**TITLE OF PAPER**

(Times New Roman, 14 pt., bold, center, all caps)

Author/s Name,

 Scientific title and affiliation

*E-mail:*

***Abstract***

*The abstract has to include enough information for readers to be able to appreciate the nature and meaning of the subject, the adequate character of the research method as well as the results and conclusions of the paper. The abstract is not an introduction, it synthesizes the essential results of the research and does not list only the matters discussed in the paper. The abstract shall be written with times new roman, font size 10, italic. It shall include 200-250 words, single spacing.*

***Keywords:*** *select 4 – 7 key terms (words or phrases) that reveal the essence of the paper. List these terms in the decreasing order of their significance.*

***Classification******JEL:***

**1. INTRODUCTION**

Its meaning is to establish the context of the paper. It is made by bringing the specialty literature first (quotations) and by synthesizing the current meaning of the investigated matter. Formulate the goal of the paper under the form of hypotheses, questions or matters treated and explain the approach method and necessary arguments in short. Anytime it is possible, describe the results revealed (proved) by the study.

**2. PAPER BODY**

Carefully organize the body of the paper using titles and subtitles in order to reveal both its content and clarity. Take into consideration the following: use the well-known terminology of the field in order to describe any subjects or experimental procedures used for collecting and analyzing the data; include detailed methods, in order for readers to be able to follow the presentation of the material; draw-up clear and concise results; analyze and interpret in detail the implications of the research results and their impact, both globally and specifically.

The text of the paper will be written with Times New Roman, font size 12, single line spacing. Tables and figures shall be sized and located within the paper as authors want them to appear in the magazine. Attention has to be paid for them to be included in only one page. Their content shall be written with Times New Roman, font size 12, and the title of tables columns shall be written with Times New Roman, font size 12, bold.

Graphs, charts and pictures should be inserted with the option Wrap Text – In Line with Text. Titles of that objects are written below them preceded by the number of the figure (Figure 1, Figure 2, etc.). A source should be added below the title of the figure.



**Figure 1. Title of the figure (Times New Roman, 12 pt., bold, center)**

*Source: www.nsi.bg (Times New Roman, 10 pt., italic, center)*

Diagrams have to be clearly executed in order to provide visible black and white copies.

Tables should be numbered sequentially (Table 1, Table 2, etc.) and should have a title. A source should be added below the table.

**Table 1. Title of the table (Times New Roman, 12 pt., bold, center)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2002** | **2007** | **2012** | **2017** | **Population for 2018, million** |
| Bulgaria  |  -85500 |  -83742 |  -24472 |  -24001 |  7024216 |
| Czech republic |  47402 |  250889 |  59997 |  59997 | 10625695 |
| Estonia  |  -18406 |  -15151 |  -10516 |  -4999 |  1320884 |
| Hungary  |  61589 |  25150 |  29999 |  29999 |  9768785 |

*Source: World Bank* [*http://www.worldbank.org*](http://www.worldbank.org) *(Times New Roman, 10 pt., italic, left)*

Data in the table should be formatted with Times New Roman font, 12 pt. A table should be centered against the text in the paragraph/subparagraph.

Number all equations and formulas placing their numbers in parentheses, on their right side.

Explain abbreviations and acronyms when they appear first in the text, even if they have been defined in the abstract.

Do not use footnotes, but endnotes are allowed, located before the bibliography. They shall be written with Times New Roman, font size 10, italic and shall be included in round parentheses.

**CONCLUSIONS**

A section of conclusions is necessary. Conclusions can sum-up the main points of the paper, but it does not have to reproduce the abstract. They can include aspects related to the importance of the paper or can give suggestions for its application or researches extension directions.

**BIBLIOGRAPHY**

Bibliographic references from the introduction or from the paper are made by presenting in parenthesis, in order the name of the author and publishing year, like for example: (James, 1984); (Collins and Fermont, 1977 – in the case of two authors).); Collins and others, 1988 – in the case of three or more authors).

Also, bibliographic references in the paper shall be numbered with arabic figures [1], and when there are several references [1] - [2] shall be written.

The bibliographic list from the end of the paper shall be written in alphabetical order, by the author’s name, numbering the title of the book or of the article (italic), publishing house, locality, publishing year in square brackets. When certain studies, papers, articles are published in volume, then its number and pages shall also be mentioned.

For example:

1. Hatcher, T. (2002). *Ethics and HRD: A new approach to leading responsible organizations*. Basic Books.
2. Kuchinke, P. (2010). *Human development as a central goal for human resource development.* Human Resource Development International, 13, 575-585.
3. Lyons, S. T., Ng, E. S., & Schweitzer, L. (2014). *Changing demographics and the shifting nature of careers: Implications for research and human resource development.* Human Resource Development Review, 13, 181-206.
4. Manyika, J., Lund, S., Bughin, J., Robinson, K., Mischke, J., & Mahajan, D. (2016). *Independent work: Choice, necessity, and the gig economy*. McKinsey Global Institute. Available at: <https://www.mckinsey.com/global-themes/employment-and-growth/independent-work-choice-necessity-and-the-gig-economy>.