

Technical Guidelines for Written Works

27 February, 2023

According to the decision of the Senate of the University of Ljubljana, School of Economics and Business of 27 February, 2023, these Technical Guidelines for Written Works apply to all written works by students of the School of Economics and Business in all cycles and study programmes (from seminar papers in the first degree to master's theses and doctoral dissertations).

Specifications about the content and additional technical specifications are given in the relevant regulations and the subject or course curriculum.

1 Basic principles

The basic principles of writing a thesis are clarity, comprehensibility and consistency. When deciding on a content or design solution, we use it consistently throughout the written assignment. Some examples of the application of these principles are:

- when we use an acronym in the text for the first time, we must explain or write it in a full form so that it is clear to the reader (principle of comprehensibility);
- if there is no text between the title of the chapter and the subheading, this should be the case in all chapters (consistency principle);
- if we introduce an acronym HRM for human resource management, we do not use HR (principles of clarity and consistency).

Written assignments are written in the first-person singular or first-person plural (but uniform in the entire assignment), usually in the present tense.

2 Typography

The full text, including titles and information about graphic displays and tables, should be in Times font (e.g., Times New Roman). The font size of the basic text is 12 pt (pixels) with a line spacing of 1.2, and individual paragraphs should be separated by a space of one blank line. Headings can be larger (up to 14 pt), and bold headings are used for titles on the first two levels. The base text is aligned to the left and right margins (justified), and headings are aligned only to the left edge.

Prepare text for double-sided printing on A4-size paper (21 x 29.7 cm). The upper, lower, and outer margins are 2.5 cm, the inner 3 cm (of which 0.5 cm for binding - gutter).

3 Structure

The inner title page (with the authorship statement on its back side) is followed by three parts:

- index and possible other indexes (index of tables, figures, appendices; a list of abbreviations);
- central part: introduction, other content chapters, the conclusion and the list of references;
- any appendices (including a summary in the Slovenian language if the thesis is not written in Slovenian, as the first appendix).

Each of the three parts stated above starts on the odd (right) side. The chapters in the central section follow

fluently without the page break between individual chapters.

We count the pages starting with “page one” in each part, regardless of the number of pages in the previous part. In the first part (indexes), the pages are numbered with Roman numerals written in lowercase. In the second (content) and the third parts (appendices), the pages are numbered with Arabic numerals.

Chapter titles, including introduction and conclusion, are numbered sequentially with Arabic numerals. Chapters are numbered from 1 onwards. The number of subheadings is separated with a dot (e.g., 1.1). We do not write dots after the last number.

Appendices are separated from the rest of the text with an intermediate sheet where the "Appendices" title is printed in the middle. Each appendix has its own heading, as a chapter. Appendices are usually not hierarchically arranged. If there is only one appendix (Summary in Slovene) write in singular.

We do not use endnotes; footnotes can be used exceptionally for small substantive explanations.

When checking the scope of the written assignment, the number of the central part pages (including the list of references) shall be considered.

4 Tables, figures, other displays, and indexes

Tables, figures, and other displays must be approximately at places where they fall in content while avoiding a possible blank space due to an inappropriate page break. Blank spaces are avoided by repositioning a table or figure or by moving text before and after a table or figure. If displays are very large, they can be presented as appendices. Tables, figures, and other displays are placed centrally on the page.

If possible, print the table on one page. If the table is too large and must be broken up to fit onto two or more pages, write “(table continues)” in the bottom right corner of each page, and “(continued)” in the upper left corner of the next page. Print the entire table heading again on each page, numbering individual columns if necessary.

All figures and tables must be numbered and referred to and described in the text. Citing individual tables or figures must be indicated in the text by a serial number in the same manner (e.g., Figure 1, Figure 2, ...; Table 1, Table 2, ...) and appropriately titled above the table or figure (e.g., *Figure 13: Stock exchange rates*). In the text, the tables or figures must be mentioned in such a way as to indicate their number (e.g., it is correct to use: as shown in Figure 13; avoid the expressions: in the table below or in the table above). All tables should include column headings that describe the content of each column.

Mathematical expressions are numbered sequentially if we refer specifically to them in the text. Write the number in brackets to the right of an expression. In the text, the terms are referenced with a serial number, written in brackets.

If there is more than one table, figure, or other display, an index should be included in the index section. Indexes should be arranged in a way that the text of the titles does not fall below the page numbers (manual adjustment is needed in the case of long titles).

5 Citing other works and sources

When referring to other sources in the text (i.e. references), for cases not listed in these instructions or as an additional tool, we use the APA Style standard (<http://www.apastyle.org/>, see also <http://blog.apastyle.org/>).

When preparing references (and compiling a list of references, which is described in the next section), software tools can be of great help, e.g., menu References in Word for Windows, BibTeX in LaTeX, and EndNote, where we choose APA Style.

If we quote the exact words of other authors, summarize other sources and publications in our own words or in our own way, we must refer to these authors and sources. The reference to individual work is done by stating the surname of the author, the year when the work was published, and the document page in brackets (Turk, 2016, p. 23). When literally quoting parts of a text, we must write it in quotation marks, and at the end, give a reference. Example: "The growth limits are in the obstacles they face" (Turk, 2016, p. 23). When referring to a broader idea, the page can be omitted (Turk, 2016). If several works of the same author are cited in the same year, we add letters - a, b, c, etc. - to the year (Turk, 2016a, p. 23). If the author is already mentioned in our text, we omit the author from the reference in brackets (e.g., ...of a similar opinion is Turk (2016, p. 23), who says that). When citing the works and publications with two authors in the text, name both authors and separate them with and, e.g., Penger and Černe (2014) analyze authentic leadership... When citing the works and publications with two authors in the brackets, name both authors and separate them with &, e.g., several authors analyze authentic leadership (Penger & Černe, 2014...). In the works and publications with three or more authors, only the first one is mentioned, and we add "et al." (Turk et al., 2016, p. 23). The author may also be a legal entity (ACME, 2016). Avoid secondary references (referring to the author through the work of another author); however, they are permissible in the case of inaccessible material, for example as Turk identified obstacles to growth (in Slapničar & Rusjan, 2001, p. 47).

Under each table and figure, a source must be specified, based on which the display was obtained or compiled, e.g., *Source: Turk (2016)*. If we partially adapt the display, we quote in this way: *Adapted from Turk (2016)*. If a table or a figure is the result of our work in the assignment, we list *Source: own work*. If our work is based on other sources, we list *Source: own work based on Turk (2016) and Turk et al. (2016)*.

We cite individual Internet sources (such as opinions, blogs, records in collections, and databases) in the same ways as other sources and we should include them in the list of references. This is not necessary in the case of entire website which is referenced by a uniform resource locator (URL) and should not be included in the list of literature and sources, e.g., <http://www.ef.uni-lj.si/>.

When citing regulations and general acts for the first time and when listing them in the list of references, we write the entire title of the regulation or general act and in brackets its abbreviation, followed by all the numbers of the official gazette, e.g., Stvarnopravni zakonik (SPZ), Ur. l. RS, št. 87/02, 91/13 in 23/20. When citing the act further in the text, we use only the abbreviation and article (e.g., Article 7, SPZ).

When citing European legislation for the first time and when listing it in the list of references, we write the entire title of the regulation or general act and in brackets its abbreviation, followed by the number of the official gazette, e.g., Directive 2000/31/EC of the European Parliament and of the Council of 8 June 2000 on certain legal aspects of information society services, in particular electronic commerce, in the Internal Market (Directive on electronic commerce), UL EU L 178/1. When citing the act further in the text, we use only the abbreviation and article (e.g., Article 9, Directive on electronic commerce).

When citing court cases of Slovenian courts, we write the name of the court that issues them, the case number and the date of issue:

- In the text: Judgement of the Supreme Court RS I Up 150/2008;
- In the reference list: Judgment of the Supreme Court of the Republic of Slovenia, No. I Up 150/2008, dated 17 April 2008.

We do not list the website where we obtained the legislation and court decisions.

6 List of references

The list of references includes all works and publications that are referred to in the text, except for references to entire websites. We need to provide enough information for each work so that the reader can uniquely identify it: who the author is, when the work was published, what was published (e.g., the title) and where it was published.

We provide the list of individual works, numbered with Arabic numerals, in alphabetical order of authors' surnames and names. If there is more than one work of the same author on the list, they are classified chronologically according to the year of publication (from the earliest work onwards).

For cases not listed in these instructions, we can consult the APA Style standard. When compiling the list of references, we can use the software mentioned in the previous section. Below we summarize some of the characteristics and examples of the application of this standard.

In the case of monographic publications (books, discussions, elaborates, brochures, textbooks, scripts, doctoral dissertations, masters and specialist theses, diploma thesis, etc.), the following data, if possible, should be provided:

- name of authors or editors (we mention all authors, even if there are 20, and include all the names in the reference. When the work has 21 or more authors, include only the first 19 names, an ellipsis, and the final name.),
- year of publication,
- title of the source (in italics),
- edition,
- publisher.

Example:

Kotler, P. (1994). *Marketing management* (8th ed.). Prentice Hall.

With articles in newspapers, magazines and journals, the following information, if possible, should also be provided:

- the title of the article (instead of the title of the work),
- the title of a newspaper, a magazine, a journal (*in italics*),
- year or volume (*in italics*),
- issue, in the case of daily issues date (the latter at the place of the year of the publication, which replaces it),
- pages (from - to).

Example:

Prašnikar, J., Cirman, A. & Domadenik, P. (2001). Investment activities of Slovenian companies in the countries of former Yugoslavia. *Economic and Business Review*, 3(2), 137-154.

As can be seen from both examples, we mention first the surnames of authors or editors (in full) and then the initials of the name after the comma. For units published together with others (the monograph as a collection of works, encyclopedic and dictionary compositions), we give the relevant data on the work, and after the word *In*, there is also information about the whole collection, for example:

Ograjenšek, I. (2008). Service quality. In S. Coleman, T. Greenfield, D. Stewardson & D. C. Montgomery

(Eds.), *Statistical practice in business and industry* (pp. 117-136). Wiley.

With a title of a work or a title of a newspaper, magazine, or journal, you can list the genre in a regular bracket (e.g., internal material, doctoral dissertation, master's thesis) or the technique of publication in square brackets (e.g., a CD, blog).

If the work published on the Internet is primarily published as a print (monograph, article), we quote it as if quoting a printed version - we do not list web links. Posts published only on the Internet (e.g., reviews, blogs, records in databases) shall be described by indicating the date of publication instead of the publication year and, instead of the publisher and the place of issue, the URL.

Example:

Bissett, A. [Ariel Bissett]. (2016, May 28). *Some thoughts on The Catcher in the Rye* [YouTube].
<https://www.youtube.com/watch?v=GRj4R0hgi8w>

National Geographic [@NatGeo]. (2017, April 2). [fotografija Beringovega morja]
<http://www.instagram.com/p/BSaisVuDk7S/?taken-by=natgeo>

If there is a high likelihood that the document often changes, we add the date on which we found the document (e.g., Retrieved January 6, 2017 from <https://student.ef.uni-lj.si/student/PomembnaObvestila.asp>).

Example:

Kanič, I. (2016, September 23). *Evropska digitalna knjižnica* [published on blog]. Retrieved April 15, 2017 from <http://terminologija.blogspot.si/2016/09/evropska-digitalna-knjiznica.html>

Below are some additional examples. Often, a combination of basic rules should be considered (e.g., a dictionary on the World Wide Web).

– monograph, individual chapters in monographs, internal materials:

Blanc, I. (2003). *Ravnanje projektov uvajanja novih izdelkov s primerov podjetja Žito Gorenjka* (master's thesis). The Faculty of Economics, University of Ljubljana.

Lipičnik, B., Pučko, D. & Rozman, R. (1992). *Ekonomika in organizacija podjetja*. The Faculty of Economics, University of Ljubljana.

Merkur, d. d. (2008). *Sistemizacija delovnih mest v podjetju Merkur, d. d.* (internal material). Merkur, d. d.

Office of the Republic of Slovenia for Macroeconomic Analysis and Development. (2016). *Poročilo o razvoju 2016*. Office of the Republic of Slovenia for Macroeconomic Analysis and Development.

– articles

Mramor, D. (1991). Vpliv uvedbe borze vrednostnih papirjev na strukturo naložb podjetij. *Journal XXII. Simpozija o sodobnih metodah v računovodstvu in poslovnih financah* (pp. 163-169). Association of Economists of Slovenia and Association of Accountants and Financial Workers of Slovenia.

Šoštarič, M. (2008, January 22). Slovenija prvič o kmetijstvu EU, doma pa težave s plačili. *Delo*, pp. 1 and 3.

– Internet sources:

Slovenian Intellectual Property Office. (n.d.). *Odgovori na pogosta vprašanja: Avtorska pravica*. <http://www.uil-sipo.si/uil/dodatno/koristni-viri/pogosta-vprasanja-in-odgovori/avtorska-pravica>

TSmedia, d. o. o. (n.d.). *Papirnica Vevče, d. o. o.: Bonitetna ocena*. <http://www.bizi.si/papirnica-vevce-d-o-o/bonitetna-ocena>

Social medium. (n.d.). In *Islovar*. Retrieved January 15, 2017 from <http://islovar.org/islovar>

Microsoft. (2017, January 18). *JavaScript language reference*. Retrieved April 2, 2017 from <https://docs.microsoft.com/en-us/scripting/javascript/javascript-language-reference>