Title [Times New Roman 14, Bold, Centred, Line Spacing: 18 pt, Paragraph Spacing After: 24 pt]

Author Name[1][1111-2222-3333-4444], Author Name[2][2222-3333-4444-5555], [Times New Roman 10, Centred, Line Spacing: 11 pt, Paragraph Spacing After: 18 pt. Please, use the format [0000-1111-2222-3333] for adding ORCID ids to author name, if applicable.]

[1] Author's Institutional Affiliation, Address, City, Country [Times New Roman 9, Centred, Line Spacing: 11 pt]
[2] Author's Institutional Affiliation, Address, City, Country [Times New Roman 9, Centred, Line Spacing: 11 pt]
mail_1@mail.xx, mail_2@mail.xx [Author's email, Courier 9, Centred, Line Spacing: 11 pt, Paragraph Spacing After: 10 pt]

Abstract. This template will assist you in formatting your paper. Please, insert the text keeping the format and styles. The parts of the paper (title, abstract, keywords, sections, text, etc.) are already defined on the style sheet, as illustrated by the portions given in this document. The abstract (not exceeding 50 words) includes a clear statement of the research objectives, a short overview of the methods used, the most important results and conclusions. Avoid references and abbreviations. [Times New Roman 9, Centred, Line Spacing: 11 pt, Left 1 cm, Right 1 cm, Paragraph Spacing Before: 30 pt, Paragraph Spacing After: 18 pt]

Keywords: First Keyword, Second Keyword, Do Not Exceed Five Keywords. [Times New Roman 9, Centred, Line Spacing: 11 pt, Left 1 cm, Right 1 cm, Paragraph Spacing After: 18 pt].

1 Introduction [Times New Roman 12, Alignment: Left, Outline Level 1, Left 0 cm, Right 1cm, Line Spacing: 15 pt, Paragraph Spacing After: 12 pt]

The periodical "Digital Presentation and Preservation of Cultural and Scientific Heritage. Conference proceedings" publishes three categories of papers and the authors must indicate the category of their submission in the cover letter:

- Full papers must be based on the results of original research. They will normally have a maximum length of 8-10 pages including tables, illustrations and references.
- Short papers should be concise, focused on new results and data. They will be no longer than 6 pages, including the tables and figures.
- Project papers should include a concise presentation of applied results, projects, practices, and case studies. This category of papers is oriented towards

representatives of public and specialised libraries, museums, galleries, archives, centres, both national and foreign research institutions and universities, aiming to attract these specialists to exchange experiences, ideas, knowledge and best practices in the field. The project papers will be no longer than 6 pages, including the tables and figures.

All pages size should be A4 (21 x 29,7cm). The top and bottom margins should be 5,2 cm, the right and left margins should be 4,4 cm, Gutter 0 cm, Gutter Position Left. All the text in the paragraphs must be in one column, Alignment: Justified, Outline Level: Body text, First line: 0,4 cm, Line spacing: 12 pt., Paragraph Spacing Before and After: 0 cm, Times New Roman 10.

2 Exposition of the Investigation

The standard order of sections should be used (an example is: Introduction, Exposition of the investigation, Results, Discussion, Conclusions, Acknowledgements, and References). All sections are numbered, except the section Acknowledgements and the section References. In particular, manuscripts should include an introductory part with representation and analysis of the problem(s) under consideration and current state-of-the-art of the existing solutions; exposition of the investigation and comments on the results obtained; evaluation of the contribution indicating advantages, limitations and possible directions for future research. References should follow the APA standard and should be listed at the end of manuscript.

3 Formatting Instructions

Manuscripts should be written in clear and grammatically correct English. If English is not the author's native language, we strongly recommend the text of the paper to be reviewed by a native speaker or a professional science editor before submission.

The papers must follow these formatting guidelines and the template of the issues. Authors must:

- Use normal, plain font for the text.
- Use italic and bold for emphasis.
- Save the file in DOCX.
- Abbreviations should be defined at the first mention and used consistently thereafter.
- Footnotes can be used to give additional information. Footnotes to the text are numbered consecutively. Do not use footnotes on the first page.

3.1 Subsection [Times New Roman 10, Alignment Left, Outline Level 2, Left 0 cm, Right 1cm, Line Spacing: 12 pt, Paragraph Spacing Before: 18 pt, Paragraph Spacing After: 8 pt]

Please note that the first paragraph of a section or subsection is not indented. The first paragraph that follows a table, figure, equation etc. does not have an indent, either.

Subsequent paragraphs, however, are indented.

Please, use the Format Painter and do not number manually the sections and subsections.

Sample Heading (Third Level). Only two levels of headings should be numbered. Lower level headings remain unnumbered; they are formatted as run-in headings. The contribution should contain no more than three levels of headings.

The following Table 1 gives a summary of all heading levels.

Table 1. Table captions should be placed above the tables.

Heading level	Example	Font size and style
Title (centered)	**Title of the Paper**	14 point, bold
1st-level heading	**1 Section**	12 point, bold
2nd-level heading	**1.1 Subsection**	10 point, bold
3rd-level heading	**Subsection.** Text follows	10 point, bold

The tables should always be cited in the text in consecutive numerical order (Table 1) and must be numbered using Arabic numerals. For each table write a table title describing its content.

Displayed equations are centered and set on a separate line.

$$x + y = z \tag{1}$$

Use the MS Word equation editor for equations.

All illustrations, including charts and photos, must be labelled as Figures.

Fig. 1. The figure caption is always placed below the illustration. The captions are centered.

The Figures must be numbered consecutively and referenced in the text (Fig. 1). For each illustration supply a figure caption. The figures should use a 300 dpi resolution. Color illustrations are accepted for the electronic publication. The editors reserve the right to decide what figures are justified. The Conference Proceedings is printed in B/W. The electronic publication is in color.

The program code has to be in Courier 10 [Paragraph Spacing Before: 8 pt, Paragraph Spacing After: 8 pt, Alignment: Left, Line Spacing: 12 pt]. Example:

```
<iframe frameborder="0"
src="http://xxx.xxxxxxxx.com/xxxxx.html"
<h2 style="margin-left:80%; padding:10px 10px 0 10px">
</h2>
<p style="margin-left:80%; padding:10px">
</p>
```

3.2 Subsection

Use as many sections/subsections as you need.

4 Conclusions

All papers will be single-blind peer-reviewed by at least two members of the Editorial board. All submissions will be reviewed on the basis of relevance, originality, significance, soundness, and clarity. At least one author should attend the International Conference *Digital Presentation and Preservation of Cultural and Scientific Heritage* to present the paper.

Acknowledgements.

Acknowledgements of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full. This section is optional.

References

References must follow the APA 7th style. The information about APA 7th citation is not consistent and it is widespread, therefore you can use quick guides for APA 7th referencing style (link, link). Please, use as examples: APA Style. 7th edition. Common Reference Examples Guide (PDF).

Citations can be done automatically in MS Word or written directly in the text and References. References should be arranged first alphabetically and then further sorted chronologically if necessary. Format of the references: Times New Roman 10; Alignment: Justified, Outline level: Body text; Left: 0 cm, Right: 0 cm, Hanging: 0.4 cm; Paragraph Spacing Before: 0 pt, Paragraph Spacing After: 0 pt; Line Spacing: 12 pt; examples:

Luchev, D., Goynov, M., Paneva-Marinova, D., Stoykov, J., & Pavlova, L. (2021). Synergy of National Cultural Heritage and Technology. *Digital Presentation and Preservation of Cultural and Scientific Heritage*, *11*, 281–286. https://doi.org/10.55630/dipp.2021.11.26

Paneva-Marinova, D., Goynov, M., & Luchev, D. (2017). *Multimedia digital library: constructive block in ecosystems for digital cultural assests. Basic functionality and services*. LAMBERT Academic Publishing.

Paneva-Marinova, D., Goynov, M., Luchev, D., Pavlova, L., Márkus, Z. L., Veres, M., Weisz, Z., Szántó, G., & Szkaliczki, T. (2022). Studying Thracian Civilization through Serious Games and Storytelling. In O. Bernardes, V. Amorim, & A. Moreira (Eds.), *Handbook of Research on Cross-Disciplinary Uses of Gamification in Organizations* (pp. 445-466). IGI Global. https://doi.org/10.4018/978-1-7998-9223-6.ch021

The APA 7th the manuals are not detailed enough as guidance, namely the editions are not in English (link), and even more so - not in Latin (link), but you can use them as they are.

Concerning the issue of journal citation for non-Latin editions, you should use the guidelines for non-English journals with the non-Latin supplements:

- When citing a foreign language journal, transliterate, if necessary;
- Do not translate foreign journal titles into English.

Concerning citation of editions that are in Cyrillic, you should follow the rules:

- ***There should be no Cyrillic text in the References (nothing but Latin when writing the information in the references).***
- ***The names and titles of articles are transliterated according to the norms of the relevant original language for transcribing in Latin*** *(Online applications can be used, for example - link).*
- ***After the transliterated title of the article, the English title of the article is placed in square brackets*** *(Usually there is an English translation of title of the article in the article itself or in the content of the issue. This article title in English should be used rather than a new translation of the original article title)***.**
- ***When citing a foreign language journal, transliterate if necessary*** *(for journal names in Cyrillic, this is mandatory).*
- ***Do not translate foreign journal titles into English*** *(if the journal has an original title also written in Latin, it could be used).*

Following these rules (and APA 7 style requirements) the Cyrillic article reference (example: Скарпа, М., Рипаранте, М., Панева-Маринова, Д., Гойнов, М., & Лучев, Д. (2022). Онлайн база данни на южнославянски ръкописи от XIV в. Palaeobulgarica / Старобългаристика, XLVI(1), 181-202) should look like this:

Skarpa, M., Riparante, M., Paneva-Marinova, D., Goynov, M. & Luchev, D. (2022). Onlayn baza danni na yuzhnoslavyanski rakopisi ot XIV v. [Online Database for South Slavonic Manuscripts from the 14th c.]. *Palaeobulgarica / Starobalgaristika, XLVI*(1), 181-202. https://palaeobulgarica.eu/en/560/online-database-south-slavonic-manuscripts-14th-c