

UNIVERSITY OF PRIMORSKA
FACULTY OF MANAGEMENT

**GUIDELINES FOR STRUCTURING WRITTEN
ASSIGNMENTS**

SUMMARY

The summary should briefly define the specific topic that is addressed by the written work. It should briefly, clearly and as simply as possible summarise the main results, conclusions, findings,...of the written work. General thoughts and findings do not belong in the summary, but rather in the introduction. It should be written in a continuous paragraph and comprise of 80-100 words. It should be impersonal in style and written in the passive voice and use present tenses.

Keywords: word1, word2, word3, word4, word5.

UDC:

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Note: Instead of doing a joint table of figures, you can separate the content, which follow one after the other on the same page.

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ABBREVIATIONS

FM	Faculty of Management Koper
UP	University of Primorska
Ur. l. RS	Official Gazette of the Republic of Slovenia
Plc.	Public Limited Company
Ltd.	Limited Liability Company
i.e.	that is

Note: The acronyms and abbreviations included in this list are often used incorrectly. In your list of abbreviations include only those which are not widely known. Abbreviations must be listed alphabetically.

1 TYPOLOGY AND GENERAL APPEARANCE OF WRITTEN ASSIGNMENTS

These instructions apply to all written assignments of students – from course work assignments, short and long papers, essays to final thesis of study programmes. We consider final thesis as final project and bachelor thesis on the 1st study cycle, Master thesis on the 2nd study cycle and Doctorate dissertation on the 3rd study cycle.

General characteristics of written assignments are as follows:

- produced using a word processor (e.g. MS Office, OpenOffice.org),
- final thesis must be written in first person plural,
- final thesis must be linguistically accurate and proofread – the student is responsible for the linguistic suitability of the final thesis,
- the length of final thesis (without preliminary components and annexes) is presented in Table 1.

Table 1: Length and binding of final thesis

Final work	Double-spaced pages / No. of characters	No. of pages	Binding
Final project	2 double-spaced pages / 60,000 characters	30	Submission for technical check – one unbound copy, electronic version on CD in PDF format; Submission before defence – two paperback copies; Final submission after defence – one hardback copy (blue cover, gold lettering) and electronic version on CD in PDF format.
Bachelor thesis	3 double-spaced pages / 90,000 characters	45	Submission for technical check – one unbound copy, electronic version on CD in PDF format; Submission before defence – two paperback copies; Final submission after defence – one hardback copy (blue cover, gold lettering) and electronic version on CD in PDF format.
Master thesis (professional masters)	4 double-spaced pages / 120,000 characters	50–70	Submission for technical check – one unbound copy, electronic version on CD in PDF format; Submission before defence – three paperback copies and electronic version on CD in PDF format; Final submission after defence – one hardback copy (blue cover, gold lettering) and electronic version on CD in PDF format.
Doctorate dissertation	10 double-spaced pages / 300,000 characters	150	Submission for technical check – one unbound copy, electronic version on CD in PDF format; Submission before defence – two paperback copies and one hardback copy (blue cover, gold lettering); Final submission after defence – three hardback copies (blue cover, gold lettering) and electronic version on CD in PDF format.

2 TEXT STRUCTURE

Final thesis must be organised and formed in accordance with the Regulations of Graduation and with technical guidelines. The assistance given herein is in accordance with the aforementioned. Firstly, the general demands regarding appearance and composition of written assignments at the Faculty of Management are presented, followed by more detailed instructions regarding pages, font, paragraphs, text layout etc.

2.1 Preliminary and additional components of written assignments

All written assignments must contain suitable preliminary and additional components. Pictures 1 and 2 show the components provided for seminar work (short and long papers) and final thesis.

Use these instructions from this document carefully and in accordance with the type of assignment the student is writing.

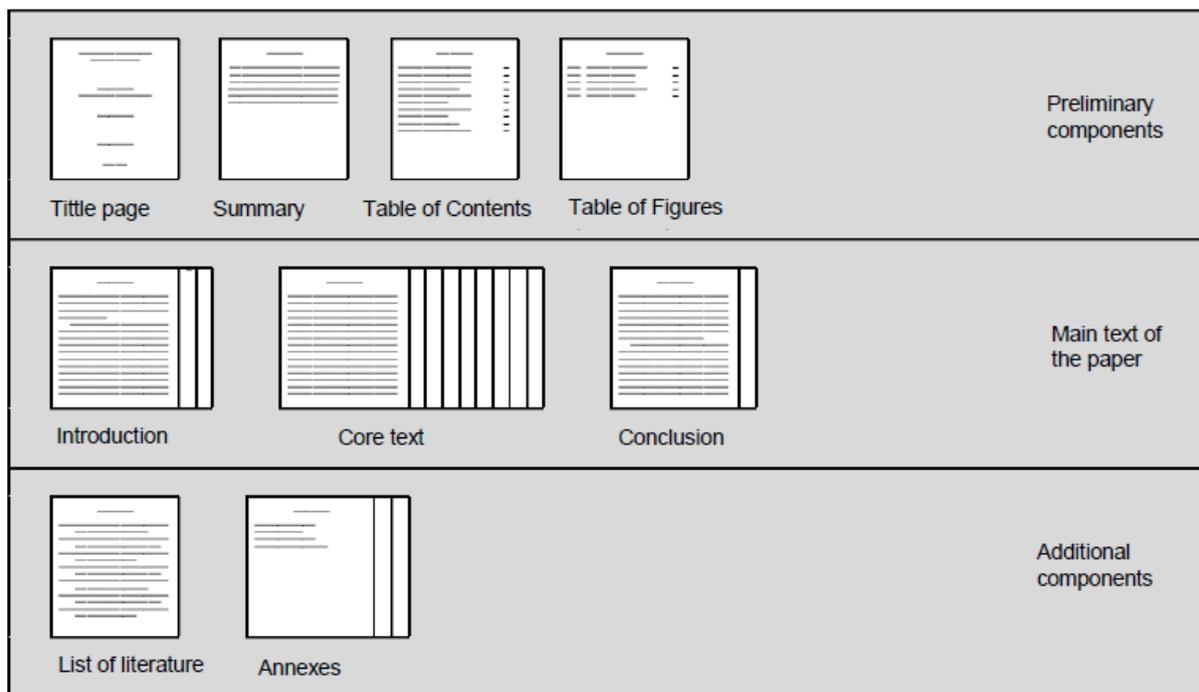


Figure 1: Components for seminar work (short and long papers)

Source: Kobeja 2002.

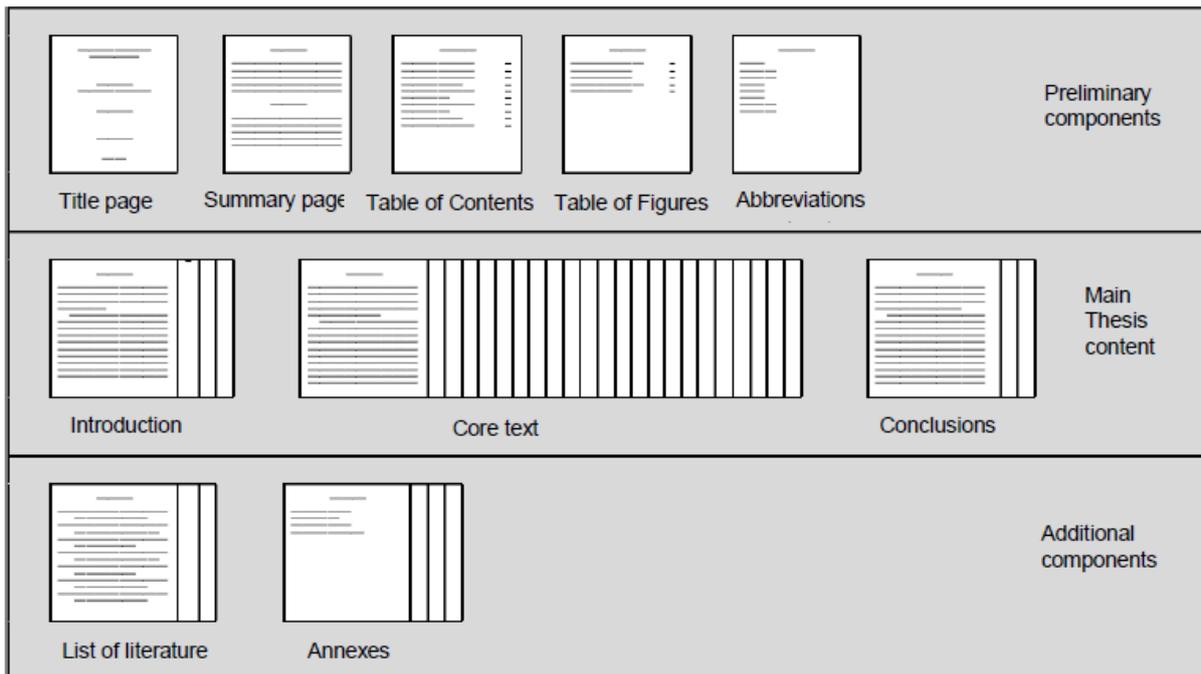


Figure 2: Components for final thesis

Source: Kobeja 2002.

2.1.1 Title page and cover

Annex 1 and 2 show the design of the cover and title page. The cover is used only in final thesis and serves as a sample of binding when preparing the cover of the hardback copy of the work. The title page is used for all written assignments.

2.1.2 Summary

The documentation page, which starts on the first odd page after the title page, contains a summary of the written work in Slovenian (or English for thesis written in English language). Final version of the written work also contains a summary in English (or otherwise if stated in the relevant regulations and guidelines). The Slovenian summary has five to ten key words or phrases in Slovenian; the English summary has five to ten words or phrases in English. In the bottom left there is the Universal Decimal Classification (UDC) content of the final thesis, which is set by the library when submitting the final thesis for the technical check. The summary is written in the same font, with the same line spacing and justified alignment as the content of the final thesis. An example of the documentation page can be seen on the relevant page in this document.

2.1.3 Acknowledgements

The acknowledgement page is not a compulsory component of final thesis however it can be included if the author decides. It can contain acknowledgements for mentors, potential co-mentors and all those who assisted in contributing to the final thesis. If we decide to include an acknowledgements page in the final thesis, we put it on an odd numbered page between the summary and table of contents.

2.1.4 Table of Contents

The table of contents starts on the first odd page after the documentation page. It shows both the external and internal structure of the text. The external structure of the text is shown in its hierarchical structure, and the internal or content is shown by individual headings in the table of contents. It contains at most three levels of chapter headings from the text. All headings have their starting page number written on the right hand side. The table of contents is labelled 'Content'. An example of the table of contents is used in these instructions on page V.

2.1.5 Table of Figures

The figures are collected into a separate table of content headed 'Figures', in which pictures are collected separately and tables are collected separately. Figures can also be collected separately: figures in a table of contents headed 'Figures', and tables in a table of contents headed 'Tables'. In the table of contents each item must be numbered with consecutive numbers, headed and have a page number on which it can be found. The table of figures starts on a new (not necessarily odd) page after the contents page.

2.1.6 List of Abbreviations

If the final thesis includes several specific and/or unknown abbreviations, we collect, bind and explain them in the list of abbreviations which is the last part of the preliminary components. It is put on a new page after the Table of Figures (there are no blank pages between the table of content, table of figures and list of abbreviations). An example of the list of abbreviations can be seen on the relevant page in this document.

2.1.7 Reference List

The reference list is one of the additional components and can be found on the first odd page after the conclusion. The page numbers continue on from the main text. The heading

‘Reference list’ is centralised and is not numbered as a decimal and is also seen in the table of contents. In the list, bibliographic descriptions are listed alphabetically.

Due to transparency, the first lines are suspended, meaning that the next line in each individual description is moved from the left margin of the text by 7.5mm. Within the individual descriptions in the list, the line spacing is singular, spacing before the description is 6pts. The font is the same as in the main text, except where italics are required (titles).

The same is true for the heading ‘Sources’ and list of sources. Sources are separated from literature dependent on the type of data (statistical, administrative, quantitative data etc.) and not on their accessibility; therefore an article with a webpage belongs amongst literature and not sources.

If the final thesis is from the legal field, the legal sources must be separated from the other sources. In this case you also need to separately state: literature, legal sources and other sources. Legal sources are managed stylistically as literature and sources.

The structure of individual bibliographic descriptions is separately described in Chapter 3.2.

2.1.8 Annexes

All annexes go at the end of the work. If there are more annexes, we insert a page before them on the first odd page after the reference list. The page is headed ‘Annexes’ (in this case, the heading goes on the last indent in the table of contents). Here the annexes are classified, labelled and headed.

The Annexes are separated by a header, which must always be written in the top outer corner (Annex 1, Annex 2,).

An example of a list of Annexes is placed on the relevant page in this document.

Annexes are usually compiled of:

- more extensive summaries of the basic findings of the final work in Slovenian (if the final thesis is written in a foreign language),
- terminological dictionary/glossary,
- more extensive tables and pictures,
- used questionnaires,
- printouts of computer processing data,
- respective index and
- similar.

2.2 Page numbering

The page numbers are centred in the footer of the page. The pages of the preliminary components (summary, table of contents, list abbreviations) are numbered using Roman numerals (I, II, III ...), others using Arabic numerals (1, 2, 3 ...).

Any annexes are not numbered. The last numbered page is the list of annexes. Individual annexes are labelled; an example of the labelling of individual annexes can be seen at the end of this document.

If the individual components start on an odd page and the page before is an empty even page, the latter (even pages) are not numbered.

Table 2: Page numbering

Component	Page numbering	Layout
Title page	First page, no page number	/
Summary	Use Roman numerals – continue numbering from the title page, so the first roman numeral is III	Odd page after the title page
(Acknowledgements)	Use Roman numerals – continue numbering (V) (non-obligatory component)	Odd page after summary (non-obligatory component)
Table of content	Use Roman numerals – continue numbering (V or. VII, if we include an acknowledgement)	Odd page after summary (or after acknowledgements)
List of tables	Use Roman numerals – continue numbering	Page following the table of contents
Table of figures	Use Roman numerals – continue numbering	Continue on the same page after the tables
List of abbreviations	Use Roman numerals – continue numbering	On the following page after the table of figures
Content	Beginning of content (Introduction) start numbering with Arabic numeral 1. From the introduction onwards, the entire content is numbered consecutively using Arabic numerals.	Odd page after the preliminary components Each new chapter begins on the next page.
Reference list	Use Arabic numerals – continue numbering	Odd page after the content
List of annexes	Use Arabic numerals – continue numbering	Odd page after reference list

2.3 Paper size and margins of text

When compiling the document, take into account:

- paper size A4 (210 × 297mm),
- all margins (inner, outer, upper and lower) 2.5cm,
- page numbers in the footer are 1.5cm from the lower margin and are centred,
- the content of the work is printed double-sided.

2.4 Font

When choosing and structuring font take into account the following instructions:

- All texts use a serif typeface – for example Times New Roman (in older word processors those with added CE). The font should be normal (upright characters), the size in the basic paragraphs should be 12.
- The font of other parts of the text has different characteristics: for example, comments in the footer and sources under figures should be in a smaller font (size 11), heading are in large, bold or italic font.
- Italic font should be used for emphasis in text.
- Letters and numbers cannot be coloured, we also avoid coloured figures (charts, for example, can also be graphics if they are black and white).
- Parts of text, especially individual words or phrases, can be emphasised with italic font, so they are separated from the regular text.

2.5 Line spacing

The line spacing should be 1.25. The first line of a new paragraph is not indented. Individual paragraphs are separated by 12 points which are placed before the paragraph.

2.6 Lists

For better transparency, the text can be structured as a numbered list or with bullet points. The numbers or bullet points of are list are on the left and are not indented.

Numbered lists are used only when the order is important – for example in carrying out a procedure.

Example:

1. first step,
2. second step,
3. third step.

If the individual items in a list begin with a small letter, we finish with a comma or semi-colon, if they begin with a capital letter; we finish with a full-stop or other final punctuation mark.

Example:

- item,
- item,
- item.

2.7 Footnotes

Footnotes are used as content notes, meaning we use them to further explain the content. Documentation comments are not used as documentation taken from sources we use bibliographic reference, as is explained in this document henceforth.

Insert footnotes (comments below the line), by inserting a comment¹ after the word, sentence or thought it refers to.

Warning: When a footnote and sentence break coincides, the break has priority.

2.8 Text Structure

The text is separated into chapters and sub-chapters, then further into paragraphs. Paragraphs can be further into lists if necessary (as explained in chapter 2.6).

The chapters are hierarchically organised: a chapter can contain several sub-chapters, each of which can contain smaller sub-chapters. If the chapter is divided, it must have at least two sub-chapters, so 2.3 cannot contain only 2.3.1, but also at least 2.3.2.

Try to structure the text so that between each heading and sub-heading you have text, so that you do not have one heading after the other.

Each chapter has a heading. Headings are divided into three levels at the most. Three levels of chapters are organised by three levels of headings, which are also found in the table of contents. The font size for headings is 12. The font and size of the table of contents is the same as the body of the text. Headings should be short, if possible no longer than one line.

The headings of the main chapters should be written in bold capital letters, secondary headings should be written in bold small letters and tertiary headings should be written in small italic letters. All three levels of headings should be decimally marked with Arabic numerals. For further division use unnumbered sub-headings, written with small italic letters. Below you have the structure of the font and numbering of the three types of heading and sub-heading. The spacing before any heading should be 24pt. Headings should be on the same page as the corresponding text. The headings in this document are an example of how the different levels of heading should be used, they structure of the three different types of heading are also shown here:

1 HEADING

1.1 Heading

¹ The word processor automatically prepares the footer and space at the bottom of the page for text and also formats the style of the footnote – text. The text comments use the same font as the main text, only the size is smaller (11), and uses single line spacing.

1.1.1 Heading

Sub-heading

2.9 Structuring figures

Graphic materials which supplement or replace text are known as figures. We separate such material into figures and tables. Figures include all charts, diagrams, drawings, prepared images, graphics, photographs, optically recorded material, print screens etc. Figures should be black and white; in the case that the figure is detailed then (subdued) colours can be used to improve visibility. Tables are rows and columns with organised numbers, words or both. The font in tables and figures are the same as in the main text, except in the cases of larger amounts of data, where the font can be smaller (e.g. size 10 or 11).

Text in tables must be aligned to the left, numbers to the right. Text in the headings of the table should be centred.

Each figure must have a numbered heading, which is short and comprehensive. The numbered headings include the tables in the written assignment. Headings go above the table and below the figures. Headings, sources and other clarifications for tables are aligned to the left, and are centred for figures. In the text, we refer to the tables by reference, e.g. Figure 1, in Table 11.

The heading of the figures is in bold and uses size 12 font. The sources and any clarifications are under the figure. They use size 11 font, and have single line spacing. We do not state our own sources.

In order to read figures more easily, especially charts, a key should be included. It is best to centre figures between the text margins.

Tables should be on one page, except where tables are more/larger than one page. In this case, the heading of the table should repeat on all pages.

Below you have some examples of tables and figures:

Table 3: Length of Slovenian borders with neighbouring countries

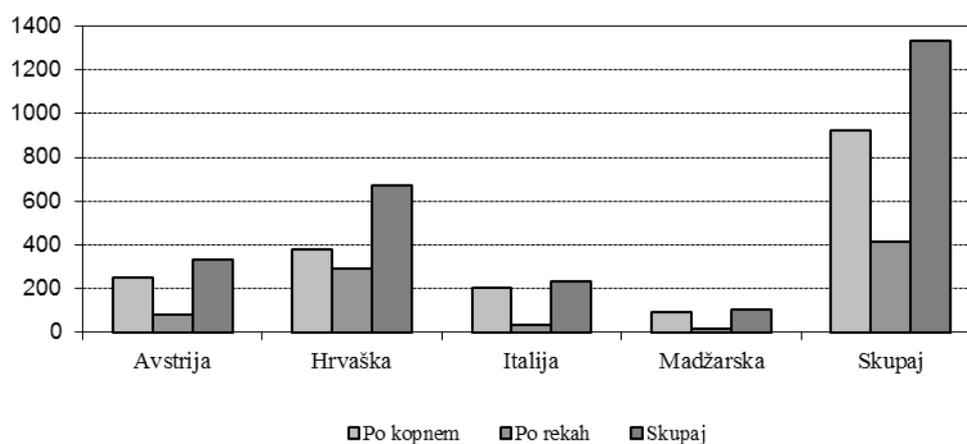
Countries	By land	By river	By sea	Total
Austria	25	79	—	330
Croatia*	380	290	**	670
Italy	201	31	**	232
Hungary	89	13	—	102
Total	921	413	**	1334

* The border between countries is not yet defined.

The length is calculated on the base of digital data on cadastral boundaries.

** The length by sea is still not defined.

Source: Statistical Yearbook of RS 1996, 35.

**Figure 3: Length of Slovenian borders with neighbouring countries**

Source: Statistical Yearbook of RS 1996, 35.

3 CITING AND DOCUMENTING SOURCES

The main findings of other authors are summarised and documented correctly and systematically by the student and are not copied as if they were their own. The student must document their sources appropriately; at FM we use Chicago Style.²

3.1 Structuring and placing bibliographic references

Bibliographic references (in-text citations in the CMS) in the text give credit to the sources used. Each bibliographic reference has the appropriate bibliographic description in the reference list. Each finding from other authors, used in a (student) text, must be clear and consistently marked.

Bibliographic references are most often compiled of the author's surname, year of publication and pages on which the cited parts of text can be found in their original form. When placing bibliographic references, we must be careful how to format them. Commas are placed between the year and pages, but we do not place a comma after the author's surname. For paraphrases and/or summaries from several different works simultaneously, separate the authors using a semi-colon in the bibliographic reference.

Some typical examples of bibliographic references:

- example for the work of one author: (Jelen 1994);
- example for a page from the work of one author: (Jelen 1994, 17);
- example for the work of two authors: (Medved and Vovk 1995, 20);
- example for the work of three authors: (Sinica, Škorc and Vrabc 1996);
- example for the work of four or more authors – in the bibliographic description we write all the authors (in the reference list): (Lisjak idr. 1997);
- example for two works– separated by a semi-colon: (Jelen 1994, 117; Medved and Vovk 1995, 95–105);
- example for work without authors: (*SSKJ* 1998).

3.1.1 Quotations

Quoting means using shorter or longer parts from the writing of others in one own's text and not changing the original wording. Quotes can be shorter (three lines maximum) – in this case we might integrate them in our own sentences or paragraphs, however we have to surround it by quotation marks. In the case of longer quotes we need to set it apart from the rest of the text (we format a "block"). In either case the exact words of the original source are used.

² [Http://www.chicagomanualofstyle.org/](http://www.chicagomanualofstyle.org/)

Short (integrated) quotes

- Jelen (1994, 117) finds: “An afternoon nap decreases the need for sleep at night.”
- “An afternoon nap decreases the need for sleep at night,” finds Jelen (1994, 117).
- “An afternoon nap decreases the need for sleep at night.” (Jelen 1994, 117)

Longer (block) quotes

Grabnar (1981, 17–18) shows us in the following sentences the undisclosed dimensions of Prešern’s “*Pevcu*”:

The man who wrote the verse “*Noč temna, ki tare duha*” was not only a moment of inspiration. The introductory rhetorical question is not only the desperate call of a suffering soul, which does not know why and how, but reveals an unexpected deep philosophical background, revealing not only the suffering of its author but of knowledge which we have not yet explained. The question is utterly abstract, theoretical – and points to Hegel and the abstract contradictions present in the soul itself.

Citing secondary sources

When using sources that you have not actually read (or seen) but are cited in another text, you should clearly mark it by referencing to both sources. Secondary sources citing should be used sparingly; rather make an effort to consult the original source.

In the same brackets, put the reference to the original (primary) work, followed by the reference to the secondary work. Citations also include the page or range of pages of the primary work from which the citation was taken (if the author from the secondary work stated the information) and page or range of pages of the secondary work from which the citation was taken:

(Kos 1987, from Turk 2004, 52)

In the reference list we we put bibliographic descriptions of both sources.

3.1.2 Examples of paraphrasing and summarising

When we want to use information from a source but change the structure and put it in our own words (however maintaining the original meaning) we paraphrase or summarise. Below there is a source text followed by a paraphrase and a summary.

Source text

Young people are not only different because they are subject to specific socialisation experiences but because they are literally biologically different: they are going through

specific hormonal and neuronal processes through their brain and their permanent connection with their body. It would be rather unusual if these factors would not be taken into account when analysing the way the youth experience the world. In summary, youth is a combination of puberty, biological processes (specific age-related hormonal and neuronal processes) and adolescence as a cultural process (experiencing the modern world in the psyche).

Paraphrase

Tomc (1999, 10), separates the youth from the rest of the population stating they are different due to their socialisation and hormonal and neuronal changes in their body. He warns (ibid) that both factors which co-design youth need to be taken into account: biological, which is shown through puberty, and culturally, which defines the adolescent experience of the world.

Summary

Tomc (1999, 10) emphasises that when we study the adolescent experience of the world, we must, in addition to the socialisation process, take into account biological factors.

3.2 Structuring bibliographic descriptions³

Bibliographic descriptions are compiled of four elements:

1. author(s),
2. year of publication,
3. title of document and
4. its availability.

Between each element there is a full-stop.

So, the descriptions are as follows: **Author. Year. Heading. Availability.**

When structuring the entries, you need to be careful of grammar and spelling rules.

The first three elements are written in the same style, the form of the fourth element (availability) is dependent on the type of material used. We recognise four main types of sources:

1. monographic publications (books or works, that are published once and do not change – e.g. CD-ROMs and similar publications);
2. chapter or other part of an edited book;
3. articles, published in serial publications (journals, newspapers, magazines), which have had the same name for several years, and are differentiated by numbering – year (or volume) marked by consecutive years of a series of publications, volume, pages;

³ Written in Chicago style.

4. website content.

Special types sources are also material which is not published, but are available. We include academic work in this category (doctoral dissertations, Master thesis, specialist, bachelor thesis), different internal or business material of companies and institutions, potential work carried out (various discussions, interviews, correspondence...).

Depending on the type of material, 'availability' is written in various methods, as is shown below:

1. For *monographic* publications, we enter the place of publication and after a colon the name of the publisher in 'availability'. Example:

Kobeja, Boris. 2001. *Handbook for writers of professional texts: scientific apparatus*. Koper: Higher school for Management in Koper.

University of Chicago. 2003. *The Chicago manual of style*. 15th ed. Chicago in London: University of Chicago Press.

2. In the case of *contributions (parts, chapters), published in monographic publications or collections*, in 'availability' for after the proposition "and" write the title of the primary publication (collection), editor, pages, place of publication and name of publisher. Example:

Glas, Miroslav. 2002. Entrepreneurship: challenge for changes. In *Management: new knowledge for success*, ed. Stane Možina, 96–151. Radovljica: Didakta.

3. For *articles*, published in series of publications, we write the title of the series of publications and their number in the 'availability'. Examples:

Catana, Suzanne W. 2003. Vital approach to transition: Slovene multiple case study. *Managing Global Transition* 1 (1): 29–48.

Bojnec, Štefan and Romana Kajdiž. 2010. Efficient system of reference prices and price structuring of medication. *Management* 5 (1): 53–67.

4. Contributions, published *online*. Examples:

Harris, Robert S., Kenneth M. Eades in Suzanne Chaplinsky. 1998. *The dividend discount model*. <http://ssrn.com/abstract=909419> (19. 5. 2010).

Kos, Blaž. 2007. *Entrepreneur or manager*. <http://www.blazkos.com/podjetnik-ali-manager-kdo-je-bolj-kul.php> (15. 12. 2009).

Due to the fact that these sources are not as stable as the classical paper published texts, at the end of the entry, in brackets, you add the *date viewed*.

Note: you need to be careful of the credibility of sources you use. In the case of the Blaž Kos contribution, it is a blog, therefore is not considered too credible. It is more of a personal opinion. This kind of (unverified) source is best avoided in academic writing.

5. *The electronic version of a physical document*

Novak, Janez. 2008, Title of contribution. In *FREM'08. Festival of Economy and Management research: Knowledge: theory and practice*, CD-ROM, 555–559. Koper: Faculty of Management.

6. Example *online content*, which is not an article, but it is a text *taken directly from the page*.

Websites usually have the author's liability and year of establishment or last update stated on the page. If they have an address, we write in in italic font, if not, we replace it with a suitable description; the best would be an entry page or presentation page (in normal font). If the liable author is not stated, then the title goes first in the bibliographic description. Example:

Republic of Slovenia Statistical Office. B. I. Entry page. <http://stat.si/> (31. 5. 2012)

Consumers' Association of the Republic of Slovenia. 2009. *Competition Policy*. <http://www.zps.si/trg-in-cene/potrosnik-in-konkurenca/konkurencna-politika.html?Itemid=308> (31. 5. 2012).

7. Examples for *legal sources*:⁴

Constitution RS. *Official Gazette RS*, no. 33/91, 42/97, 66/00, 43/03, 68/06.

Directive 02/14/ES of the European Parliament and of the Council establishing a general framework for informing and consulting employees in the European Community. *Official Gazette of the EU*, no. L 80/02.

Employment Relationship Act (ZDR). *Official Gazette RS*, no. 42/02, 102/07.

Rules on subsidising the accommodation of students *Official Gazette RS*, no. 22/01.

*Official gazettes are serial publication marked by year and number in the year, date of publication and numbered pages, which is why we use italic font when writing them in the reference list.

8. Example of *court verdict*:⁵

Higher Labour and Social Court RS. 2004. *Verdict, case no. Pdp 413/04*.

9. For material which is not published, in the 'availability' section we write a clarification as to what type of material it is. Examples:

⁴ When listing legal sources, you must include all numbers of the official gazettes where the individual legal source was published, and not only the first or only of them. In addition legal sources must be listed in the appropriate hierarchy: constitution, international legal sources, legislation, bylaws and autonomous legal sources.

⁵ Sledimo vzorcu: Naziv sodišča. Leto izdaje sodne odločbe. *Sodna odločba*.

Čepar, Žiga. 2009. *Socio-economic factors of interest in higher education in Slovenia*. Doctorate dissertation, Faculty of Management Koper, University of Primorska.

Faculty of Management. 2010. *2009 business report of work at the Faculty for 2009*. Business document, Faculty of Management Koper.

10. Corporation as liable author

In the case where the publication has been created by a certain corporation and not by an individual, then we state the corporation as the liable author. These corporations can be political units (countries, regions), regional and local administration units (municipalities, towns), national bodies (parliament, government, ministries, courts, offices, agencies, funds, inspectors, commissions etc.), institutions (schools, universities, libraries, theatres, chambers, centres, gatherings etc.), profit and non-profit organisations, societies, churches, recreational groups, organised events (congresses, meetings, festivals, fairs etc.)

Corporations which are liable authors are often also the publishers of the work. In this case we also state the corporation in data of publishing. Examples:

Republic of Slovenia Court of Audit. 2006. *Revizijski priročnik*. Ljubljana: Republic of Slovenia Court of Audit.

Iskra Avtoelektrika. 2007. *Alternators*. Šempeter pri Gorici: Iskra Avtoelektrika.

Titles can be shortened, if in doing so there is no risk of ambiguity (e.g. if two companies have the same name). Bibliographic references for corporations can also use abbreviations, which are repeated and in brackets in the bibliographic description.

AJPES (Agency of the Republic of Slovenia for Public Legal Records and Related Services).

11. Work without known authors

If the author of the work is unknown, we replace it with the title of the publication. The title of the independent publication (e.g. book, journal) is written in italics, the title of the part of the work (e. g. a chapter) of the independent publication is written in normal font (in both the bibliographic references and bibliographic descriptions). The title is followed by the year and data of publication. Sometimes, even if the corporation as the liable author is known, the title of the publication I still first, as the name of the corporation may not be informative enough. In the case of numerous authors, who assisted in the preparation of the publications (encyclopaedias, lexicons, dictionaries etc.), if there contributions were relatively small then they are listed in the publication. Also in this case we replace all the names of the authors with the title of the publication. If the title is long, then in the bibliographic description we state only the first few words, which allow for a relatively independent and unambiguous description as a whole and can be found easily in the reference list. Example:

SSKJ (*Dictionary of Slovenian Literary Language*). 2005. Ljubljana: DZS.

12. *Personal messages* (letters, interviews)

For the public, personal messages are relatively inaccessible and unverified. A person as a source of information is generally not placed in the reference list, but is stated in the text itself.

(modified by Janez Novak – ZRSM, January 1st 2012, accessible at J. M., joze.medved@gmail.com)

or

(Janez Novak, letter to the author, 31st May 2011)

If, in spite of this, we still want to place in the reference list, the bibliographic description of personal messages is as follows; name of the message source (sender of the letter, co-speaker), year, informative definition of the message (letter to the author, discussion with the author), place and finally date:

Janez Novak. 2011. Interview with author. Koper, 31st May.

Janez Novak. 2011. Letter to the author, 31st May.

13. *Public speaking* (speeches, lectures, seminars, round tables)

Bibliographic descriptions in the case of contributions made at speeches, lectures, seminars, round tables etc., contain the person responsible (author of the speech etc.), year, title, and if necessary the appropriate definition of the kind of information given (e.g. type, name, place and date of the event):

Peter Sanfey. 2009. Transition in Crisis? Reforms, Financial Integration and Prospects for Future Growth. Lecture at conference 11. Business conference Portorož: How different forms of capitalism are coping with the economic crisis and what is waiting for us in 2010, Ljubljana, 30th –31st October 2009.

Novak, Janez. 2012. *Help for graduates*. Study material. Koper: Faculty of Management.

14. *Internal material of organisations*

Documents which come from within organisations and are not published are called internal material (e.g. business, technical or research reports, work processes etc.). The person responsible can be an individual, group or corporation itself. The bibliographic description is as follows: person responsible for the document with the year and title in italic font (if it represents an independent publication), the last component is appropriate phrase for the material (e.g. internal material) and after a comma the name of the organisation or institution who stores the material:

Luka Koper. 2012. *Unaudited interim report of Group and company Luka Koper plc., from January-March 2012*. Internal material, Luka Koper.

3.2.1 *Methods of writing the author's name*

It is important that the name of the author or authors of the text are correctly written, we always write the full name and surname of the authors or the first letter of the first name and the full surname of the author. We choose one of these methods and use it throughout – we do not mix methods. Authors' names are written correctly, so firstly the name and then surname. An exception to the rule is the first author, where we first of all write the surname and then after a comma (which marks the inversion), then we add the author's name. We do this so that we can put the entries in alphabetical order by author, where we respect only the surname of the first author. Author's names are separated by commas (as in listing), before the last one we write 'and'. Examples:

Harris, Robert S., Kenneth M. Eades in Suzanne Chaplinsky.

(So: Surname, Name Surname and Name and Surname.)

or: Harris, R. S., K. M. Eades and S. Chaplinsky.

It would be incorrect to turn around or change the order of the authors who use more names. We always write the names as they are stated in the publication.

An example of incorrect use: Harris, S. Robert. (Elements of the name so we do not write the name back to front!)

3.2.2 *What do we write in Italics?*

We use italics for marking the headings of the main documents; titles of *monographic publications*, titles of *collections*, and titles of *series of publications*. Also for titles of *primary documents*, published online and titles of some *internal or unpublished materials*.

Titles of sub-sections of work (title of articles or contributions in collections, titles of author's chapters, published in monographic publications) are not written in italics!

3.2.3 *Additional guidance*

When structuring your list take into account the following guidance:

- the list must be organised in alphabetical order by surname of the first author or title of the work;

- if the same author is listed several times, then we organise their work by year of publication, from oldest to newest;
- if the same author published several works in the same year, then we add consecutive letters to the year “a”, “b” etc. – (2001a), (2001b), (2001c);
- if the work has more than three authors, we take into account the first author and add an abbreviation [etc.] or. [et al.], however only in the bibliographic reference in the text, in the bibliographic description we write all authors;
- if we do not have the place, we write w.p.;
- if we do not have the year, we write w.y.;
- following a full-stop in bibliographic descriptions (not references) we use a capital letter also for abbreviations (e.g. W.p.);
- if we decide to use Latin abbreviations, they must be used everywhere abbreviations are necessary;
- accessibility to electronic sources is written with a capital letter, which we must correct ourselves (example: Http...).

4 GUIDANCE FOR BETTER USE OF LANGUAGE

Each written assignment must also be linguistically appropriate; therefore below we have written some guidance and frequent mistakes.

4.1 Punctuation

Punctuation is aligned to the left; this means that the punctuation must hold the word it refers to, after punctuation there must be a space. Exceptions are at the beginning of quotations and end or opening brackets, which are aligned to the right. Punctuation in indents is the same as in sentences, as only the display of the text has changed. You must use commas, colons and full-stops and other punctuation, despite starting the text on a new line.

Brackets must (opening and closing) touch the words they relate to.

Ellipsis – ellipses as in this sentence are detached, separated from the text ... When we use them after a word without a space, it means the word continues and not the sentence or thought. Below you have some examples of the wrong and right use of punctuation and examples of the placement of commas and full-stops when using numbers, where the rules vary.

<i>incorrect</i>	<i>correct</i>
(nnn)	(nnn)
nnn , mmm ; mmmm .	nnn, mmm; mmmm.
nnn,nnn	nnn, nnn
1.000,10	1,000.10

4.2 Units: kg, m, %, EUR ...

The unit can be written in words or as an abbreviation (e.g. Euros or EUR; percent or %; kilograms or kg;...), however we do not conjugate abbreviations (incorrect: EURs). You cannot use symbols for units at the beginning of lines, the symbols must be on the same line as the number it refers to, (we suggest using space breaks).

4.3 Dates

Dates can be written in different ways e.g. 3rd March 2000; 3. 3. 2000 ... *but not* 03.03.2000. Whenever the date is written in text the first option is preferable, the other forms are more preferable for tables, lists ... Also here there must be a space after every dot.

4.4 Personal names

In accordance with Slovenian grammar we write names Name and Surname, not Surname and Name, in the case of organising a list alphabetically by surname, we use a comma between the surname and name which signals the inversion. Example: Surname, Name.

4.5 Names of companies

The form of company is separated from the name of the company by commas (on both sides) also take into account the grammatical rules for abbreviations (e.g. public limited company – plc.) – abbreviations also have spaces (space breaks).

4.6 Abbreviations

In the case we use a lot of abbreviations in our text, it is best to list them at the beginning of the work.

4.7 Numbers

Numbers to 10 found in text are usually written in words. Numbers over 10 can also be written in numerical form. The exceptions are amounts in tables. Decimal numbers are written with a decimal *point*. “0” cannot be replaced by the letter “o”, nor can “1” be replaced with “l”.

REFERENCE LIST

- Bajt, Drago. 1994. *Pišem, torej sem*. Maribor: Obzorja.
- Bunc, Stanko. 1998. *Slovar tujk*. Maribor: Obzorja.
- Cox, Joyce in Christina Dudley. 1999. *Microsoft Word 2000*. Ljubljana: Pasadena.
- Hladnik, Miran. 1997. *Praktični spisovnik*. Ljubljana: Filozofska fakulteta.
- Kalin Golob, Monika. 2001. *Jezikovne reže*. Ljubljana: GV Revije.
- Kobeja, Boris. 2001. *Priročnik za pisce strokovnih besedil: znanstveni aparat*. Koper Visoka šola za management.
- Kobeja, Boris. 2002. *Napotki za pisanje seminarske in diplomske naloge*. Koper: Visoka šola za management.
- Kocjan-Barle, Marta. 1999. *Abeceda pravopisa*. Ljubljana: DZS.
- Skaza, Jože. 1995. *Pravopis*. Ljubljana: Jutro.
- Skaza, Jože. 2000. *EPIS – pravopisni priročnik*. Dobrna: Eknjiga.
- Slovar slovenskega knjižnega jezika*. 1993. Ljubljana: DZS.
- Slovenski pravopis 1, Pravila*. 1997. Ljubljana: DZS.
- Sršen, Janez. 1998. *Jezik naš vsakdanji*. Ljubljana: Gospodarski vestnik.
- Verbinc, France. 1997. *Slovar tujk*. Ljubljana: Cankarjeva založba.

ANNEXES

Annex 1	Sample cover
Annex 2	Sample of title page
Annex 3	Technical checklists for final thesis
Annex 4	Preparation of thesis proposal

Annexes are put at the end of the document; annexes do not have numbered pages, but are titled in the header, as is shown hereinafter in this document.

Each annex is an independent document, therefore on its pages (so every odd page), in addition to this they must also be marked (e.g. *Annex 1*) in the header of the document on the outer margin.

UNIVERSITY OF PRIMORSKA
FACULTY OF MANAGEMENT

TYPE OF FINAL THESIS

NAME SURNAME

KOPER, YEAR

[YEAR]

TYPE OF FINAL WORK

[NAME SURNAME]

UNIVERSITY OF PRIMORSKA
FACULTY OF MANAGEMENT

Type of final thesis

TITLE OF THESIS

Name Surname

Koper, year

Mentor: title. Name Surname

TECHNICAL CHECKLIST FOR FINAL THESIS

This checklist is meant for students to easily and quickly check the suitability of the structure and layout of their final thesis. The written work is considered appropriate once the student can tick all elements 'yes'.

Page preparation

yes no

- Paper size A4, portrait
- Margins 2.5cm
- Page numbering – in the footer, centred, 1.5cm from margin
- Page header (not obligatory) – font size 11, italic, aligned on the outer margin
- Print double-sided

Order of components of final thesis and formation

yes no

- Preliminary components (cover, title page, information data, acknowledgement (non-obligatory), table of contents, figures, abbreviations)
- Main text (suitable page numbering)
- Additional components (literature and sources, annexes, potential glossary...)
- Reference list
- Annexes

Paragraph structure

yes no

- Black, size 12 font
- Line spacing (1.25)
- Double-sided
- Space before paragraph 12 points
- Self-citation (space from the left-side 0.75cm, size 11 font)
- Lists (numbered and marked lists, space from the left 0.75cm, line spacing as with main paragraphs, no spacing of 12 points between individual indents)
- Footnotes (font size 11)
- Text layout (suitable structure of individual chapters into at least two sub-chapters)

Form of headings

yes no

- Heading 1 (left alignment, printed capital letters – size 12 font, bold, placed on a new (not necessarily odd) page)
- Heading 2 (left alignment, size 12 font, bold, before the heading 24 point space from previous paragraph)
- Heading 3 (left alignment, size 12 font, bold and italicised, before the heading 24 point space from previous paragraph)
- Sub-heading (left alignment, size 12 font, italics, before the heading 24 point space from previous paragraph)

Annex 3

Appearance of preliminary and additional components

- | yes | no | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Title page (as in Annex 2); size 14 font, small letters, respecting the capital letter rules, title of work with large printed letters, size 20 font |
| <input type="checkbox"/> | <input type="checkbox"/> | Documentation page with summary (80–100 words, 5–10 key words, UDC) |
| <input type="checkbox"/> | <input type="checkbox"/> | Table of contents (aligned left, appropriate spacing of sub-headings, page numbers on the right hand-side, dotted guidance lines) |
| <input type="checkbox"/> | <input type="checkbox"/> | Table of figures (titles and numbers of figures, title of figures, right alignment of page numbers, dotted guidance lines; careful of the alignment of the second and other lines of the figure titles!) |
| <input type="checkbox"/> | <input type="checkbox"/> | List of abbreviations (aligned left, no spacing of 12 points between lines) |
| <input type="checkbox"/> | <input type="checkbox"/> | Reference list (aligned left, space between second and other lines of 0.75cm, single line spacing, 6pt spacing before the paragraph) |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexes (list of annexes, marked as annexes in the header) |

Appearance of figures

- | yes | no | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Structuring of figures (appropriate referencing) |
| <input type="checkbox"/> | <input type="checkbox"/> | Structuring of pictures (alignment of pictures) |
| <input type="checkbox"/> | <input type="checkbox"/> | Structuring of tables (alignment of tables) |
| <input type="checkbox"/> | <input type="checkbox"/> | Structuring of tables (left alignment of text, right alignment of numbers) |

Referencing and citing sources

- | yes | no | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | All in-text citations have their replica in the reference list. |
| <input type="checkbox"/> | <input type="checkbox"/> | All material, cited in the list of literature or list of sources also have their double amongst the text. |

Correct page layout (odd and even pages!)

- | yes | no | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Cover |
| <input type="checkbox"/> | <input type="checkbox"/> | Title page – odd page |
| <input type="checkbox"/> | <input type="checkbox"/> | Information page (summary, UDC) – odd page |
| <input type="checkbox"/> | <input type="checkbox"/> | Content – odd page |
| <input type="checkbox"/> | <input type="checkbox"/> | Table of figures, table of tables – following page |
| <input type="checkbox"/> | <input type="checkbox"/> | List of abbreviations – following page |
| <input type="checkbox"/> | <input type="checkbox"/> | Main text (Introduction, other chapters on following page) – odd page |
| <input type="checkbox"/> | <input type="checkbox"/> | Reference list – odd page (list of sources, when it is separately structured, continues on the same page as the list of literature!) |
| <input type="checkbox"/> | <input type="checkbox"/> | List of annexes 'Annexes' (when it is structured) – odd page |
| <input type="checkbox"/> | <input type="checkbox"/> | Annexes – each annex is an independent document, attached to the final work, and therefore is on its own page (therefore, odd page) |
| <input type="checkbox"/> | <input type="checkbox"/> | Any additional elements (e.g. glossaries etc.) are placed after the sources and before the annexes – odd page |

Preparation of the thesis proposal

Preparation for final thesis is addressed, depending on the study cycle, by various regulations:

- **Graduation regulations: Professional titles on the first study cycle;**
- **Graduation regulations: Master of study programmes on the second study cycle;**
- **Graduation regulations: Doctor of science.**

The main components of the final thesis proposals are published for each study cycle separately in the aforementioned regulations.

When writing a thesis proposal, the guidelines for writing a final thesis – texts are professionally and grammatically correct, sources are appropriately cited etc. (see *Guidelines for forming written assignments*). You can use your preferred word processor to produce your disposition. Hereinafter, we clearly clarify the basic elements of the proposal.

Working title of the final thesis:

The length of the title is defined in more detail in the individual regulations. The title must not include a company name, even if your final thesis is written on base of data for a chosen company. If, for example, you want to study the employment policies in company X, you write the title as follows: Employment policy in the chosen company.

1 Problem definition and theoretical background

On the basis of theory, you present a research problem, which you will resolve in your thesis. Clarify the scope of the problems (define the main concepts, interconnect them and place them in the research area) and importance of their resolution. When doing this, consistently use sources (see Guidelines for forming written assignments), which you will list at the end of the disposition. If, for example, you claim that it is something very widespread, then you support this with data and sources of this data. In this part of the disposition, on the basis of literature and theory, you answer the question of what you will analyse and state the problem the diploma work will search a solution for.

2 Purpose and aim of the final thesis

- *In defining the purpose, we are answering the question, why you are analysing the theme you presented in the previous chapter. Purposes can be varied – it could be that no one has yet tackled this problem or the research of the problem is already dated. You could have done this research because you do not agree with the claims of authors, or you are interested in the theme/case or you are interested whether certain research results are also relevant for your environment. Research could also be of interest to certain companies.*
- *Aims are activities which we have to complete in order to achieve the purpose of the work. Aims are connected to the problem. Thus, in the research you can analyse certain phenomenon, collect data, find causes for them, find the consequences of certain methods of operations, propose solutions ...*
- *For works, which are more research based (bachelor thesis, master thesis and doctoral dissertations), on the basis of read theory, research up until now and their conclusions layout claims – these are theses (hypotheses) which are set beforehand, which must come from the aims. If, for example, you have set the aim to find how intensive ICT is used in communication between employees, then one of your claims could be that more than half of communication between employees is carried out using e-mail. If, for example, your aim is to find the expanse of online buying in Slovenian regions, then one of your claims could be that consumers from less developed trading companies buy online more often. Alternatively, you can set a research question using qualitative methodology.*

3 Predicted methods for achieving aims

When writing your final thesis, you will use various methods. The theoretical part will be written on the basis of read literature, individual concepts will be defined, findings analysed, and connections, comparisons etc. made between them. These are research methods which can be used in the theoretical part of the thesis. In the empirical part of the thesis, you will be able to analyse secondary sources of data (e.g. data from statistical offices) or with data collected with the help of surveys (primary data source), for the case. You can offer participants to complete the questionnaire in a paper form or an electronic form. You state who will complete the survey, how big is the sample, how you will handle the data, which statistical methods you will use and how the data will be presented. On first cycle study programmes, the courses Business mathematics, Business statistics and Basic of research methodology, you get to know mostly descriptive statistics (frequency, averages, standard deviation), whereas on the second and third study cycles you encounter more demanding methods. Students must show their ability to use the methods they have encountered during their studies. Analysis of data is shown descriptively (in text), in tables and figures. All of this must be written when we address methodology. On the second and third study cycles, each hypothesis or research question must be written with the method you will use to check the relevance of the individual claim or question.

In the predicted methods of the thesis, you answer the question how you will carry out the research. It must be clear to the readers of your thesis proposal how you will achieve your set goals and how you will search for a solution to the problem set in the introduction.

4 Assumptions and limitations of the final thesis

*Each research begins with certain assumptions as well as having certain limitations; in research it is impossible to include all the facts and influences. With the help of assumptions, amongst which is the most well-known in the field of economy “*ceteris paribus*” – on other unchangeable circumstances, when studying certain phenomenon, we focus only on the phenomenon itself, not on other direct influences. Assumptions can be that the scope of online buying will increase in the future. You can assume that the survey participants will complete the questionnaire conscientiously and the data collected will reflect accurate consumer activities. Similarly, you can assume that analysis of a case of municipalities, that the data is relevant for the entire municipality and so there are no differences within the municipalities.*

*Each research also has limitations: content-wise and methodologically. Content limitations are for example that *in studying certain phenomenon, you limit the research to consumers in Slovenia or only to consumers who use the internet.* Methodology limitations can be that you will use an online survey and not a post survey. In research you can also be limited with access to sources data and information. Be careful, here you state research limitations and not your own limitations (lack of time, for example, is your limitation and not a research limitation).*

Table of Contents

The table of contents is written with at least two levels. Careful, that you do not have only one sub chapter – e.g.:

3	Third chapter
3.1	Sub-chapter
4	Fourth chapter

To write a good proposal requires a lot of reading of literature and detailed knowledge of the research problem and used methodology. Preparation of the proposal demands a lot of time and can mean a third of the work already done for the final thesis.

Example of table of contents:

CONTENT

1. Introduction
 - 1.1 Definition of the problem and theoretical propositions
 - 1.2 Goals and purpose of the thesis
 - 1.3. Predicted methods for achieving the goals

2. Section 2

Literature

List of predicted literature

Literature is listed in alphabetical order where the Guidelines for structuring written assignments are respected. Literature can be separated into two parts in the proposal:

- **Used literature in the proposal**

State only the literature which you used in the proposal to define the problem and to clarify the theoretical background.

- **List of predicted literature**

State literature which you predict will be used.

Needless to say that in the case that you use sources that were written by other authors and do not adequately cite them – this is considered as a violation of author's rights and is sanctioning offence.