On the basis of Article 18 of the Rules on Bachelor's and Master's thesis, adopted on 21st January 2009, and any amendments thereto, Article 18 of the Regulations on the doctoral studies in Information society adopted on 29th July 2024, Regulations on the doctoral studies in Information Sciences adopted on 29th July 2024, 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 18th March 2009, at its 18th session on 25th April 2012, at its 20th session on 29th January 2016, at its 25th session on 21st June 2016, at its 51st (correspondence) session on 30th May 2019 at its 72nd (correspondence) session on 14th May 2020, and at its 115th (correspondence) session on 23th September 2024, on 9th September 2025, at the 19. correspondence session and on 19th September 2026, adopted amendments and a clean copy. At the 44th session on 29th September 2026, the following amendments and the following clean copy of

INSTRUCTIONS FOR WRITING PROFESSIONAL AND SCIENTIFIC PAPERS AT THE UNIVERSITY OF NOVO MESTO, FACULTY OF INFORMATION STUDIES

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 papers at the University of Novo mesto, Faculty of Information Studies (hereinafter: the Faculty).

I. DEFINITION OF INDIVIDUAL WRITTEN PAPERS

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 a student after the agreement with the coordinator. During the preparation of the seminar paper, students learn about a certain topic from the curriculum and gain the first experience writing professional papers, which they can use as a basis for further written work. Through the seminar paper, the student must demonstrate the ability to integrate theoretical and practical knowledge and to independently apply current professional literature. The seminar paper can be theoretical or consist of theoretical and empirical part. The seminar paper is usually presented by the student in the context of exercises aimed at the practical application of theoretical knowledge acquired in the course. It is connected with the course syllabus. The seminar paper may be written by one student or a group of students. In such case, the topic is divided into several subtopics. The written product and the presentation must show the contribution and work of each member 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. The essay is subject to the rules given in the course, but it mainly involves observations or reflections on a particular topic. The assessment of the essay shall form an integral part of the final grade foreseen in the course syllabus.

3. Applied research paper

An applied research thesis is the result of the student's independent work, prepared under the supervision of the course coordinator. It contains useful information and insights that the student has gained during the course of his/her studies through individual study work and empirical material. It is an independent written examination of a specific practical problem including proposal for its solution. in doing so, the student demonstrates the ability to master a practical professional problem, using information and communication technology and systems as a source of information and mastering selected methodological tools for solving problems. An applied research paper may be written by one student or a group of students. In this case, the topic is divided into several sub-topics. The written product and the presentation must show the contribution and work of each member, which is the basis for the grade. The student submits the applied research project to the supervisor/ mentor, who assesses it according to the ECTS grading scale.

4. Professional article

A professional article is an independent work prepared by the student prepared under the supervision of the course coordinator. It contains useful information and insights that the student has gained during his studies and through individual research study work. It does not usually contain original achievements. It presents already known findings, with an 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 the 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 including the results of own research work. It repeats the well-known results of studies (research already carried out), which are useful for disseminating scientific knowledge and adapting the results of scientific research 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. The preparation and publication of a professional article in the proceedings or a journal is a prerequisite for a pass mark and the award of credit points. 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 technical aspects of the article are determined by the editorial board of the proceedings or journal and must be taken into account by the writer of the article.

5. Bachelor's thesis

The bachelor's thesis is the result of a student's independent professional work, in which the student studies a specific topic under the guidance of the mentor. The basic purpose of the bachelor's thesis is for a student to demonstrate the ability, independence and ingenuity in solving theoretical and practical problems in an integrated manner, which are not necessarily original. While preparing the bachelor's thesis, the students must demonstrate that he is able to apply the theoretical and practical knowledge acquired through studies and independently use current domestic and foreign professional literature. The student must also demonstrate his ability to use research methods, foreign findings, views, and professional facts published in the cited scientific literature, as well as the ability to collect, select, process, graphically present and interpret the collected data. The bachelor's thesis is usually 40 to 60 pages long without appendices (Computer Science and Web Technology programme 40 to 50 pages, Informatics in Contemporary Society programme 50 to 60 pages). The candidate orally defends the bachelor's thesis in front of a committee, who grades the thesis and the defence with a grade according to the ECTS grading scale. The procedure for applying, preparing, submitting and defending a bachelor's thesis is determined in the Rules on Bachelor's 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 demonstrate the results of their own research. The candidate must demonstrate the ability to express himself in writing and solve current practical problems of various institutions, establishments, companies, activities and beyond. 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 appendices. The candidate orally defends the master's thesis in front of a committee, who 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 Bachelor's 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 and a potential co-mentor. It is written in Slovenian or English. If it is written in English, the title must also be in Slovene and the Literature and Sources section must be preceded by an extended abstract in Slovene of at least 10 pages. A dissertation usually consists of a table of contents, an abstract (in Slovene and English), an introduction, the main text, a conclusion, a list of references and sources, a table of contents and a list of names, an extended abstract, if necessary, and other appendices. The procedure for applying, preparing, submitting and defending a doctoral thesis is determined by the Rules on Doctoral Studies in Information Society and the Rules on Doctoral Studies in Information Sciences.

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.

An appendix to these instructions is the Microsoft Word **Template** for the bachelor's thesis/master's thesis/doctoral dissertation and can also be used for seminar papers, applied research papers, research papers, and project papers, as well as reports on work experience or work practice.

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 intended 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 of the chapters: 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 a 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 and instruments we used for the research, and at the same time briefly state the reasons for the selection. The methodology chapter mainly covers *the research plan* – a plan in which the steps to be followed are defined in order to produce results or a 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.

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 a 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 for research questions, we explain systematically and concisely 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 logically divided into chapters Discussion and Conclusion.

Literature and Sources. This is not a chapter in the same sense as the other chapters, but is a list of all the sources and references we have used (summarized or quoted) in the paper. See Chapter III below.

Appendices 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 appendices, which we add separately and refer to them. Examples of appendices: a survey questionnaire, an interview transcript or a focus group with a possible open coding, very extensive quantitative data, a 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 to 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 Chapter III on the official system and the style of listing appendices below.

III. INSTRUCTIONS FOR MARKING, REFERENCING AND CITATION

1. Cover – see the Rules on Bachelor's and Master's Thesis or the Rules on Doctoral Studies Information Society or the Rules on Doctoral Studies Information Sciences.

2. Title page – see the Rules on Bachelor's and Master's Thesis or the Rules on Doctoral Studies Information Society or the Rules on Doctoral Studies Information Sciences.

In the bachelor's 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 an **ABSTRACT** with **KEYWORDS** in Slovenian and foreign languages (English) in the total volume of 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 bachelor's and master's thesis as well as 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) 6
3 EMPIRICAL PART 15
4 FINAL CONSIDERATIONS/DISCUSSION/CONCLUSION 22
5 LITERATURE AND SOURCES.....24
APPENDICES 28
Appendix A: Questionnaire.....30
Appendix B: Form 32

The entire table of contents must be written using the font type Times New Roman (size 12 pt, regular font, line spacing 1.5). Page numbers in the table of contents must be written in regular font, not in italics nor in bold. There is one blank sheet or one blank page (excluding header text and footer page number) after each page in the table of contents.

Appendices are no longer a numbered chapter but are marked with letters (Appendix A, Appendix B, etc.). List/index of figures and tables must contain all the figures and tables listed in the thesis. The list should contain graphs, figures and then tables in sequential order. 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**
CHAPTER	**1**	**UPPER CASE, BOLD, 14 pt**
Level 1 sub-chapter	**1.1**	**Lower case, bold, 12 pt**
Level 2 sub-chapter	***1.1.1***	***Lower case, bold, italic, 12 pt***
Level 3 sub-chapter	*1.1.1.1*	*Lower case, italic, 12 pt (not in the Table of contents)*

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.

In bachelor's thesis, master's thesis and doctoral dissertations, there is no text in the document header.

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).

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 7.6: The number of texts in a corpus according to the topic determined by the model LDA (the number of topics = 5), which means that it is a table that is part of chapter 7, and it is the 6th table within this chapter.

Tables and figures must be placed where they contextually belong, and at the same time they must be referred to by number in the text, e.g. (see Table 7.6) or (see Figure 3.1).

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 one's own research, the referencing to the source is not necessary.

Example of figure listing taken from literature:

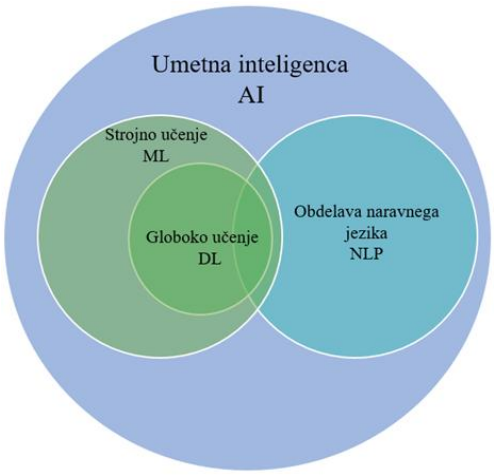


Figure 3.1: Connection between the fields of artificial intelligence, machine learning, deep learning and natural language processing (Hagiwara, 2021, pp. 9)

Referencing in the chapter Literature and sources:
Hagiwara, M. (2021). *Real-World Natural Language Processing: Practical Applications with Deep Learning* [figure]. Manning.

Example of table listing:

Table 7.6: The number of texts in a corpus according to the topic determined by the model LDA (the number of topics = 5)

Tematika	Število besedil
šport	1276
politika	693
glasba	459
vreme	288
nedoločeno 3	281

5. Formatting Source Code in Professional and Thesis Papers

The following guidelines and standards apply to the inclusion of source code in bachelor's, master's, doctoral, and other academic or professional papers.

1. Font and Formatting of Code Elements
All source code elements appearing within the main text must be written using the Courier New font.
This includes:

- variable and object names, e.g., `requiredAmount`, `newUser`,
- class, method, and interface names, e.g., `Database`, `calculateMetric()`,
- programming language keywords, e.g., `if`, `while`, `return`, `class`,
- source code and code elements may use color schemes (syntax highlighting).

2. Formatting Longer Code Snippets
Standalone code blocks must be clearly separated from the surrounding text. The following requirements must be observed:

- use the Courier New font with a smaller size (e.g., 10 pt),
- line spacing within the code must be single-spaced (1.0),
- the snippet must be indented from the left margin in the same way as the main text taking into consideration the formal indentation.

3. Labeling and Numbering Code Snippets
Included code excerpts must be properly labeled and referenced within the text:

- only the term Snippet may be used for labeling (e.g., Snippet 1: Database Connection),
- the terms 'Figure' or 'Table' must not be used for source code,
- the snippet number and title must be placed above the code block,
- the author must explicitly refer to the snippet number within the text (e.g., "...as shown in Snippet 3...").

4. Comments Within Source Code
The use of comments is strongly recommended, as it improves code readability. However, the following guidelines must be followed:

- all comments within code snippets must be written in language in which the entire paper is written,
- comments should not merely describe obvious commands,
  *(*incorrect example: `x = 5; // set x to 5)`,
- comments should explain the purpose and logic of the program,
- comments must follow the official syntax of the programming language being used (e.g., // or #).

5. Permitted Length of Code Snippets
When inserting code snippets, the following guidelines must be observed:

- recommended limit in the main text: a single code snippet should contain no more than 20 to 30 lines or approximately half a page,

- only key algorithmic parts or critical logic should be included in the main text,
- it is strictly prohibited to paste entire files, long configuration files, extensive HTML/CSS structures, or repetitive library imports into the main text,
- the complete project source code or long excerpts (more than half a page) must be placed in the Appendices or submitted as an external digital attachment (e.g., a link to a GitHub repository).

Example of Correct Referencing in the Text
User authentication is handled by the `validateLogin()` method, located within the `System` class. The method accepts a `user` object and verifies the validity of the password. If the credentials are correct, the variable `successful` is assigned the value `true`, as shown in Snippet 1.

5. Citation and paraphrasing the text

There is a general rule: anything non-proprietary used by the author in the writing of the text must be indicated by a quotation or reference at the appropriate place in the text, no matter what literature or source is in question (the Internet, a book, a journal, proceedings, a newspaper, etc.). The rule applies to direct quotes (quoting/citation) as well as to 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. Current instructions are updated according to the 7th edition of APA standards.

An example of correct literature referencing using Microsoft Word is given below. The bachelor's/master's thesis and doctoral dissertation template, which is available to students, also contains instructions on how to use automatic literature referencing in Microsoft Word.

One author	(Adams, 1990) or (Marchewka, 2006)
Two authors	(Brewer & Dittman, 2023)
Three or more authors	(Desloovere et al., 2021) **Attention:** It will be processed in Microsoft Word in the following way: (Desloovere, et al., 2021) - it is necessary to manually delete the first comma.
Indicating a specific page or a range of pages	(Desloovere et al., 2021, pp. 240-267) 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 or name of the internet page/internet source	(University of Novo mesto, 2008) or (KRKA, 2023)
Citing based on another (secondary) source or so-called indirect citation	Allport (2020, as quoted in Nicholson, 2003, pp. 14-16) or Allport (2020, as paraphrased from Nicholson, 2003, pp. 14-16) If possible, review and use a primary source. When this is not possible or does not make sense, indicate exactly 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/paraphrased 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) or (Marchewka, 2006a) or (Marchewka, 2000b)
Citing several sources simultaneously (separated with semicolons)	(Darrybary & Reed, 2005a, 2005b; Peters, 2010) First list the oldest sources and then continue with later published sources; use alphabetic order for sources published in the same year.
Citing Internet resources (A single system should be held throughout the text. All sources, including internet sources, are listed alphabetically in a single final list “Literature and sources”.)	The author or the owner of website / article / post on social network (if no author is specified, we indicate the owner of the website). (Kramžar, 2012) or (24ur.com, 2012) or (KRKA, 2023) or (Digital Agenda EU, 2015) or (SURS, 2023)
	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. If there are several works by the same author without a publication date, add an alphabetical order at the end. The date that appears at the bottom of the web page under copyright protection is not listed as the date of publication. (Ojsteršek, n. d.) or (WebProNews, n. d.) Rončević, n. d.a) or (Fran/SSKJ2, n. d.a) ali (Fran/SSKJ2, n.d.b)
Citing laws	(Obligacijski zakonik, 2011) or (Obligacijski zakonik, 2011, Article 12) or (OZ, 2011, Article 12) (Zakon o delovnih razmerjih, 2013, Art. 14) or (ZDR-1, 2013, Art. 14) (Directive (EU) 2022/2555, 2022)
Citing artificial intelligence tools	The latest guidelines and citation examples can be found on the APA Style website: https://apastyle.apa.org/style-grammar-guidelines/references/examples/ai-references

***Important note: Use of artificial intelligence**

The use of AI tools is subject to the **responsible use of each individual**. Although such tools can be a support for study and research, **it is important to remember that the data and information obtained using AI are not always correct and true**. It is therefore **the responsibility of each user** to ensure the accuracy of the data and information obtained using AI tools. Each individual must demonstrate creative and critical thinking and independent content creation (e.g. articles, term papers, theses), where the focus is on the process of creation and not just on the product. **Copying of text resulting from the use of artificial intelligence is not permitted without acknowledgement of the source. AI tools may only be used in this context as additional tools, as a supplementary source of information and not to produce the final content of the texts.** It is also important to be aware of possible infringements of intellectual property rights. Content created with AI may infringe the intellectual property of others, as may content and materials created by oneself and shared on the Internet.

ENSURE THAT THE REFERENCING IS APPROPRIATE IN ACCORDANCE WITH ACADEMIC ETHICS. If not, the paper will be marked as **PLAGIARISM** and the Faculty will treat it as such. The Guidelines for the Use of Generative Artificial Intelligence in Study and Research at FIS should serve as an aid, as they define the appropriate, ethical, and effective use of generative artificial intelligence (AI) in the educational process as well as in research and professional work at UNM FIS.

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 the sources used in the text of the paper. Below there 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 bachelor's/master's thesis and doctoral dissertation template). Current instructions are updated according to the 7th edition of APA standards.

A book by an independent author	Marchewka, J. T. (2006). *Information technology project management.* John Wiley & Sons. Author. (Year of publication). *The title of the book*: *subtitle*. Publishing house. We put a colon between the title and the subtitle.
A book with two to twelve authors	McGill, I., Glenn, J. K. & Brockbank, A. (2014). *The action learning handbook: powerful techniques for education, professional development, and training.* Routledge. Brewer, J. L. & Dittman, K. C. (2023). *Methods of IT project management*. Purdue University Press.
A book with twenty or more authors	Desloovere, K., Denys, A., Froyen, D., Vainonen, K., Rull, E., Cordier, A., Andrea, F., Nic Réamoinn, S., Murray, B., Tuohy, S., Riley, T., Potera, I., Shala, L., Mehmeti, S., Hau, D., Čabrilo, N., de Vries, H., Andersen, K. G., … Rooke, G. (2021). *Digital literacy: a multifaceted approach to digital learning*. CIDREE. https://www.cidree.org/wp-content/uploads/2021/11/cidree_yearbook_2021_digital_literacy.pdf Write down the first nineteen authors and the last of the authors in the manner shown above. After the 19th author, there is a comma, then a space, then three full stops (indicating the omission of other authors), followed by a space, followed by the surname and the first initial of the first name.
Proceedings	The same as for a book, just add an "(ed.)" to make it clear that it is an editor, for example: Marchewka, J. T. (ed.) (2006). *Proceedings of the International Informatics Conference.* John Wiley & Sons.
A book, proceedings or article by the same author with the same year of publication	If we have several works by the same author with the same year of publication, use the alphabetical order with the year of publication. Marchewka, J. T. (2006a). *Information technology project management*. John Wiley & Sons. Marchewka, J. T. (ed.). (2006b). *Proceedings of the International Informatics Conference*. John Wiley & Sons.

Bachelor's or master's thesis, doctoral dissertation	Wilson, P. L. (2011). *Pedagogical practices in the teaching of English language in secondary public schools in Parker County* [doctoral dissertation, Faculty of the Graduate School of the University of Maryland]. http://drum.lib.umd.edu/bitstream/1903/11801/1/Wilson_umd_0117E_12354.pdf Trpin, A. (2018). *Primerjalna analiza Evklidske in Poincaréjeve metrike v algoritmih strojnega učenja* [magistrska naloga, Fakulteta za informacijske študije v Novem mestu]. http://revis.openscience.si/Dokument.php?id=5027&lang=slv Enter the type of work manually in the brackets "[ ]". As a rule, for online sources, always specify the website.
Organization or group as authors	Statistični urad Republika Slovenije [SURS]. (2023). *Statistični pregled Slovenije 2023*. https://www.stat.si/StatWeb/File/DocSysFile/12568/2023-pregled-leta.pdf UMAR. (2023). *Poročilo o razvoju 2023*. https://www.umar.gov.si/fileadmin/user_upload/razvoj_slovenije/2023/slovenski/POR2023-splet.pdf The same as for a book write down the name of the organization or group acting as 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.), *Contemporary world between freedom and security* (pp. 197–218). Vega.
Report	AUTM. (2007). *AUTM Licensing Activity Survey FY 2007.* AUTM.
Online report	Adam, F., Makarovič, M., Tomšič, M. & Lah, P. (2006). *Stanje medijskega pluralizma v Sloveniji: preliminarno raziskovalno poročilo*. Inštitut za razvojne in strateške analize. http://www.mizks.gov.si/fileadmin/mk.gov.si/pageuploads/Ministrstvo/raziskave-analize/mediji/Stanje_medijskega_pluralizma_v_Sloveniji_01.pdf European Commission, Directorate-General for Research and Innovation. (2025). *Annual activity report 2024*. https://commission.europa.eu/document/download/2e8736ab-c448-40ca-9a54-c94d7ca05f4b_en?filename=RTD_AAR_2024_final.pdf
Data portal with interactive tools	Statistični urad Republike Slovenije [SURS]. (2024*). Bruto domači proizvod, Slovenija, letno* [podatkovni portal SI-STAT]. Statistični urad Republike Slovenije. https://pxweb.stat.si/SiStatData/pxweb/sl/Data/-/0301910S.px
Book, also available in e-form	Marchewka, J. T. (2006). *Information technology project management.* John Wiley & Sons. http://wiley-and-sons.org Stres, Š., Blatnik, R., Fric, U., Gladović, K., Jekovec, D., Justin, T., Karlovits, M., Kompan, A., Lutman, T., Mrgole, U., Odić, D., Pal, L., Tomić Starc, N., Trobec, M., Vindišar, J. & Žunič, V. (2021). *Modrosti iz inovacijskega podpornega okolja v javnih raziskovalnih organizacijah za upravljavce inovacijskega sistema*. Institut "Jožef Stefan', Fakulteta za informacijske študije, Kemijski inštitut, Kmetijski inštitut Slovenije, Nacionalni inštitut za biologijo, Univerza na Primorskem. https://www.ki.si/fileadmin/user_upload/datoteke-splosno/Novice/2021/Brosura_KTT.pdf The same as the printed book, add a relevant web link at the end.
Reference works (encyclopaedias, dictionaries, etc.)	*eSSKJ – Slovar slovenskega knjižnega jezika*. (2014). Založba ZRC, ZRC SAZU. https://www.fran.si/
Reference work entry without an author	Nevronska mreža. (20. 6. 2025). In *Wikipedija*. https://sl.wikipedia.org/wiki/Nevronska_mreža If the source does not have a date of publication, the year should be given in n. d. (= no date). The year that appears at the bottom of the web page under copyright protection should not be given as the year of publication. Internet. (2014). In *Slovar slovenskega knjižnega jezika 2*. https://www.fran.si/133/sskj2-slovar-slovenskega-knjiznega-jezika-2/4480316/internet?FilteredDictionaryIds=133&View=1&Query=internet

Reference work entry with an author	Miller, S. T. & Garofalo, G. M. (2017). Big data. In *Encyclopedia of Data Science and Machine Learning* (pp. 111−119). Springer. https://doi.org/10.1007/978-3-319-78262-1_300040
Scientific journal article (one author)	Adams, J. D. (1990). Fundamental Stocks of Knowledge and Productivity Growth. *Journal of Political Economy, 22(3)*, pp. 673−702. Author. (year of publication). Article title. *Name of the journal*, other relevant numbers such as the year (volume) (the number of a journal if it exists) or the number of pages. The name of the journal and its year (volume) is written in italics. (The specification of the article depends on the journal; all the numbers that are relevant to the referencing of articles in this journal must be provided)
Scientific journal article (up to 19 authors)	Markman, G. D., Gianiodis, P. T., Phan, P. & Balkin, D. B. (2005). Innovation speed: Transferring university technology to market. *Research Policy, 34*, pp. 1058–1075. When a journal number is not available, write only the year (volume).
Scientific journal article (more than 20 authors)	Sokolina, K., Kittanakom, S., Snider, J., Kotlyar, M., Maurice, P., Gandía, J., Benleulmi-Chaachoua, A., Tadagaki, K., Oishi, A., Wong, V., Malty, R. H., Deineko, V., Aoki, H., Amin, S., Yao, Z., Morató, X., Otasek, D., Kobayashi, H., Menendez, J., Stagljar, I. (2017). Systematic protein–protein interaction mapping for clinically relevant human GPCRs. *Molecular Systems Biology, 13(3),* 918, pp. 1−19. https://doi.org/10.15252/msb.20167430 Write down the first nineteen authors and the last of the authors as shown above. After the 19th author there is a comma, then a space, then there are three full stops (to indicate the omission of the other authors), followed by a space, followed by the surname and the first initial of the first name.
A newspaper article	Jakupović, E. (9. 5. 2019). Letos bilijon evrov za digitalizacijo. *Finance*, pp. 20−21. The year (volume) and number of the newspaper or journal can be omitted, so add the exact date of the publication after the author (Year, month, day).
An article in a newspaper or magazine accessible online	The same as for a printed article, add “retrieved from” with the appropriate web link and access data in brackets: Markman, G. D., Gianiodis, P. T., Phan, P. & Balkin, D. B. (2005). Innovation speed: Transferring university technology to market. *Research Policy, 34*, pp. 1058–1075. http://inovations.speed-inno/lp/ng/73.org Špetič, B. (27. 8. 2024). Zgodovina računalništva v Sloveniji −Mikroračunalnik na čipu. *Monitor*. https://www.monitor.si/clanek/zgodovina-racunalnistva-v-sloveniji-mikroracunalnik-na-cipu/234880/ Grbić, A. (8. 4. 204). Čipi jezdijo na valu umetne inteligence. *Delo*. https://www.delo.si/gospodarstvo/novice/cipi-jezdijo-na-valu-umetne-inteligence If a journal or a newspaper is published daily or weekly, give the full date, if available e.g. (day. month. year). This does not apply to scientific or professional journals. *The title of a journal or a newspaper should be in italics.*
Publication on the website	Publication on the website with the author and date of publication. The title of the publication is in italics. Holdsworth, J. (28. 6. 2024). *What is Data Mining?* IBM. https://www.ibm.com/topics/data-mining If the publication on the website does not include the author and the date of publication, give the *Title of the publication*. (n. d.). Name of the website or e-journal. Web link. *What is the Internet of Things (IoT)?* (12. 5. 2023). IBM. https://www.ibm.com/topics/internet-of-things

	What is IoT? (n. d.). Oracle. https://www.oracle.com/europe/internet-of-things/ If the author of the online publication is an organisation: Ministrstvo za digitalno preobrazbo. (30. 8. 2024). *Svetovni dan pismenosti: Digitalno opismenjevanje za digitalno vključevanje*. GOV.SI. https://www.gov.si/novice/2024-08-30-svetovni-dan-pismenosti-digitalno-opismenjevanje-za-digitalno-vkljucevanje/ IBM. (14. 8. 2025). *What's new in IBM® watsonx Orchestrate.*https://www.ibm.com/docs/en/watsonx/watson-orchestrate/base?topic=notes-whats-new-in-watsonx-orchestrate If the date is not given in the article/paper/publication, the abbreviation n. d. (no date) should be given in brackets instead of the year. If the publication on the website does not include an author and the author is an institution or organisation, the latter should be given instead. Name of the organisation. (n. d.). *Title.* web link Proplus. (n. d). *Advertising.* https://pro-plus.si/eng.html Ministry of Digital Transformation. (n. d.). *Digitalisation of society.* GOV.SI. https://www.gov.si/en/topics/digitalisation-of-society/ Website with no publication date and changing statistics: Statistical Office of the Republic of Slovenia [SURS]. (n. d.). *GDP and National Accounts*. https://www.stat.si/StatWeb/en/Field/Index/1
Online lectures Social network post	Saito, T. (2012). *Technology and me: A personal timeline of educational technology* [Powerpoint]. http://www.slideshare.net/Bclari25/educational-technology-ppt Enter the source type in "[ ]"; it can be Powerpoint, a video, a photograph, a Tweet or something else. *Blogs, social networks, etc., should be cited in the same way as an online lecture*, except that the name of the blog, social network, or similar should be written after the source in square brackets, e.g. [blog] or [Tweet]. For example: **Social networking sites:** Digital Agenda EU. [@DigitalAgendaEU]. (9. 1. 2015). *Cables, switches & freezing cold air. @TheAtlantic shows you how the Internet looks like http://theatln.tc/1JBpAFu* [Tweet]. Twitter. https://twitter.com/DigitalAgendaEU/status/685877205755273216 **Blog:** Bridgwater, A. (5. 9. 2024). What to expect from NetApp Insight 2024 [blog]. *Computerweekly.com.* https://www.computerweekly.com/blog/CW-Developer-Network/What-to-expect-from-NetApp-Insight-2024 Dynamics Insights. (17. 1. 2022). Selecting the Best ERP System: What You Need to Know to Make the Right Decision [blog]*. ArcherPoint.* https://archerpoint.com/selecting-the-best-erp-system-what-you-need-to-know-to-make-the-right-decision/ **Youtube:** Simplilearn. (24. 8. 2020). *IoT | Internet of Things | What is IoT ? | How IoT Works? | IoT Explained in 6 Minutes | Simplilearn* [video]. YouTube. https://www.youtube.com/watch?v=6mBO2vqLv38
An article from an e-magazine, e-journal or online media portal with no	*Višja denarna socialna pomoč in varstveni dodatek*. (1. 8. 2018). Delo. https://www.delo.si/novice/slovenija/visja-denarna-socialna-pomoc-in-varstveni-dodatek-77126.html

author or page numbers.	*Kako dolgo po preteku datuma še lahko uživamo določena živila?* (23. 2. 2018). Aktivna.si. https://www.aktivni.si/prehrana/ali-veste-kako-dolgo-po-poteku-roka-trajanja-se-lahko-uzivamo-dolocena-zivila/
Judgment	Supreme Court. (2. 7. 2012). *Judgment of the Supreme Court, ref. no. 7298/2012*. Add "ref. no." before the case number
Act	Obligation Code (OZ). (2001). *Official Gazette RS*, no. 97/07, 64/16 and 20/18 – OROZ631. https://pisrs.si/pregledPredpisa?id=ZAKO1263 Zakon o delovnih razmerjih (ZDR-1). (2013). *Uradni list RS*, št. 21/13, 78/13, 47/15, 33/16, 52/16, 15/17, 22/19, 81/19, 203/20, 119/21, 202/21, 15/22, 54/22 – ZUPŠ-1, 114/23 in 136/23 – ZIUZDS. https://pisrs.si/pregledPredpisa?id=ZAKO5944 Directive (EU) 2022/2555 on measures for a high common level of cybersecurity across the Union, amending Regulation (EU) No 910/2014 and Directive (EU) 2018/1972, and repealing Directive (EU) 2016/1148 (NIS 2 Directive). *Official Journal EU*, L 333. http://data.europa.eu/eli/dir/2022/2555/oj After the name and abbreviation of the law, add, in brackets, the year of adoption, Official Gazette, the number of the Official Gazette and any subsequent numbers where corrections have been published.
Standards	Slovenski Inštitut za standardizacijo [SIST]. (2021). *Sistemi vodenja znanja – Zahteve = Knowledge management systems – Requirements = Systèmes de management des connaissances – Exigences (SIST ISO 30401:2021).*
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. Henigman, U. (avtorica in voditeljica oddaje), Bogataj Jančič, M. (gost), Isakovič, A. (gost) & Savič, D. (gost). (26. 3. 2024). Etični razvoj tehnologije [radijska oddaja]. In *Intelekta*. Radio Slovenija. https://www.rtvslo.si/radio/podkasti/intelekta/49 Ogasawara, T. & Komatasubara, R. (režija). (2018). *Razkrita skrivnost Einsteinovih možganov* [televizijska oddaja]. RTV SLO. Televizija Slovenija 1. https://365.rtvslo.si/arhiv/tuji-dokumentarci/174844830
Artificial intelligence tools	The latest guidelines and citation examples can be found on the APA Style website: https://apastyle.apa.org/style-grammar-guidelines/references/examples/ai-references

When citing literature and sources, also pay attention to the correct formatting of the citations**. If you have an independent source, such as a book, e-book, report, thesis (bachelor's thesis, master's thesis, doctoral dissertation), online publication, TV programme, video, etc., write *the title of the work in italics*. For example:**

Brewer, J. L. & Dittman, K. C. (2023). *Methods of IT project management.* Purdue University Press.
Ministry of Digital Transformation. (n. d.). *Digitalisation of society.* GOV.SI. https://www.gov.si/en/topics/digitalisation-of-society/

In case our source is e.g. an article, an e-article, a chapter in a book/e-book, a chapter in an encyclopaedia, a chapter in Wikipedia, etc., the italic font is the parent source, e.g. *a journal (and journal number), proceedings, a book, etc.*

Sokolina, K., Kittanakom, S., Snider, J., Kotlyar, M., Maurice, P., Gandía, J., Benleulmi-Chaachoua, A., Tadagaki, K., Oishi, A., Wong, V., Malty, R. H., Deineko, V., Aoki, H., Amin, S., Yao, Z., Morató, X., Otasek, D., Kobayashi, H., Menendez, J., … Stagljar, I. (2017). Systematic protein–protein interaction mapping for clinically relevant human GPCRs. *Molecular Systems Biology, 13(3)*, 918, pp. 1−19. https://doi.org/10.15252/msb.20167430

The Literature and sources section must begin on an odd page (for single-sided printing). Each page of references and sources must be followed by one blank page, or one blank page (excluding the header text and the page number in the document footer). When citing references and sources, there must be a hanging indent.

7. Appendices

The appendices 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). Appendices 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.

Appendices must be marked with consecutive letters (Appendix A, Appendix B...) and a title, e.g.:
Appendix A: Survey questionnaire (Times New Roman, font size 12 pt, bold)
Appendix B: Form

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

IV. TECHNICAL ASPECTS OF WRITTEN WORKS

- Written products are mainly submitted in electronic form. The bachelor's thesis, master's thesis and doctoral dissertations are submitted in electronic and printed form. They are first submitted to the Students' Affairs Office in electronic form, which allows comments to be made. Only after following the instructions after the technical examination*, the student submits the thesis in printed form, bound in black leather hard covers with silver lettering, as specified in the Rules on Bachelor's and Master's Thesis, the Rules on Doctoral studies Information Society and the Rules on Doctoral studies Information Sciences, respectively.
- Page margins: left margin (due to binding) 3 cm, right margin 2 cm, upper margin 2.5 cm, lower margin 2.5 cm.
- 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 third and each subsequent technical review of the thesis, master's thesis and doctoral dissertation is subject to a fee. The price according to the current price list of the Faculty of Information Studies in Novo mesto applies.
**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
prof. dr. Matej Makarovič

APPENDIX 1 Template for bachelor's/ master's thesis and doctoral dissertation in Microsoft Word

Version	Date of issue	Description of amendments
01	19th March 2009	Initial version
02	25th April 2012	Amendments: - In the first sentence, the following is deleted: namely: seminar papers, essays, applied research papers, professional articles, bachelor's theses, master's theses and doctoral dissertations. - 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. - II.2 is amended as follows: in the total volume of one page. The number of keywords must not be less than five or more than seven. - 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). - Index of Figures and Tables is amended - The sentence in II.4 is amended as follows: The introduction introduces the reader to the problem under study. In the introduction, the problem is identified by explaining it and also by stating the objectives and the purpose of the assignment. If the written work relates to solving a problem in a specific organisation, we briefly introduce the work environment or organisation and describe what will be studied in that organisation. The introduction must be entirely original. As a rule, it should be free of quotations and summaries. - 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 ...). 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. *(Statistični letopis Slovenije*. 1991. Volume XXX. Ljubljana: Zavod Republike Slovenije za statistiko.). - 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). - *The table **In-text citation** is amended.* - 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. - **The table is amended for Books:, Articles:, Internet sources:, Official sources:, Other electronic sources:** - Point **III** is amended. **TECHNICAL ASPECTS OF WRITTEN WORKS:**

		• Written works are submitted in printed form. Seminar papers, essays and applied research papers must be spiral bound or submitted in a plastic folder. Bachelor's 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. • Page margins: left margin (due to binding) 3 cm, right margin 2 cm, upper margin 2.5 cm, lower margin 2.5 cm. • Page numbering: at the bottom of the page, in the middle, with Arabic numerals. • Font: Times New Roman, font size 12 pt. • Line spacing is 1.5. • 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. • The introduction is the first numbered page and the literature/sources chapter the last. • Individual annexes added after the sources should be numbered and named, e.g.: Annex 1: Survey Questionnaire Annex 2: Form • 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. • 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. • 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. • 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, who must also enclose proof of appropriate education from the field of Slavic languages. If the committee for the defence of the bachelor's/master's thesis finds that it has not been properly proofread, they invite the candidate to submit a proofread thesis.
03	29th January 2016	I.3 in the fifth sentence, the word "several" is deleted. I.6. In the fourth sentence, "elaboration" is replaced with "expression". I.7. is amended to read: "The doctoral dissertation 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 dissertation is determined by the Rules on Doctoral Study, which also contains all other relevant details regarding the preparation of research work and doctoral dissertation." A new point II is added. **"STRUCTURE OF WRITTEN WORK AND DESCRIPTION OF CONTENT SECTIONS** The structure of the written work or paper (titles and 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 of that chapter. 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. For example, 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:

- *Field of research* (for example, interpersonal relations in a company, leisure time of the youth, etc.)
- *Description and context of the problem* addressed by the thesis. We explain the background of the problem and define why and to whom this problem is important. We also 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.
- *Specific topic of the paper* (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.
- If necessary, the *main research question* 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.
- *Hypotheses or assumptions* are presumed answers to research questions that formulate the relationship between phenomena in such a way that *they can be empirically verified*. 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.
- In the master's thesis and doctoral dissertations, we can also further *define the objectives of the proposed research*. 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.

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 a 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 – 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 *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. We can distinguish between quantitative and qualitative methods. 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. The research plan may include:

- *Research strategy* (quantitative/ qualitative);
- *Scope of* research – e.g. presentation of the population surveyed, sampling (if necessary), characteristics to be observed (variables);
- *Data collection methods* (what measurement instrument will be used);
- *Methods of data processing,* with the aim of confirming hypotheses or answering research questions and formulating results.

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.

Empirical part. This chapter contains only 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. We explain how the representativeness of the sample was ensured. In the seminar paper, applied research paper and bachelor's 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. *Conducting an experiment or empirical survey must be clear to the extent that anyone can repeat it*. 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. **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 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 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. **Discussion.** 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 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** 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 *critical of your work and your results*. **Conclusion.** 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 *how to conduct the research differently, where there are weaknesses and shortcomings, and of course suggestions for further research and extension of the results.* 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. **Literature.** 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.

Annexes or other. 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.“

Point II becomes Item III. INSTRUCTIONS FOR MARKING, REFERENCING AND CITATION

is amended to read: “III. 1. Cover – see the Rules on bachelor’s and master’s thesis or the Rules on doctoral studies.

2. Title page - see the Rules on bachelor’s and master’s thesis or the Rules on doctoral studies.

In the bachelor’s thesis, master thesis and doctoral thesis there is a blank white sheet between the cover and the title page.“

In the abstract with keywords, German is deleted in parenthesis.

In point III. 3. TABLE OF CONTENTS the sentence is amended to read: *”The table of contents should be designed according to the following template (we give an example of the organization of chapters):*…“

The following sentence is deleted: *Empirical part is listed only if it is a part of written work.

The sentence is amended to read: ”Annexes are no longer a numbered chapter but are marked with letters (Annex A, Annex B, etc.).“

Before point III. 4, the following text is added: “In addition to 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.

Bachelor’s, 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).

4. Marking Figures and Tables

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)."

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 the chapter Literature. If the source is one’s own research, the citation of the source is not necessary.“

(Example - The title is below the figure.)

The title is changed: III. 5 **Citation and paraphrasing ”in the text“**

The first sentence is amended to read: **”** There is a general rule: anything non-proprietary used by the author in the writing of the text must be indicated by a quotation or reference at the appropriate place in the text, no matter what literature or source is in question (the Internet, a book, a journal, proceedings, a newspaper, etc.).“

The third and fourth sentence of point III.5 are amended and the fifth and the sixth paragraphs are added:

” 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 from the two templates (Microsoft Word and Latex), where the default style is APA.

An example of correct literature referencing using Microsoft Word is given below. The written thesis 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).

The following table is amended:

One author	(Adams, 1990)
Two to five authors	(Markman, Gianiodis, Phan,… & Balkin, 2005)
More than six authors	(Giuri et al., 2005) **Attention:** It will be processed in Word in the following (Giuri, et al., 2005), therefore it is necessary to manua 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 referer case of a quotation referencing a specific thought or if is obtained from the listed source. Use en-dash for a r 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 th not possible or does not make sense, exactly indicate page(s) in the secondary source where the primary so 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)

		<table><tr><td>Citing several sources simultaneously (separate them with semicolons)</td><td>(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.</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 is known, e.g. (Kramžar, 2012) or (24ur.com, 2012) If the author is unknown, write the title of a 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, write e.g. (World Health Organization).</td></tr></table> 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. Point III. 6 is added. **“6. Listing sources in chapter Literature** In the chapter Literature, which contains the list of all sources, it is necessary to systematically list all the sources used in the text of the paper. Below there 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 thesis template). For Latex, see the Latex template).” The rest of the text is deleted. In point III. 7, “in detail” is changed into “detailed” 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 to in the following way: *See Annex* A or Annex B.“ **Chapter TECHNICAL ASPECTS OF WRITTEN WORKS is marked by IV.** • 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” 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 bachelor’s/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 dissertation (which may be written in English), see the Rules on doctoral studies."
04	21st June 2016	Clean copy
05	01st June 2019	Clean copy
06	14th May 2020	Clean copy
07	23th September 2024	Clean Copy

08	9th September 2025	Clean Copy
09	29th September 2026	Clean Copy