

Faculty of Information Studies in Novo Mesto	<b>TECHNICAL INSTRUCTIONS</b>	Number: SA-1010
THE PRINTOUT IS AN UNCONTROLLED DOCUMENT - A VALID DOCUMENT CAN BE FOUND ON THE FIS INTRANET	<b>FOR WRITING PROFESSIONAL AND SCIENTIFIC WORKS AT FIS</b>	Page: 1/17

Pursuant to Article 18 of the Rules on diploma and master's thesis, adopted on 21 January 2009, and all amendments and article 32 of the Statute of the Faculty of Information Studies in Novo Mesto (Official Gazette of the Republic of Slovenia, no. 46/17), the FIS Senate at its 10th session on 18 March 2009, at its 18th session on 25 April 2012, at its 20th session on 29 January 2016, at its 25th session on 21 June 2016, at its 51st (correspondence) session on 30 May 2019 and at its 72nd (correspondence) session on 14 May 2020, adopted amendments and the following clean copy of

## TECHNICAL INSTRUCTIONS FOR WRITING PROFESSIONAL AND SCIENTIFIC WORKS AT THE FACULTY OF INFORMATION STUDIES IN NOVO MESTO

This document is an unofficial translation of the Slovenian original. In case of ambiguity, the Slovenian version takes precedence.

These instructions regulate the writing of professional and scientific works at the Faculty of Information Studies in Novo mesto (hereinafter: the Faculty).

### I. DEFINITION OF INDIVIDUAL WRITTEN WORKS

#### 1. Seminar paper

A seminar paper independently addresses a selected professional topic, which is determined by the course coordinator, but can also be selected by the student. During the preparation of the seminar paper, the students learn about a certain topic from the curriculum and gain first experience writing professional works, which they can use as a basis for writing their diploma thesis. Through the seminar paper, the students prove that they are able to integrate theoretical and practical knowledge and independently use current professional literature. The seminar paper can be purely theoretical or consist of theoretical and empirical part. The seminar paper is usually presented by the student in the framework of exercises intended for the practical use of theoretical knowledge in the course. It is connected with the course syllabus. Seminar paper may be written by one student or a group of students. In such case, the topic is divided into several subtopics. The contribution and work of an individual member must be evident from the written work and the presentation and shall serve as a basis for the grade. The assessment of the seminar paper is an integral part of the final grade foreseen in the course syllabus.

#### 2. Essay

An essay is a short or medium-length text in which the author critically discusses a particular topic. No strict methodological rules apply to an essay, as it involves observations or reflections on a particular topic. The evaluation of the essay shall form an integral part of the final grade foreseen in the course syllabus.

#### 3. Applied research paper

An applied research paper is an independent work by the student prepared under the supervision of the course coordinator. It contains useful information and insights that the student came to during his studies with individual study work and with the help of empirical material. It is an independent written examination of a specific practical problem including proposals for its solution. By doing so, the student proves the ability to master the professional practical problem, using information and communication technology and systems as a source of information and mastering selected methodological tools for solving problems. One student or a group of students may write an applied research paper. In the latter case, the topic is divided into several subtopics. The contribution and work of an individual member must be evident from the written work and the presentation and shall serve as a basis for the grade. The student submits the applied research paper to the mentor, who grades it according to the ECTS grading scale.

#### 4. Professional article

A professional article is an independent work by the student prepared under the supervision of the course coordinator. It contains useful information and insights that the student came to during his studies and with

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individual research study work. As a rule, it does not contain original achievements. It presents already known findings with the aim to apply them in theory and practice, to spread already known insights, views, theories, etc. It is a presentation of already known facts, with an emphasis on the usefulness of the results of original research and the dissemination of knowledge in order to summarize, analyse, evaluate or synthesize information that has already been published. It brings new insights that also include the results of own research work. It repeats the well-known results (of research already carried out), which are useful for disseminating scientific knowledge and adapting the results of scientific studies to the needs of scientific theory and practice. The scope of the professional article depends on the number of credit points it brings and the related individual study work of the student. A prerequisite for a positive grade and the acquisition of credit points is the preparation and publication of a professional article in proceedings or a professional journal. The editorial board of the proceedings or the journal determines the technical aspect of the article, which the author of the article must take into account.

## 5. Diploma thesis

The diploma thesis is the result of the student's independent work, in which the student studies a specific topic under the guidance of the mentor. The basic purpose of the diploma thesis is to demonstrate the ability, independence and ingenuity of the student in solving theoretical and practical problems in an integrated manner, which are not necessarily original. Through the diploma thesis, the students prove that they are able to apply the theoretical and practical knowledge acquired through studies and independently use current domestic and foreign professional literature. The students must also demonstrate their ability to use research methods, foreign findings, views, and professional facts published in the cited scientific literature, and their ability to collect, select, process, graphically present, and interpret the collected data. The diploma thesis is usually 40 to 60 pages long without annexes (Computer Science and Web Technology programme 40 to 50 pages, Informatics in Contemporary Society programme 50 to 60 pages). The candidate orally defends the diploma thesis in front of a committee, which grades the thesis and the defence with a grade according to the ECTS grading scale. The procedure for applying, preparing, submitting and defending a diploma thesis is determined in the Rules on Diploma Thesis and Master's Thesis.

## 6. Master's thesis

The master's thesis is the result of independent professional work, which the candidate prepares under the guidance of a mentor. It must contain theoretical starting points and, as a rule, their verification in the independent research of current problems from the field of master's studies at the faculty. When addressing the selected topic, the candidate must use appropriate research instruments to systematically provide the results of their own research. The candidate must demonstrate the ability to express and solve current practical problems of various institutions, establishments, companies, activities and more generally. It is essential that the master's thesis meets modern methodological and technical standards. The master's thesis is usually 60 to 80 pages long without annexes. The candidate orally defends the master's thesis in front of a committee, which grades the thesis and the defence with a grade according to the ECTS grading scale. The procedure for applying, preparing, submitting and defending a master's thesis is determined by the Rules on Diploma Thesis and Master's Thesis.

## 7. Doctoral thesis

The doctoral thesis is an original and independent contribution to science in a particular field, which the candidate writes under the guidance of a mentor. The procedure for applying, preparing, submitting and defending a doctoral thesis is determined by the Rules on Doctoral Studies.

## RECOMMENDATION

To avoid unnecessary complications when stating empirically collected data, we advise you to strictly comply with the regulations on the protection of personal data and with the internal acts on the protection of business secrets of the organization to which the data relate.

Article 6 of the Public Information Access Act further lists all the data and information which is not of a public nature and may not be listed in the text.

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An annex to these instructions is the Microsoft Word Thesis **Template**, which you can also use sensibly when writing seminar/applied research papers, master's thesis and doctoral thesis.

## II. STRUCTURE OF WRITTEN WORK AND DESCRIPTION OF CONTENT SECTIONS

The structure of the written work or paper (the organization of the chapters in the text) depends on the topic of the paper and on the desired way of presenting the results. Therefore, the structure of the paper is usually coordinated with the course coordinator or with the mentor. The final structure and sequence of chapters also depends on the specificity or logic of the paper. The chapters typically have sub-chapters, which are named with specific headings and which follow the structure of the paper. Chapters and sub-chapters are characterized by relations of superiority and subordination, as can be seen from the numbering. Below we provide a basic non-binding chapter template for names, organization, and content: the paper can contain all or only some of the above chapters, and may include additional chapters if necessary. The content of the individual chapters shall be adapted as necessary.

**Introduction.** Introduction introduces the reader to the problem studied and the idea and objectives of the paper. As a rule, the introduction includes the field of research, the description and context of the problem under consideration, the definition of the topic, the objectives of the research, research questions and/or hypotheses, and the definition of the further structure of the paper.

The introduction must be completely original.

**Critical review of literature.** In this chapter, we make a detailed overview of the current theory and existing results in the research area under consideration. The chapter may also include a historical overview of the views on the problem. As a rule, any research is an upgrade of previous research, which highlights the research problem from different perspectives. In addition to reviewing the work done so far, the purpose of this chapter is to *identify the significance* of our contribution through a critical literature review – to clarify where there are “opportunities” in this field, which justify our work and the expected results. We refer to the list of sources, which represents the contents of the last chapter (literature and sources), where all the sources used are systematically listed. At the end of this chapter, the context of the research problem must be clear. The reader needs to understand *what problem we have tackled, why we have tackled it, what exactly we intend to do and how our results will upgrade the knowledge of the research area in question.*

**Overview of the methodology used.** We describe in detail the set of methods we used for the research, and at the same time briefly state the reasons for the selection. The methodology chapter can also cover *the research plan* – a plan in which the steps to be followed are defined in order to produce results or sequence of application of different methods.

**Empirical part.** This chapter contains only tasks that involve empirical research. *Conducting an empirical survey must be clear to the extent that anyone can repeat it.* The content of this chapter may overlap with the content of the Results chapter, so both chapters are not always necessary.

**Results.** In this chapter, we systematically explain all the results obtained in our research, both empirical and theoretical. This means that we state exactly what is the new knowledge that comes from our work. The results are presented in a way that is as clear and comprehensive as possible. In this chapter, in addition to the text, we typically use various illustrations, tables, images, graphs, drawings, maps, photographs, schemes, etc. If necessary, we refer to the methods used, or to the nature of the data considered, which is relevant for understanding the results. In papers involving empirical research, this chapter can overlap greatly with the Empirical part, so both chapters are not always necessary.

**Practical part.** In this part, if the paper contains it according to its nature, concrete, clearly presented and described solutions are offered for a specific research or practical problem. Depending on the nature of the paper, this may be, for example, the development of a software solution to a particular problem, expert recommendations for solving organizational, social, political or other problems, and the like.

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**Conclusion.** This chapter relates to the beginning of the paper or to the chapters Introduction and Critical Review of Literature. It provides *an interpretation* of the results achieved in relation to the context of the topic under consideration. We explain what contribution to science or the profession and/or its application we have actually achieved through the results described above, what new knowledge we have acquired, or what is the **added value**. It may also include additional practical suggestions or use of results in different contexts.

The chapter contains a synthesis of final findings, observations and established relevant facts, typically in chronological order of the entire paper. We state and give comments on which hypotheses we have confirmed, which we have rejected and why. We provide answers to the problems and/or research questions. We systematically and concisely explain whether and to what extent we have achieved the defined objectives. We can also discuss the limitations of the results achieved: where and in what context the results do not apply, why and whether this in any way has the effect of reducing the importance of research achievements. This chapter may be divided into chapters Discussion and Conclusion if appropriate.

**Literature and sources.** This is not a chapter in the same sense as the other chapters, but a list of all the sources and references we have used (quoted) in the paper. See FIS rules and style of citation and quoting below.

**Annexes or other.** If necessary, the paper may contain additional parts, indicating items that would overburden the text of the paper or are not essential to the paper itself, but contribute to its integrity. The paper can have several annexes, which we add separately and refer to them. Examples of annexes: survey questionnaire, interview transcript or focus group with possible open coding, very extensive quantitative data, description of a complex method that is not key to the paper itself, but may be relevant for experts in the field in question; a secondary result that does not belong in the main research plan, but we still want to add it for the integrity of the paper; a comment or additional explanation that has meaning only for specific readers of the paper. See below for the official system and the style of listing annexes.

### III. INSTRUCTIONS FOR MARKING, REFERENCING AND CITATION

**1. Cover** – see the Rules on Diploma Thesis and Master's Thesis or the Rules on Doctoral Studies.

**2. Title page** - see the Diploma Thesis and Master's Thesis or the Rules on Doctoral Studies.

In the diploma thesis, master thesis and doctoral thesis there is a blank white sheet between the cover and the title page.

The title page is followed by a **SUMMARY** with **KEYWORDS** in Slovenian and foreign languages (English) in the total volume on one page. The number of keywords must not be less than five or more than seven.

#### 3. Table of Contents

Table of Contents is a mandatory part. Table of Contents lists the names of chapters and sub-chapters with page numbers. In the diploma and master thesis and doctoral thesis, it is mandatory to add a **table of contents of any graphs, figures and tables**.

Arabic numerals are used for the numbering of chapters and sub-chapters.

*The table of contents should be designed according to the following template (we give an example of the organization of chapters):*

#### TABLE OF CONTENTS

1 INTRODUCTION (upper case).....	1
2 THEORETICAL BASIS.....	3
2.1 Basic definitions (lower case ).....	5
2.1.1 Starting points (lower case italic) ).....	6

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3 EMPIRICAL PART .....	15
4 FINAL CONSIDERATIONS/DISCUSSION/CONCLUSION.....	22
5 LITERATURE AND SOURCES.....	24
ANNEXES.....	28
Annex A: Questionnaire.....	30
Annex B: Form.....	32

The entire table of contents must be written using the font type Times New Roman (size 12 pt, line spacing 1.5). Page numbers in the table of contents must be written normally, not in italics, not in bold.

Annexes are no longer a numbered chapter but are marked with letters (Annex A, Annex B, etc.). List/index of figures and tables must contain all the figures and tables listed in the diploma thesis. The graphs should be listed first in order by numbers and followed by a list of figures and then tables. The list/index of graphs, figures and tables does not include authors and years.

*Example of Index of Figures and Tables:*

#### INDEX OF FIGURES AND TABLES

Figure 1.1: Structure of employees in education.....	5
Figure 2.1: Shares of graduates of different sciences.....	16
Table 3.1: Overview of revenue in 2010.....	20

In written works, the main chapters (1, 2, 3 etc.) are written with upper case letters (font size 14 pt, bold), sub-chapters (1.1, 1.2, 1.3 etc.) with lower case letters (font size 12 pt, bold) and paragraphs (1.1.1, 1.1.2 etc.) with lower case letters (font size 12 pt, bold, italic). If there are four levels of headings in the written works (1.1.1.1, 1.1.1.2 etc.), they are written with lower case letters (font size 12 pt, italic, regular). Those must not be listed in the table of contents.

Example:

	Numbering	Font size of text headings
<b>CHAPTER</b>	<b>1</b>	<b>UPPER CASE, BOLD, 14 pt</b>
<b>Level 2 sub-chapter</b>	<b>1.1</b>	<b>Lower case, bold, 12 pt</b>
<b>Level 3 sub-chapter</b>	<b>1.1.1</b>	<b>Lower case, bold, italic, 12 pt</b>

There must be two blank lines between the main chapter and the text. There must be one blank line (line spacing 1.5) between subchapters and the text. The same ratios apply between the end of the text and the following chapter/sub-chapter.

The title of the document ("header" or "heading") must be arranged in such a way that the header of each page of the text (starting with the introduction) contains the name of the current chapter, except the first page of the chapter (because the name is already visible). The header is written with the font type Times New Roman, size 12 pt (regular, not bold).

#### 4. Marking Figures and Tables

Tables and figures (graphs, schemes, etc.) must be marked with two numbers and titled. In the case of figures, the headings are below the figure (see example below). In the case of tables, the headings are above the table (see example below). The font style used is Times New Roman (regular, font 12 pt).

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The first serial number indicates the chapter number and the second is the serial number of the table or figure located within the chapter (e.g. Table 3.5: Fertility trends in Scandinavia, which means it is a table that is part of chapter 3, and it is the 5th table within this chapter).

Tables and figures must be placed where they contextually belong, and must be referred to by number in text, e.g. (see Table 3.5).

In shorter texts (seminar papers, essays), tables and figures sequential numbering with a single number is allowed. This means that tables/figures are numbered sequentially regardless of the chapter in which they are placed (Table 1, Table 2, Table 3 ...).

If a table or figure is taken from literature, the title must indicate the source, including the page number if necessary. The source must be included in the list of sources in chapter Literature and Sources.

If the source is own research, the citation of the source is not necessary.

*Example of figure listing:*



Figure 1.1: Structure of employees in education (Novak, 2015, p. 110)

*Example of table listing:*

Table 1.1: Structure of employees in education (Novak, 2015, p. 110)


## 5. Quoting and paraphrasing in the text

There is a general rule: anything not one's own used by the author when writing a text must be quoted or referenced appropriately in the text, no matter what literature or source is in question (Internet, book, journal, proceedings, newspaper, etc.). The rule applies to direct quotes (quoting) and using ideas and findings of other authors restated in one's own words (paraphrasing).

Shorter quotes (five lines or less) are included in the text without space or starting a new line. The beginning and ending of the quote are marked with double quotation marks. The reference must be precisely indicated at the end of the quote according to the guidelines for reference citation. If the quote is longer than five lines, it must be placed in a new line, indented from the left margin, and written either in smaller or italicized font. In such a case, quotation marks may be omitted.

Even when paraphrasing or referencing (not quoting directly), the source must be indicated in the relevant place in the text. If necessary, we mark the page from which we copied the text.

Listing of sources is composed of two parts: *in-text citations*, which provide concise information about the source, and a *list of sources in the chapter Literature and Sources*, which provides complete bibliographic information. Everything indicated in the text must be precisely included in the list of sources, and everything included in the list must be listed and used in the text.

For the purposes of literature referencing (citing and quoting literature), the American Psychological Association style (known as "APA style") is used. It is recommended to use automatic referencing (Microsoft Word), where the default style is APA.

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An example of correct literature referencing using Microsoft Word is given below. The diploma thesis template, which is available to students, also contains instructions on how to use automatic literature referencing in Microsoft Word.

One author	(Adams, 1990)
Two to five authors	(Markman, Gianiodis, Phan... & Balkin, 2005)
More than six authors	(Giuri et al., 2005)  <b>Attention:</b> It will be processed in Word in the following way: (Giuri, et al., 2005) - it is necessary to manually delete the comma.
Indicating a specific page or a range of pages	(Giuri et al., 2005, pp. 110-115)  Specific pages must always be indicated in the reference in case of a quotation referencing a specific thought or if data is obtained from the listed source. Use en-dash for a range of pages.
Organization or group as authors	(Faculty of Information Studies, 2008)
Citing based on another (secondary) source or so-called indirect citation	Allport (as quoted in Nicholson, 2003)  If possible, review and use a primary source. When this is not possible or does not make sense, exactly indicate the page(s) in the secondary source where the primary source is paraphrased or quoted. In this case, Allport is the primary author and Nicholson is the secondary author who cited/summarized the work of Allport in his work.
Several works by the same author if the publication year is the same (letters are added to the year alphabetically)	(Rončević, 2008a)
Citing several sources simultaneously (separate them with semicolons)	(Darrybary & Reed, 2005a, 2005b; Peters, 2010)  List the oldest sources first and continue with later published sources; use alphabetic order for sources published in the same year.
Citing Internet resources	The author or owner of website / article / post on social network (if no author is specified, indicate the website).  (Kramžar, 2012) or (24ur.com, 2012) or (UMAR, 2019) or (Digital Agenda EU, 2015)  If the article/piece/post does not specify the year or date of publication, the abbreviation n. d. (no date) is written in brackets instead of the year.  (Ojsteršek, n. d.) or (WebProNews, n. d.).

ENSURE THAT THE REFERENCING IS PROFESSIONALLY APPROPRIATE IN ACCORDANCE WITH ACADEMIC ETHICS. If not, the paper will be marked as plagiarism and the Faculty will treat it as such.

## 6. Listing sources in chapter Literature and Sources

In the chapter Literature and Sources, which contains the list of all sources, it is necessary to systematically list all sources used in the text of the paper. Below is an example of the easiest way to get a correctly written list of

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sources by using automatic literature referencing in Microsoft Word with the default APA style (see also Microsoft Word diploma thesis template).

A book by an independent author	Marchewka, J. T. (2006). <i>Information technology project management</i> . Hoboken: JohnWiley & Sons.  Author. (Year of publication). <i>The title of the book</i> . Place of publication: Publishing house.
A book with two to five authors	McGill, I., Glenn, J. K. & Brockbank, A. (2014). <i>The action learning handbook: Powerful techniques for education, professional development and training</i> . New York, NY: Routledge Falmer.  Authors. (Year of publication). <i>The title of the book</i> . Place of publication: Publishing house.
A book with six or more authors	Gilbert, J. R., Smith, J. D., Johnson, R. S., Anderson, A., Plath, S., Martin, G. ... White, N. (2014). <i>Choosing a title</i> (2nd ed.). New York, NY: Unnamed Publishing.  Write down the first six authors and the last of the authors in the manner shown above.
Anthology	Just like the book, just add an "(ed.)" to make it clear that it is an editor, for example:  Marchewka, J. T. (ed.) (2006). <i>Proceedings of the International Informatics Conference</i> . Hoboken: John Wiley & Sons.
Diploma or master thesis, doctoral thesis	Wilson, P.L. (2011). <i>Pedagogical practices in the teaching of English language in secondary public schools in Parker County</i> (doctoral thesis). Faculty of the Graduate School of the University of Maryland. Retrieved from <a href="http://drum.lib.umd.edu/bitstream/1903/11801/1/Wilson_umd_0117E_12354.pdf">http://drum.lib.umd.edu/bitstream/1903/11801/1/Wilson_umd_0117E_12354.pdf</a> (9. 5. 2015).  Trpin, A. (2018). <i>Primerjalna analiza Evklidske in Poincaréjeve metrike v algoritmih strojnega učenja</i> (master's thesis). Novo mesto: Faculty of Information Studies in Novo Mesto. Retrieved from <a href="http://revis.openscience.si/Dokument.php?id=5027&amp;lang=slv">http://revis.openscience.si/Dokument.php?id=5027&amp;lang=slv</a> (20.4.2020).  Enter the type of work manually in brackets "( )". The rule is that for Internet resources, we always list the website and the date of access.
Organization or group as authors	Statistical Office of the Republic of Slovenia. (2018). STATOPIS. <i>Statistical survey of Slovenia 2018</i> . Ljubljana, Statistical Office of the Republic of Slovenia. Retrieved from <a href="https://www.stat.si/StatWeb/File/DocSysFile/10178/STATOPIS_2018.pdf">https://www.stat.si/StatWeb/File/DocSysFile/10178/STATOPIS_2018.pdf</a> (20. 4. 2020).  The same as for a book write down the name of the organization or group in the capacity of the author.
Chapter in a book or proceedings	Modic, D. (2010). Universal Human Rights and Regional Human Rights Court. In A. Pandiloska Jurak & U. Pintarič (ed.), <i>Contemporary world between freedom and security</i> (pp. 197–218). Ljubljana: Vega.
Report	AUTM. (2007). <i>AUTM Licensing Activity Survey FY 2007</i> . Oakbrook Terrace: AUTM.
Book, also available in e-form	Marchewka, J. T. (2006). <i>Information technology project management</i> . Hoboken: John Wiley & Sons. Retrieved from <a href="http://wiley-and-sons.org">http://wiley-and-sons.org</a> (9. 5. 2015).  The same as for a printed book add "retrieved from" with the appropriate web link and access date in brackets.

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Scientific journal article (one author)	Adams, J. D. (1990). Fundamental Stocks of Knowledge and Productivity Growth. <i>Journal of Political Economy</i> , 22(3), pp. 673–702.  Author. (Year of publication). Article title. <i>Name of the magazine</i> , other relevant numbers such as year (volume) or number of pages. (The specification of the article depends on the magazine; all the numbers that are relevant to the referencing of articles in this magazine must be provided)
Scientific journal article (several authors)	Markman, G. D., Gianiodis, P. T., Phan, P. & Balkin, D. B. (2005). Innovation speed: Transferring university technology to market. <i>Research Policy</i> , 34, pp. 1058–1075.  When a magazine number is not available, write only the year (volume).
Newspaper article	Jakupović, E. (9. 5. 2019). Letos bilijon evrov za digitalizacijo. <i>Finance</i> , pp. 20–21.
An article in a newspaper or magazine accessible via the Internet	The same as for a printed article, add “retrieved from” with the appropriate web link and access date in brackets:  Markman, G. D., Gianiodis, P. T., Phan, P. & Balkin, D. B. (2005). Innovation speed: Transferring university technology to market. <i>Research Policy</i> , 34, pp. 1058–1075. Retrieved from <a href="http://inovations.speed-inno/lp/ng/73.org">http://inovations.speed-inno/lp/ng/73.org</a> (9. 5. 2015).
Publication on the website	If the author is not listed on the website, indicate owner of the website, the year, the title of the publication, the Internet connection and the date of access:  UMAR (2019). <i>Razvoj Slovenije</i> . Retrieved from <a href="http://www.umar.gov.si/razvoj-slovenije/">http://www.umar.gov.si/razvoj-slovenije/</a> (6. 5. 2019).  Aktivni.si. (2018). <i>Kako dolgo po preteku datuma še lahko uživamo določena živila?</i> Retrieved from <a href="https://www.aktivni.si/prehrana/ali-veste-kako-dolgo-po-poteku-roka-trajanja-se-lahko-uzivamo-dolocena-zivila/">https://www.aktivni.si/prehrana/ali-veste-kako-dolgo-po-poteku-roka-trajanja-se-lahko-uzivamo-dolocena-zivila/</a> (18. 8. 2018).  If the article/piece/post does not specify the year or date of publication, the abbreviation n. d. (no date) is given in brackets instead of the year:  Pro-plus.si. (n. d.). <i>Oglaševanje na televizijskih kanalih</i> . Retrieved from <a href="http://pro-plus.si/slo/oglasovanje/televizija/">http://pro-plus.si/slo/oglasovanje/televizija/</a> (23. 12. 2019).  Siol.net. (n. d.). <i>Oglaševanje</i> . Retrieved from <a href="https://siol.net/oglasovanje">https://siol.net/oglasovanje</a> (23. 12. 2019).
Lecture on the Internet	Saito, T. (2012). Technology and me: A personal timeline of educational technology [Powerpoint]. Retrieved from <a href="http://www.slideshare.net/Bclari25/educational-technology-ppt">http://www.slideshare.net/Bclari25/educational-technology-ppt</a> (18. 4. 2015).  <i>Enter the source type in “[ ]”; it can be Powerpoint, video or something else.</i>
Social network post	<i>Blogs, social networks, etc. are quoted in the same way as a lecture on the Internet, only indicate the appropriate blog, social network, or similar in square brackets “[ ]”. For example:</i>  Digital Agenda EU. (2015). Cables, switches & freezing cold air. @TheAtlantic shows you how the Internet looks like <a href="http://theatlntc/1JBpAFu">http://theatlntc/1JBpAFu</a> . [Twitter]. Retrieved from <a href="https://twitter.com/DigitalAgendaEU/status/685877205755273216">https://twitter.com/DigitalAgendaEU/status/685877205755273216</a> (10. 1. 2016).

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An article from an e-magazine, e-journal or online media portal with no author or page numbers.	Delo. (2018). <i>Višja denarna socialna pomoč in varstveni dodatek</i> . Retrieved from <a href="https://www.delo.si/novice/slovenija/visja-denarna-socialna-pomoc-in-varstveni-dodatek-77126.html">https://www.delo.si/novice/slovenija/visja-denarna-socialna-pomoc-in-varstveni-dodatek-77126.html</a> (20. 4. 2020).
Judgment	Judgment of the Supreme Court, ref. no. 7298/2012 (Supreme Court, 2. 7. 2012).  Add "ref. no." before the case number
Act	Obligations Code (OZ-UPB-1), Official Gazette 97/2007, 3/2010.  After the name and abbreviation of the Act in parentheses, add the indication "Official Gazette", the number of the official gazette and all subsequent numbers where the amendments were published, manually enter the abbreviation of the Act after the name of the Act, and if it is an official consolidated text, next to the abbreviation in parentheses also add "UPB- /number of the official consolidated text/", as in the example above.
Television and radio contributions, performances, everything else	Since the APA style in the automatic referencing of literature does not have a defined way for this type of content, cite them manually, as indicated in the examples below or in accordance with the general logic of the APA style.  Superračunalniki z znakovnim jezikom (2020) TV. RTV4. 30. 1. 2020 at 20:00. <i>Doctor Who</i> (2008) Episode 8, Silence in the library. TV. BBC1. 31. 5. 2012 at 21:00. Book of the week (2013) The Atlantic Ocean. Radio. BBC RADIO 4. 21. 7. 2013 at 9:45.

The Literature and Sources chapter must start on an odd page (due to single-sided printing). For each page of the cited literature and sources, there is one blank sheet or one blank page (without header and page number). When citing literature and sources, a hanging indent must be arranged.

## 7. Annexes

The annexes are not a numbered chapter, the pages are numbered (the numbering continues, but does not count towards the required number of pages of the thesis or paper). Annexes include everything that is not absolutely necessary for understanding the text, for example, detailed descriptions of data collection instruments (e.g. survey questionnaire, attitude scales, etc.), various pictorial materials, photos, letters, tables, graphs, list of used abbreviations and other materials.

Annexes must be marked with consecutive letters (Annex A, Annex B...) and a title, e.g.:

Annex A: Survey questionnaire (Times New Roman, font size 12 pt, bold)

Annex B: Form

The first page of the ANNEXES chapter shall list all the annexes with the code and title, after which each annex shall begin on a new page. In the text, the annexes may be referred to in the following way: (see Annex A) or (Annex B).

## IV. TECHNICAL ASPECTS OF WRITTEN WORKS

- Written works are submitted in printed form. Seminar papers, essays and applied research papers must be bound or stapled together.
- Diploma and master's theses and doctoral theses are first submitted to the Student Office in an electronic format, which enables the entry of comments. Only after following the instructions provided in the technical review, the student submits the final thesis in printed form, bound in hard covers made of black leather with silver lettering, as stated in the Rules on Diploma Thesis and Master's Thesis or the Rules on Doctoral Studies.
- Page margins: left margin (due to binding) 3 cm, right margin 2 cm, upper margin 2.5 cm, lower margin 2.5 cm.

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- Page numbering: bottom, centre; up to the introduction with Roman numerals (numbers should not be visible on the cover, title page and on the page with the dedication or acknowledgement), and from the introduction onwards with Arabic numerals (the introduction is page 1).
- Font: Times New Roman, font size 12 pt.
- Line spacing is 1.5 (ensure that the Add space before/after paragraph option is not enabled).
- Paragraphs: the candidate must decide to either indent the paragraph to the right at the beginning or skip a line between the paragraphs. Only one of these two options may be selected.
- New chapters are not to be started on a new page (the text should flow from introduction to conclusion without unnecessary half-empty pages), except in the doctoral thesis.
- The chapter number before the title is not followed with a dot.
- Footnotes: cited sources may not be listed in footnotes. Only substantive notes should be entered in the footnotes. The footnotes provide more detailed information on primary sources (e.g. the date of entry into force of treaties and number of signatories), if relevant. The place in the text to which the footnote refers and the footnote are indicated by a number. Numbering of notes is sequential from the beginning to the end of the text with Arabic numerals. If we reference the note at the end of the sentence, the number should be before the period mark ending the sentence. Footnotes for the current page should end on the same page. The font for notes should be smaller, 10 pt.
- Printing is mandatory on both sides, from the introduction to the conclusion inclusive. The summary in Slovenian and English language and the table of contents are printed one-sided.
- The text alignment is justified.
- The written work must be proofread.\*
- We do not use other written works as a template.

\*The paper must be proofread by a professionally qualified person. If the committee for the defence of the diploma/master's thesis or doctoral thesis finds that it has not been properly proofread, it invites the candidate to submit a proofread thesis.

## V. FINAL PROVISIONS

These instructions shall enter into force on the day following their publication. The instructions are published in the Higher Education Information System and on the FIS website.

Dean  
full prof. dr. Dejan Jelovac

## ANNEX 1 Template for diploma thesis in Microsoft Word

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Version	Date of issue	Description of amendments
01	19 March 2009	Initial version
02	25 April 2012	<p>Amendments:</p> <ul style="list-style-type: none"> <li>- In the first sentence, the following is deleted: namely: seminar papers, essays, applied research papers, professional articles, diploma theses, master's theses and doctoral theses.</li> <li>- Point 3 is changed in the sentence: It repeats the well-known results (of research already carried out), which are useful for disseminating scientific knowledge and adapting the results of scientific studies to the needs of scientific theory and practice.</li> <li>- II.2 is amended as follows: in the total volume on one page. The number of keywords must not be less than five or more than seven.</li> <li>- The format of the table of contents is changed and a sentence is added: The entire table of contents must be written using the font type Times New Roman (size 12 pt).</li> <li>- Index of Figures and Tables is amended</li> <li>- The sentence in II.4 is amended as follows: In the introduction, the studied problem is introduced to the reader. Describe the problem by explaining it and stating the objectives and the purpose of the thesis. If the written work relates to solving a problem in a specific organization, we briefly introduce the work environment or the organization and write what we will study in this organization. The introduction must be completely original. As a rule, there are no quotes or summaries in it.</li> <li>- Point 8 is amended as follows: Tables and figures (graphs, schemes, etc.) must be marked with two numbers and titled. The title is listed above the table or figure. The font style used is Times New Roman (regular, font 12 pt). The first serial number indicates the chapter number and the second is the serial number of the table or figure located within the chapter (e.g. Table 3.5: Fertility trends in Scandinavia, which means it is a table that is part of chapter 3, and it is the 5th table within this chapter). Tables and figures must be placed where they contextually belong, and must be referred to by number in text, e.g. (see Table 3.5). In shorter texts (seminar papers, essays), tables and figures sequential numbering with a single number is allowed. This means that tables/figures are numbered sequentially regardless of the chapter in which they are placed (Table 1, Table 2, Table 3 ...).</li> </ul> <p>If a table or figure is taken from a literature source, the source, the year it was published and the page number must be cited directly below – e.g. Source: Statistični letopis Slovenije, (1991, p. 34). Do not end the source citation with a period. The source must be included in the list of sources, e.g. (<i>Statistični letopis Slovenije</i>. 1991. Volume XXX. Ljubljana: Zavod Republike Slovenije za statistiko.).</p> <ul style="list-style-type: none"> <li>- In point II.9, the following sentence is added: The difference between quoting and referencing is that when quoting, we mark the page from which we copied the text, while when referencing, we only mark the author(s) and the year in parentheses, without the page. When summarizing, we do not write according to Vodopivec (2001), but only (Vodopivec, 2001).</li> <li>- <i>The table <b>In-text citation</b> is amended.</i></li> <li>- Point II.10 is amended as follows: The sources that follow are listed by groups in order to make the list more transparent. Full names of the authors are listed in the final list of sources (surname and first name), and in the text of the paper, we can use only the initials instead of the name.</li> <li>- <b>The table is amended for Books:, Articles:, Internet sources:, Official sources:, Other electronic sources:</b></li> <li>- Point III is amended. <b>TECHNICAL ASPECTS OF WRITTEN WORKS:</b> <ul style="list-style-type: none"> <li>• Written works are submitted in printed form. Seminar papers, essays and applied research papers must be spiral bound or submitted in a plastic folder. Diploma and master's thesis are first submitted in electronic format, which enables the entry of comments, and the final thesis is submitted bound in hard covers made of black leather with silver lettering, as stated in the Rules.</li> </ul> </li> </ul>

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		<ul style="list-style-type: none"> <li>Page margins: left margin (due to binding) 3 cm, right margin 2 cm, upper margin 2.5 cm, lower margin 2.5 cm.</li> <li>Page numbering: at the bottom of the page, in the middle, with Arabic numerals.</li> <li>Font: Times New Roman, font size 12 pt.</li> <li>Line spacing is 1.5.</li> <li>Paragraphs: the candidate must decide to either indent the paragraph to the right at the beginning or skip one line between the paragraphs. Only one of these two options may be selected.</li> <li>The introduction is the first numbered page and the literature/sources chapter the last.</li> <li>Individual annexes added after the sources should be numbered and named, e.g.: Annex 1: Survey Questionnaire Annex 2: Form</li> <li>New chapters are not to be started on a new page (the text should flow from introduction to conclusion without unnecessary half-empty pages). The chapter number within the text is not followed with a dot.</li> <li>Footnotes: Cited sources may not be listed in footnotes. Only substantive notes should be entered in the footnotes. The footnotes provide more detailed information on primary sources (e.g. the date of entry into force of treaties and number of signatories), if relevant. The place in the text to which the footnote refers and the footnote are indicated by a number. Numbering of notes is sequential from the beginning to the end of the text with Arabic numerals. If we reference the note at the end of the sentence, the number should be before the period mark ending the sentence. Footnotes for the current page should end on the same page. The font for notes should be smaller, 11 pt.</li> <li>Printing is mandatory on both sides from the introduction to the conclusion inclusive. The abstract in Slovenian and English/German language, the table of contents, the literature, the sources and the annexes are printed single-sided.</li> <li>The text alignment is justified.</li> <li>The written work must be proofread.*</li> <li>We do not use other written works as a template.</li> </ul> <p>*The paper must be proofread by a professionally qualified person, who must also enclose proof of appropriate education from the field of Slavic languages. If the committee for the defence of the diploma/master's thesis finds that it has not been properly proofread, it invites the candidate to submit a proofread thesis.</p>
03	29 January 2016	<p>I.3 in the fifth sentence, the word "several" is deleted.</p> <p>I.6. In the 4th sentence, "elaboration" is replaced with "expression".</p> <p>I.7. is amended to read: "The doctoral thesis is an original and independent contribution to science in a particular field, which the candidate prepares under the guidance of a mentor. The procedure for applying, submitting and defending a doctoral thesis is determined by the Rules on Doctoral Study, which also contains all other relevant details regarding the preparation of research work and doctoral thesis."</p> <p>A new point II is added. <b>"STRUCTURE OF WRITTEN WORK AND DESCRIPTION OF CONTENT SECTIONS"</b></p> <p>The structure of the written work or paper (titles the organization of the chapters in the text) depends on the topic of the paper and on the desired way of presenting the results. Therefore, the structure of the paper is usually coordinated with the course coordinator or with the mentor. The final titles and sequence of chapters also depend on the specificity or logic of the paper. The chapters typically have sub-chapters, which are named with specific headings and which follow the structure of the paper. Chapters and sub-chapters are characterized by relations of superiority and subordination, as can be seen from the numbering. At the end of each chapter, it is reasonable to briefly summarize the most important findings in that chapter. Below we provide a basic non-binding chapter template for names, organization, and content: the paper</p>

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	<p>can contain all or only some of the above chapters, and may include additional chapters if necessary. The content of the individual chapters shall be adapted as necessary.</p> <p><b>Introduction.</b> Introduction introduces the reader to the problem studied and the idea and objectives of the paper. E.g. if the written work relates to solving a problem in a specific organization, we briefly introduce the work environment or the organization and write what we will study in this organization. In the introduction, as a rule, we state:</p> <ul style="list-style-type: none"> <li>• <i>Field of research</i> (for example, interpersonal relations in a company, leisure time of youth, etc.)</li> <li>• <i>Description and context of the problem</i> addressed by the thesis. Explain the background of the problem and define why and to whom this problem is important. Explain the benefits of studying or solving this problem (for example, improving relationships in the company, which contributes to greater work efficiency). This is justified by referring to the fundamentally relevant literature and to already conducted research in this area, which can be done in more detail in the next chapter.</li> <li>• <i>Specific topic of the paper</i> (limitation of the field of research). Here we explain the purpose of our paper, which relates to the problem described above. The title of the paper reflects the topic of the paper, not the area of research.</li> <li>• If necessary, the <i>main research question</i> can be divided into specific research questions. Research questions formulate the topic of the paper described above as a scientific problem. If we use a quantitative research methodology, we also set hypotheses that can replace or build on the research questions. Hypotheses and questions are clear and specific and, above all, verifiable with a scientific approach.</li> <li>• <i>Hypotheses or assumptions</i> are presumed answers to research questions that formulate the relationship between phenomena in such a way that <i>they can be empirically verified</i>. Hypotheses must be clearly elaborated, which means that they do not allow for ambiguity. With them we determine cause-and-effect links and relationships between phenomena. Formal definition: a hypothesis is a more or less plausible assumption that there is a phenomenon as a cause and effect of another phenomenon; a hypothesis is a theoretical position or conclusion that has a certain degree of probability; a hypothesis allows the research problem to be tackled and verified in practice. Hypotheses are set when we have already decided on the appropriate statistical method, which allows us to test them. A confirmed or rejected hypothesis means the solution of the studied problem and the completion of the research and may have elements of scientific knowledge or scientific theory. Hypotheses shape the topic of the paper, based on the problem described and its context.</li> <li>• In the master's thesis and doctoral thesis, we can also further <i>define the objectives of the proposed research</i>. The introduction must be completely original. At the end of the introduction, we can define the content that will be discussed in the individual chapters or explain the further course of the paper. The numbering of pages with Arabic numerals, as well as the numbering of chapters and sub-chapters, start with the Introduction.</li> </ul> <p><b>Critical review of literature.</b> In this chapter, we make a detailed overview of the current theory and existing results in the research area under consideration. The chapter may also include a historical overview of the views on the problem. As a rule, any research is an upgrade of previous research, which highlights the research problem from different perspectives. In addition to reviewing the work done so far, the purpose of this chapter is to <i>identify the significance</i> of our contribution through a critical literature review – clarify where there are “opportunities” in the existing knowledge, which justify our work and the expected results. We refer to the list of sources, which represents the contents of the last chapter (Literature), where all the sources used are systematically listed. At the end of this chapter, the scientific context of our problem must be clear. The reader needs to understand <i>what problem we have tackled, why we have tackled it, what exactly we intend to do and how our results will upgrade the knowledge of the research area in question</i>.</p>
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	<p><b>Overview of the methodology used.</b> We describe in detail the set of methods we used for the research, and at the same time briefly state the reasons for the selection. We can distinguish between quantitative and qualitative methods. The methodology chapter can also cover <i>the research plan</i> – a plan in which the steps to be followed are defined in order to produce results or sequence of application of different methods. The research plan may include:</p> <ul style="list-style-type: none"> <li>○ <i>Research strategy</i> (quantitative/ qualitative);</li> <li>○ <i>Scope of research</i> – e.g. presentation of the population surveyed, sampling (if necessary), characteristics to be observed (variables);</li> <li>○ <i>Data collection methods</i> ( what measurement instrument will be used);</li> <li>○ <i>Methods of data processing</i>, with the aim of confirming hypotheses or answering research questions and formulating results.</li> </ul> <p>Triangulation of data and/or research methods, exceptionally also research strategies, is possible. This can be explained and justified in this chapter. The research strategy depends on the main research question, which directs us to qualitative or phenomenological or into a quantitative or positivist research strategy. If the paper results in a new method, then this chapter is used to describe the methods we used to create the new method itself. The new method is generally explained in detail in the Results chapter (see below). If the data in question is not the result of our research, then we explain in this chapter how and where we obtained the original data and justify how this data is sufficient for our research purposes. It makes sense that the chapter has several smaller sub-chapters and that each sub-chapter describes one individual method and how and where it is used. The research plan may be one of these sub-chapters. The chapter may overlap in content with the next chapter Empirical Part, so both chapters are typically not necessary.</p> <p><b>Empirical part.</b> This chapter only contains tasks involving empirical or experimental research, e.g. surveying a population. For example, in case of surveys, this chapter defines which population is the subject of our consideration. Since, as a rule, the survey cannot be carried out on the whole population, we identify a sample of persons or organisations to be studied. The sample is usually representative in quantitative research, which allows for a generalised finding in a narrower or broader study area. Explain how the representativeness of the sample was ensured. In the seminar paper, applied research paper and diploma thesis, it may refer to the narrower business environment of the organisation (individual company, institution, segment of a larger company, phenomenon in a shorter period of time, etc.). In the master's or doctoral thesis, the sample should cover the wider environment (occurrence in several related companies, etc.). Several types of sampling are known. In qualitative research, we do not look for a representative sample, as a rule, we collect certain samples (for example, two extreme cases, typical cases, etc.) We describe the sample and provide the basic data: gender, age, education, length of service, and explain the type of sampling in detail. Empirical research (as in general no other research) is not a repetition of studies already carried out (although this may also be the case if, for example, we want to carry out a research on a different sample or similar). The choice of data collection method influences how we will show the subject of study using empirical data. For this, we use a survey questionnaire, a structured or semi-structured interview, a method of observation, collection and analysis of documents, a comparative method, a historical method, etc. If our research involves some (social or other) experiment, then in this chapter, we describe in detail only the conduct of the experiment, the conditions, the technology used, the method of data collection and other relevant details. <i>Conducting an experiment or empirical survey must be clear to the extent that anyone can repeat it.</i> The content of this chapter may overlap significantly with that of the Methodology and Results chapters, so that typically not all three chapters are required.</p> <p><b>Results.</b> In this chapter, we systematically explain all the results obtained in our research, both empirical and theoretical. This means that we state exactly what the new knowledge that comes from our work is. The results are presented in a way that is as clear and comprehensive as possible. In this chapter, in addition to the text, we typically use various illustrations, tables, images, graphs, drawings, maps, photographs, schemes, etc. If necessary, we refer to the methods used, or to the nature of the data considered, which is relevant for understanding the results. It is therefore crucial that the details of methods and data are clear before starting this</p>
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	<p>chapter. In doing so, we take care to mark and number the tables and graphs accordingly (see instructions in this document). The sequence of presentation of individual results is determined in order to be more systematic and/or in accordance with the research plan. We explain each result separately and, if necessary, mention the link with the other results. Side results, which only shed light on the main achievements and are not inherently crucial, should be included in the annexes at the end of the task (see instructions for annexes). In papers involving empirical research, this chapter can overlap greatly with the Empirical part, so both chapters are not always necessary.</p> <p><b>Discussion.</b> This chapter relates to the beginning of the paper or to the chapters Introduction and Critical Review of Literature. It provides <i>an interpretation</i> of the results achieved in relation to the context of the topic under consideration. We explain what contribution to science and/or its application we have actually achieved through the results described above, what new knowledge we have acquired, or what is the <b>added value</b> of our efforts. We explain to what extent we exploited the "opportunity" in knowledge that we identified at the beginning of the paper. The chapter contains a synthesis of final findings, observations and established relevant facts, typically in chronological order of the entire paper. We state and comment on which hypotheses we have confirmed, which we have rejected, and why. We provide more concrete answers to the research questions asked. We systematically and concisely explain whether and to what extent we have achieved the defined research objectives. We can also discuss the limitations of the results achieved: where and in what context the results do not apply, why and whether this in any way has the effect of reducing the importance of our achievements. As a rule, we do not present new knowledge, evidence, data and information in this chapter. Thoughts are expressed accurately and concisely, so they seem stronger and are more convincing. As a rule, we do not open sub-chapters in this chapter. In this chapter, it makes sense to be <i>critical of your work and your results</i>.</p> <p><b>Conclusion.</b> This is the last chapter of the paper. It begins with a concise summary of the main findings of the paper and a brief explanation of their relevance. We list a few concluding thoughts – our final comments, observations and ideas about the entire paper, once the research is complete and the paper is written ("a posteriori"). The most original part of the concluding thoughts are suggestions on <i>how to conduct the research differently, where there are weaknesses and shortcomings, and of course suggestions for further research and extension of the results</i>. Finally, it may also include additional practical suggestions or suggestions for the use of results in different contexts. The content of the chapter may overlap with the chapter Discussion, so both chapters are occasionally not necessary.</p> <p><b>Literature.</b> This is not a chapter in the same sense as the other chapters, but a list of all the sources and references we have used (quoted) in the paper. See below for the official FIS system and the style of quoting and referencing.</p> <p><b>Annexes or other.</b> If necessary, the paper can contain additional parts, where we list items that are not crucial to the paper itself, but we still want to add them for the sake of completeness. The paper can have several annexes, which we add separately and refer to them. Examples of annexes: description of a complex method that is not key to the paper itself, but may be relevant for experts in the field in question; a secondary result that does not belong in the main research plan, but we still want to add it for the integrity of the paper; a comment or additional explanation that has meaning only for specific readers of the paper. See below for the official system and the style of listing annexes."</p> <p>Point II becomes Item III. INSTRUCTIONS FOR MARKING, REFERENCING AND CITATION</p> <p>is amended to read: "III. 1. Cover – see the Rules on diploma thesis and master's thesis or the Rules on doctoral studies.</p> <p>2. Title page - see the Rules on diploma thesis and master's thesis or the Rules on doctoral studies.</p>
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	<p>In the diploma thesis, master thesis and doctoral thesis there is a blank white sheet between the cover and the title page.“</p> <p>In the abstract with the keywords, delete German in parenthesis.</p> <p>In point III. 3. TABLE OF CONTENTS the sentence is amended to read: <i>“The table of contents should be designed according to the following template (we give an example of the organization of chapters):...”</i></p> <p>The following sentence is deleted: *Empirical part is listed only if it is a part of written work.</p> <p>The sentence is amended to read: “Annexes are no longer a numbered chapter but are marked with letters (Annex A, Annex B, etc.).“</p> <p>Before point III. 4, the following text is added: “In addition these instructions, students are also provided with written work templates, for the two most used writing softwares, Microsoft Word and Latex – both using the above organization of chapters.</p> <p>Diploma, master's and doctoral thesis must have a "header" or "heading" arranged in such a way that the header of each page of the text (starting with the introduction) contains the name of the current chapter, except the first page of the chapter (because the name is already visible).</p> <p><b>4. Marking Figures and Tables</b></p> <p>Tables and figures (graphs,schemes, etc.) must be marked with two numbers and titled. For figures, the titles are below the figure (see example below). For tables, the titles are above the table (see example below).“</p> <p>The second paragraph of point III. 4 is amended to read: “ If a table or figure is taken from literature, the title must indicate the source, including the page number if necessary. The source must be included in the list of chapter Literature. If the source is own research, the citation of the source is not necessary.“</p> <p>(Example - The title is below the figure.)</p> <p>The title is changed: III. 5 <b>Quoting and paraphrasing “in the text”</b>  The first sentence is amended to read: “There is a general rule: anything not one’s own used by the author when writing a text must be quoted or referenced appropriately in the text, no matter what literature or source is in question (Internet, book, journal, proceedings, newspaper, etc.).“</p> <p>The third and fourth sentence of point III.5 are amended and fifth and sixth paragraphs are added:</p> <p>” Even when paraphrasing or referencing (not quoting directly), the source must be indicated in the relevant place in the text. If necessary, we mark the page from which we copied the text.</p> <p>Listing of sources is composed of two parts: <i>in-text citations</i>, which provide concise information about the source, and a <i>list of sources in the chapter Literature</i>, which provides complete bibliographic information. Everything indicated in the text must be precisely included in the list of sources, and everything included in the list must be listed and used in the text.</p> <p>For the purposes of literature referencing (citing and quoting literature), the American Psychological Association style (known as “APA style”) is used. It is recommended to use</p>
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	<p>automatic referencing from the two templates of the thesis (Microsoft Word and Latex), where the default style is APA .</p> <p>An example of correct literature referencing using Microsoft Word is given below. The written paper template, which is available to students, also contains instructions on how to use automatic literature referencing in Microsoft Word (for Latex, see the template for Latex)."</p> <p>The following table is amended:</p> <table border="1"> <tr> <td>One author</td><td>(Adams, 1990)</td></tr> <tr> <td>Two to five authors</td><td>(Markman, Gianiodis, Phan,... &amp; Balkin, 2005)</td></tr> <tr> <td>More than six authors</td><td>(Giuri et al., 2005) <b>Attention:</b> It will be processed in Word in the following way: (Giuri, et al., 2005) it is necessary to manually delete the comma</td></tr> <tr> <td>Indicating a specific page or a range of pages</td><td>(Giuri et al., 2005, pp. 110-115)  Specific pages must always be indicated in the reference in case of a quotation referencing a specific thought or if data is obtained from the listed source. Use en dash for a range of pages.</td></tr> <tr> <td>Organization or group as authors</td><td>(Faculty of Information Studies, 2005)</td></tr> <tr> <td>Citing based on another (secondary) source</td><td>Allport (as quoted in Nicholson, 2003)  If possible, review and use a primary source. When this is not possible or does not make sense, exactly indicate the page(s) in the secondary source where the primary source is paraphrased or quoted.</td></tr> <tr> <td>Several works by the same author if the publication year is the same (letters are added to the year alphabetically)</td><td>(Rončević, 2008a)</td></tr> <tr> <td>Citing several sources simultaneously (separate them with semicolons)</td><td>(Darrybary &amp; Reed, 2005a, 2005b; Peters, 2010)  List the oldest sources first and continue with later published, use alphabetic order for sources published in the same year.</td></tr> <tr> <td>Citing Internet resources  (A single system should be held throughout the text. All internet sources are listed alphabetically in a single final list of Literature at the end of the text together with other sources.)</td><td>The author or owner of website / article / contribution, e.g.  (Kramžar, 2012) or (24ur.com, 2012)  If the author is unknown, the title of document/law or newspaper article, e.g. (Universal Declaration of Human Rights) or (Chicago Tribune 1994); and if reference is made to the Internet site as a whole, e.g. (World Health Organization).</td></tr> </table> <p>ENSURE THAT THE REFERENCING IS PROFESSIONALLY APPROPRIATE IN ACCORDANCE WITH ACADEMIC ETHICS. If not, the paper will be marked as plagiarism and the Faculty will treat it as such.</p> <p>Point III is added. 6</p> <p><b>"6. Listing sources in the chapter Literature</b></p>	One author	(Adams, 1990)	Two to five authors	(Markman, Gianiodis, Phan,... & Balkin, 2005)	More than six authors	(Giuri et al., 2005) <b>Attention:</b> It will be processed in Word in the following way: (Giuri, et al., 2005) it is necessary to manually delete the comma	Indicating a specific page or a range of pages	(Giuri et al., 2005, pp. 110-115)  Specific pages must always be indicated in the reference in case of a quotation referencing a specific thought or if data is obtained from the listed source. Use en dash for a range of pages.	Organization or group as authors	(Faculty of Information Studies, 2005)	Citing based on another (secondary) source	Allport (as quoted in Nicholson, 2003)  If possible, review and use a primary source. When this is not possible or does not make sense, exactly indicate the page(s) in the secondary source where the primary source is paraphrased or quoted.	Several works by the same author if the publication year is the same (letters are added to the year alphabetically)	(Rončević, 2008a)	Citing several sources simultaneously (separate them with semicolons)	(Darrybary & Reed, 2005a, 2005b; Peters, 2010)  List the oldest sources first and continue with later published, use alphabetic order for sources published in the same year.	Citing Internet resources  (A single system should be held throughout the text. All internet sources are listed alphabetically in a single final list of Literature at the end of the text together with other sources.)	The author or owner of website / article / contribution, e.g.  (Kramžar, 2012) or (24ur.com, 2012)  If the author is unknown, the title of document/law or newspaper article, e.g. (Universal Declaration of Human Rights) or (Chicago Tribune 1994); and if reference is made to the Internet site as a whole, e.g. (World Health Organization).
One author	(Adams, 1990)																		
Two to five authors	(Markman, Gianiodis, Phan,... & Balkin, 2005)																		
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		<p>In the chapter Literature, which contains the list of all sources, it is necessary to systematically list all sources used in the text of the paper. Below is an example of the easiest way to get a correctly written list of sources by using automatic literature referencing in Microsoft Word with the default APA style (see also Microsoft Word paper template). For Latex, see the Latex template.",</p> <p>The rest of the text is deleted.</p> <p>In point III. 7, the second paragraph is amended to read as follows: "Annexes must be marked with consecutive letters (Annex A, Annex B...) and a title. They usually also include the indication of the chapter in which they are mentioned or described. Each annex is placed on a new page. In the text, the annexes are referred in the following way: <i>See Annex A</i> or <i>Annex B</i>."</p> <p><b>Chapter TECHNICAL ASPECTS OF WRITTEN WORKS is marked in IV.</b></p> <ul style="list-style-type: none"> <li>The indent is amended to read: " Individual annexes added after the sources should be numbered and named, e.g.: Annex A: Survey Questionnaire Annex B: Form"</li> </ul> <p>The text below the indents is amended to read: *The paper must be proofread by a professionally qualified person. If the committee for the defence of the diploma/master's thesis finds that it has not been properly proofread, it invites the candidate to submit a proofread thesis. For proofreading of the doctoral thesis (which may be written in English), see the Rules on doctoral studies."</p>
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05	01 June 2019	Clean copy
06	14 May 2020	Clean copy

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