova M, Ivanov P, Stoichkov Constantine , 1998. Paleomagnetic research of cave sediments in SW Slovenia – part II. Acta Speleologica , 27(2), 253-265.

***Article published only on WWW:***

Smith JA, Black RJ, 1990. Biology of the Big Cave. Cave Portal, <http://www.xxxxx/yyyy/zzzzz>

***Monographs:***

Stoyanov JA, White G, 1994. Cave exploration in Portugal. Elsevier, Amsterdam.

***Edited volume papers:***

Todorov J, 1992. Diversification of bats in caves. In: PD Pink and DB White (Eds.). Bats of the world. Charles Univ. Press, Prague, pp. 245-271.

***Conference proceedings papers:***

Nikolov , 1988. The significance of climatic change for the cave environment. Final Proc. Int. Conf. Permafrost. Tapir, Trondheim, Norway, pp. 14-19.

***Unpublished theses, reports, etc.:***

Zhan F, 1990. Morphological properties of cave entrances. Ph.D. Thesis, Technical Univ. Berlin, Germany