

Coursework Requirements

The coursework should be between 15 and 30 standard pages of plain text (excluding the title page, appendices, and bibliography). The font should be Times New Roman, size 12, with 1.5 line spacing and Normal page margins, size A4. Page numbers should be at bottom right corner. Body text should be justified.

Structurally, the coursework must include:

1. Title page;
2. Table of contents; table of figures, captions (where applicable);
3. Main body (structured in sections and subsections);
4. Conclusion: findings and recommendations;
5. Reference List (of cited sources).

The coursework must be presented as a PDF with an automatically generated table of contents that allows you to click and navigate directly to the specified body of text.

Citation Requirements

All sources must be cited according to the APA citation style. A minimum of **15 reputable sources** must be cited, of which at least **3 must be papers from authors in the Department of Industrial Business at UNWE**, and at least **2 must be from other authors affiliated with UNWE**. All online sources should be cited according to the APA rules (incl. date of access, etc.)

You can use citation management tools such as **Mendeley** or **Zotero** to help organize and manage your citations and bibliography.

Official APA Guidelines and Resources

- For detailed instructions on APA citation style, visit the official [APA Citation Guidelines](#).
- Additional useful resources regarding citation, referencing and finding appropriate sources:
 - [UNWE Library Research Tools](#): Here you can access all necessary resources for free (check ProQuest, Emerald Insight etc.).
 - Mendeley Citation Guide: [How to Cite Sources in APA Citation Format | Mendeley](#) – *easier to understand citation guidelines*.
 - Check the Department's website and the profiles of the academic staff to refer to their work. Check for relevant pieces of their work on Research Gate or Google Scholar.

In the body of the coursework:

- It is necessary to include data from previous empirical research, presented graphically and analyzed.
- Only issues directly related to the coursework topic should be addressed.
- Where possible, the significance of foreign experience for Bulgarian enterprises and institutions should be specified.
- Logical consistency in the organization of topics and issues should be maintained.
- Avoid mechanically stitching together text from different sources without logical transitions or without your own style and opinion.
- Footnotes or in-text citations according to APA format are mandatory for citing sources where definitions, classifications, methodological schemes, figures, etc., are taken from.
- For usage of AI tools in your work, ask your academic supervisor and refer to the dedicated AI guidelines.