

Pursuant to paragraph 2 of Article 48 of the amended Statute of School of Advanced Social Studies in Nova Gorica (SASS) from 20 April 2015 (UPB4), the Senate of the SASS adopted the following document at its 37th correspondent session on 10 September 2021:

**TECHNICAL INSTRUCTIONS
FOR WRITING PROFESSIONAL AND SCIENTIFIC
WORKS AT THE SCHOOL OF ADVANCED SOCIAL
STUDIES
IN NOVA GORICA**

TABLE OF CONTENTS

1	DEFINITION OF INDIVIDUAL WRITTEN WORKS	1
1.1	Seminar paper.....	1
1.2	Essay.....	1
1.3	Applied research paper.....	1
1.4	Professional article	1
1.5	Scientific article.....	2
1.6	Diploma thesis.....	2
1.7	Master’s thesis.....	2
1.8	Doctoral thesis.....	3
2	INDIVIDUAL CONTENT SECTIONS OF WRITTEN WORKS.....	3
2.1	Abstract and keywords	4
2.2	Headings and indexes	4
2.2.1	Formatting of chapters.....	4
2.2.2	Index of Figures and Tables	5
2.3	Content	5
2.3.1	Content sections	6
2.4	Tables and figures	6
3	QUOTING AND PARAPHRASING.....	7
3.1	Plagiarism and self - plagiarism	8
3.2	Listing of sources in the text – in-text citation	8
4	LIST OF SOURCES - format.....	11
4.1.1	Books.....	12
4.1.2	Articles	13
4.1.3	Internet sources.....	14
4.1.4	Official sources.....	15
4.1.5	Unpublished sources.....	15
4.1.6	Other electronic sources	16
4.1.7	Other sources.....	16
5	ANNEXES	17
6	TECHNICAL ASPECTS OF WRITTEN WORKS.....	18

1 DEFINITION OF INDIVIDUAL WRITTEN WORKS

1.1 Seminar paper

A seminar paper independently addresses a selected topic that is usually connected with the course syllabus. During the preparation of the seminar paper, the students learn about a certain topic from the curriculum and gain first experience in writing professional and scientific 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 scientific and professional literature. The seminar paper can be purely theoretical or consist of theoretical and empirical part. It can 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 disposition of a seminar paper shall consist of the following parts: cover page, abstract (in Slovenian language), index; this is followed by the content and at the end with a list of literature and sources.**

From the academic year 2019/2020 onwards, the students shall submit the seminar papers required within individual courses at SASS via the Moodle online classroom.

1.2 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. From the academic year 2019/2020 onwards, the students shall submit the essays required within individual courses at SASS via the Moodle online classroom.

1.3 Applied research paper

An applied research paper is an independent work by the student prepared under the supervision of the course coordinator. It provides information and insights gained by the student through individual study. It is an independent written examination of a specific practical problem including proposals for its solution. An applied research 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.

From the academic year 2019/2020 onwards, the students shall submit the applied research papers required within individual courses at SASS via the Moodle online classroom.

1.4 Professional article

A professional article is a presentation of already known information, with an emphasis on the presentation of the applicability of original research results. The purpose of a professional article is also to disseminate the knowledge, viewpoints and results to a wider audience (source: [cobiss typology](#)).

1.5 Scientific article

A scientific article may be either an original scientific article or a review article. An original scientific article is the first-time publication of original research results in a way that allows the research to be repeated, and the findings checked. A review article is an overview of the latest works in a specific subject area, the works of an individual researcher or a group of researchers. Its purpose is to summarise, analyse, evaluate or synthesise the information that has already been published. A review article brings new syntheses, which also include the results of the author's own research (source: [Cobiss typology](#)).

1.6 Diploma thesis

A diploma thesis is an independent professional work of a student carried out under the guidance of a mentor (and co-mentor). 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- 60 pages long (font Times New Roman, font size 12, line spacing 1.5) and only the numbered pages count (without cover page, table of contents, statements, abstract and annexes). The thesis must list at least 25 units of literature and sources, of which at least 1/5 must be in a foreign language (unless the thesis has a strong focus on domestic research field) and at least 1/5 must be published within the last 6 years.**

The candidate orally defends the diploma thesis in front of a commission, which grades the thesis and the defense with a grade according to the ECTS grading scale. The procedure for applying, submitting and defending a diploma thesis is determined by the [Rules on diploma thesis and master's thesis](#).

1.7 Master's thesis

A master's thesis is an independent professional work carried out under the guidance of a mentor (and co-mentor). The students must 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 thesis must include a theoretical basis and as a rule also its examination through independent research of current issues. When addressing the selected topic, the candidate must use appropriate research instruments to systematically provide the results of their own research.

The master's thesis is usually 60- 80 pages long (font Times New Roman, font size 12, line spacing 1.5) and only the numbered pages count (without cover page, table of contents, statements, abstract and annexes). The master's thesis must list at least 40 units of literature and sources, of which at least 1/5 must be in a foreign language (unless the thesis has a strong focus on domestic research field) and at least 1/5 must be published within the last 6 years.

The candidate orally defends the master’s thesis in front of a commission, which grades the thesis and the defense with a grade according to the ECTS grading scale. The procedure for applying, submitting and defending a master’s thesis is determined by the [Rules on Diploma Thesis and Master’s Thesis](#).

1.8 Doctoral thesis

Doctoral thesis is an independent scientific work prepared by the candidate under the guidance of a mentor. It should contain over 250,000 characters (without spaces). The stated minimum scope does not apply to doctoral theses prepared in accordance with Article 7a of the Rules on Doctoral Study from 20 September 2018.

In addition to the elements listed above, a doctoral thesis must also contain an **alphabetical index** (for bibliography) and **an abstract in Slovenian language (10% of the content)**, if the thesis is written in a foreign language. The procedure for applying, submitting and defending a doctoral thesis is determined by the [Rules on Doctoral Study](#).

2 INDIVIDUAL CONTENT SECTIONS OF WRITTEN WORKS

Works shall include the following elements in the following order:

Element of written work	Page numbering, binding and printing	Layout	Display Explanation
(External) cover	not numbered, hard cover, black	/	Annex 2 – A2
Cover page (title page)	not numbered, single-sided printing	first odd page (after the binding sheet - empty white sheet)	Annex 3 – A3
Authorship Statement	not numbered, single-sided printing	odd page after title page	Annex 5 – A5
(Acknowledgement) - optional	not numbered, single-sided printing	odd page after statement	/
Abstract with key words (in Slovenian and foreign language)	not numbered, double-sided printing	odd page for optional acknowledgement	Chapter 2.1
Table of contents	not numbered, double-sided printing	odd page after both abstracts	Chapter 2.2
Index of tables, graphs and figures	not numbered, double-sided printing	continue on the same page, or, if necessary, on the following page after the table of contents	Chapter 2.2
(List of abbreviations) - optional	not numbered, double-sided printing	odd page after table of content and indexes	/
Content	In the introduction chapter, start numbering with the Arabic numeral 1 in the footer (middle) and put the requested data in the header. All content is numbered sequentially with Arabic numerals. Double-sided printing.	odd page after the index or list of abbreviations	Chapter 2.3
(Extended abstract in Slovenian language - Slovene abstract) - for works written in foreign languages	continue numbering with Arabic numerals, continue with data in the header, double-sided printing	with regard to the current content (odd page or even page)	Chapter 1.8
List of literature and sources	continue numbering with Arabic numerals, continue with data in the header, double-sided printing	with regard to the current content (odd page or even page)	Chapter 4

(Alphabetical index) in doctoral theses	continue numbering with Arabic numerals, continue with data in the header, double-sided printing	odd page after sources	/
(List of annexes) - if there are more annexes	not numbered, single-sided printing	Odd page after sources or respectively after alphabetical	Annex 1 – A1

		index in doctoral dissertations	
Annexes	not numbered, double-sided printing	odd page after list of annexes or after index	Final section of the technical instructions

Table of Contents is a mandatory part. **Table of Contents** lists the names of chapters and sub-chapters with page numbers. This is followed by the **Index of tables, graphs and figures**.

2.1 Abstract and keywords

Authorship statement and acknowledgement are followed by abstracts with keywords in **Slovenian and foreign** language (English/German). **The foreign abstract also contains the title of the work in a foreign language at the beginning.** The abstract should contain **200 to 300 words** (for all types of written works). The abstract should contain a brief introduction of the **topic, the type of research, the main results and findings.** The abstract is not the same as the introduction. It is intended primarily for someone who reviews publications with a view to using the publication in their work.

The number of keywords must not be less than five or more than seven.

2.2 Headings and indexes

2.2.1 Formatting of chapters

In written works, we have to correctly mark the headings in Word in order to properly create a table of contents. The headings are formatted in the following way: 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, not bold). Those must not be listed in the table of contents.

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

Required heading formats:

	Numbering	Font size of text headings
MAIN CHAPTER	1	UPPER CASE, BOLD, 14 PT
Level 2 sub-chapter	1.1	Lower case, bold, 12 pt
Level 3 sub-chapter	1.1.1	Lower case, bold, italic, 12 pt
Level 4 sub-chapter¹	1.1.1.1	Lower case, italic, 12 pt

There must be two blank lines between the main chapter and the text. If two headings (of different levels) follow one another, there must be one blank line or other spacing or intervals between them and they must be evenly spaced. There must be one blank line (1.5 line spacing) between subchapters and the text. The same ratios apply between the end of the text and the following chapter/sub-chapter. If this separates the heading from the text and the text falls on the following page, the heading is also moved to the following page.

¹Sub-chapters of level 4 must not be listed in the table of contents.

Example of table of contents:

TABLE OF CONTENTS	
1 INTRODUCTION (upper case, 14 pt, bold).....	1
2 THEORETICAL BASIS	3
2.1 Basic definitions (lower case, 12 pt, bold)	5
2.1.1 <i>Theoretical basis</i> (lower case, 12 pt, bold, italic).....	6
3 EMPIRICAL PART ²	15
4 FINAL CONSIDERATIONS/DISCUSSION/CONCLUSION	22
5 SOURCES.....	24
ANNEX/ES	

The font of the table of contents must be Times New Roman.
The annexes are not considered as numbered chapters and do not have page numbers listed.

2.2.2 Index of Figures and Tables

List/index of figures and tables must contain all the figures and tables listed in the diploma thesis. The tables should be listed first in an ascending order by numbers and followed by a list of graphs (charts, diagrams) and figures.

Index of tables, graphs and figures must be formatted as follows:

INDEX OF FIGURES AND TABLES	
Table 2.1 ³ Overview of revenue in 2010.....	9
Figure 2.1 Structure of persons employed in education.....	5
Figure 3.1 Share of graduates in various sciences	16
Figure 3.2 Level of employability of graduates	17

2.3 Content

Unless otherwise specified in the study programme, the work must include:

- definition of the selected topic;
- defined objective and working hypotheses, theses or research questions;
- conceptual and theoretical basis;

²Empirical part is listed only if it is a part of written work. The written work can also skip the empirical part if it addresses the research problem only theoretically.

³ Detailed information with regard to the numbering of figures and tables is written in sub-chapter 2.4. *Tables and figures.*

- verification of the basis or hypotheses;
- conclusions of theoretical and/or empirical nature;
- list of used literature.

2.3.1 Content sections

2.3.1.1 Introduction

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. Define the contents listed in the content section of the written work. In the introduction, start numbering the pages at the bottom in the middle of the page (Arabic numerals). Start numbering the chapters and enter them into the header.

2.3.1.2 Conceptual and theoretical basis

After the introduction, provide the basic definitions in the first part of the theoretical basis. In the following chapters and subchapters, discuss the theoretical findings in a synthetic-analytical way, in order to achieve the objectives laid down in the introduction.

2.3.1.3 Verification of the basis or hypotheses

The research strategy depends on the main research question, the objectives of the thesis and the methods used to answer the question. The thesis can be theoretical or empirical.

2.3.1.4 Final considerations and discussion

Final considerations include the most important findings and answers to the objectives, hypotheses or research questions (laid down in the introduction), in a systematic and concise manner. This section presents a synthesis of the final findings, views and established important facts in chronological order of the entire written work. Final considerations also include suggestions on how to conduct the research differently, where are the weaknesses and shortcomings, suggestions for further research, practical application, etc.

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** (Official Gazette of the Republic of Slovenia, No. 51/06, as amended) further lists all the data and information which is not of a public nature and may not be listed in the text.

2.4 Tables and figures

Tables and figures (graphs, schemes, etc.) must be marked with two numbers and titled. They **must be titled and have a source for the data**. The title is listed above the table or figure. The font style used is Times New Roman (usually font 12 pt, numbering in bold in front of the title). The first number is the chapter number, and the second the number of table or figure within the chapter (e.g. **Table 3.5** Fertility Changes in Scandinavia, which means that this table is a part of chapter 3 and 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 ...).

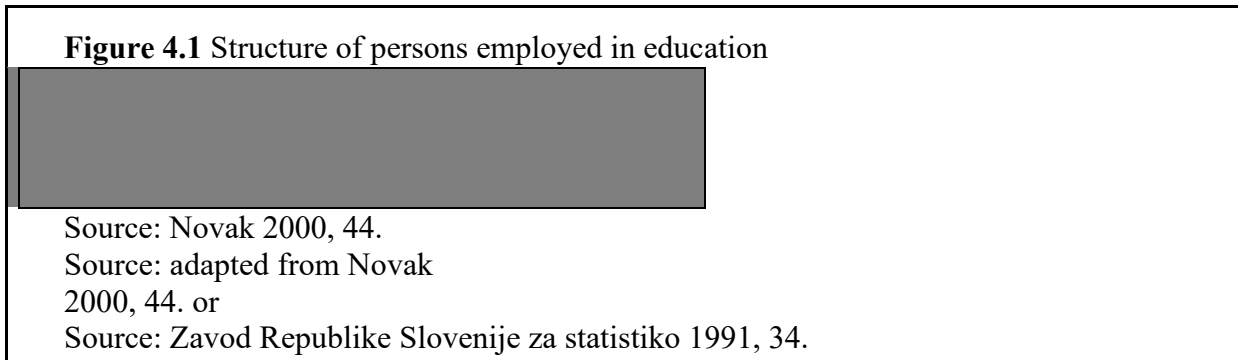
If a table or figure is taken from a literature source, the source, the year it was published and the page number must be cited directly below – e.g. Source: Statistični letopis Slovenije, 1991, 34. The source must be included in the list of sources, e.g. *Statistični letopis Slovenije*. 1991. Volume XXX. Ljubljana: Zavod Republike Slovenije za statistiko.

If the source for the table is own research, state the following as the source: Surname, own research/survey/personal archive, year.

Example of table listing:

Source: Novak 2000,
44. or
Source: adapted from Novak

Example of figure listing:



3 QUOTING AND PARAPHRASING

There is a general rule: anything not one's own or foreign 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**, e.g. (Frankl 2006, 62). If the quote is longer than five lines, it must be

placed in a new line, indented from the

left margin (1.5 cm), and written either in smaller font size (11 pt) or italicized.

In such a case, quotation marks may be omitted.

Example:

“Everyone has his own specific vocation or mission in life; everyone must carry out a concrete assignment that demands fulfilment. Therein he cannot be replaced, nor can his life be repeated thus, everyone's task is unique as his specific opportunity to implement it” (Frankl 2006, 62).

Even when paraphrasing or referencing (not quoting directly), the source must be indicated in the relevant place in the text.

Example of stating the authorship within the text followed by the author's explanation:

Marolt (2005) states that leadership is one of the five functional areas of management. *Soft factors* are especially important in management, while *hard factors* are important in the other four functional areas. He believes that the soft factors are shared values, relationships between people, and communication (Marolt 2005, 45). In our research, we found ...

Example of authorship statement where an entire paragraph is paraphrased:

We must distinguish between operational performance and strategy, as they are fundamentally different from one another. Both are required in order to succeed. Operational performance includes promotions where no strategic decisions or compromises are required (Porter 1996, 77– 78).

When quoting directly, listing the page number of the in-text citation is mandatory. The same applies to paraphrasing, except if the author is paraphrasing the complete text or deems that it is not necessary to list the page numbers for other justified reasons. In doing so, the author should follow the rule that the quoted or paraphrased text must be easy to find.

3.1 Plagiarism and self-plagiarism

Plagiarism or presentation of foreign ideas and thoughts as one's own is punishable under *Copyright and Related Rights Act (Official Gazette of Republic of Slovenia, no. 16/07 as amended)*. If it is determined that the copyrighted works of other authors are listed as one's own, the paper is considered as plagiarism. Self-plagiarism or self-copying (reusing one's own texts without proper quoting, i.e. without citing the sources) is also prohibited. The candidate must cite the source wherever his/her own work is quoted or paraphrased. The use of one's own publications in unaltered form without proper quoting is therefore also considered as plagiarism.

At the technical revision of the assignment, the paper is compared with other (already published) texts in order to see what percentage the text matches the other texts. The percentage of matches with other texts may not exceed 20%. Otherwise, the paper is not considered suitable for defence.

If the percentage of matches with other texts is very high, the report on the technical revision of the paper shall also contain a comment from the reviewer with an appropriate explanation.

3.2 Listing of sources in the text – in-text citation

Listing of sources is composed of two parts: *in-text citations in parentheses*, which provide concise information about the author, year of publication, and page number; and a *list of sources*, which provides complete bibliographic information. Everything indicated in parentheses 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.

In-text citation:

One author	(Smith 1991) <i>or with page numbers</i> (Smith 1991, 99-100)
Two or three authors	(Hague and Harrop 2007) or (Smith, Johnson and White 2001, 42) <i>Indicate all the authors in the in-text citation and in the bibliography.</i>
More than three authors	(Macur et al. 2008) or (Macur et al., 2008, 43) <i>In this case, all the authors must be listed in the list of sources, and in case of in-text citation, only the first author is cited with the note “et al.”.</i>
Indicating a specific page or a range of pages	(Smith 1991, 100), (Smith 1991,100–115), (LaFree 2010, 413, 417–18) <i>or</i> (Rieger 1982, xx–xxi) (Hellman 1998, under “The Battleground”) – <i>if there are no page numbers</i> <i>Specific pages must always be indicated in the 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.</i>
Organization or group as authors	(UN 2005) <i>or</i> (Global Environment Coordination 1994)
Citing based on another (secondary) source	<i>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 (a source that you examined) where the primary source is paraphrased or cited. The original author should be listed in the text with the year of publication and the in-text citation stating the secondary source:</i> Example: Punch (2009) says that the first dilemma every researcher has at the beginning is to determine the research topic (cited as Lamut and Macur 2012, 11). List the secondary source in the common list of bibliography: Lamut, Urša and Macur, Mirna (2012). <i>Metodologija družboslovnega raziskovanja od zasnove do izvedbe.</i> Ljubljana: Vega.

<p>Several works by the same author if the publication year is the same (letters are added to the year alphabetically)</p>	<p>(Rončević 2008a, 101)</p>
<p>Several works by the same author with the same publication year and different co-authors</p>	<p>(Schonen, Baker, et al. 2009, 13) <i>and</i> (Schonen, Brooks, et al. 2009, 52) – <i>if the author cooperated with different co-authors, list the second and the third author</i></p> <p>(Schonen et al., “Tilting at Windmills,” 2009, 22) <i>and</i> (Schonen et al., “Gasoline Farmers,” 2009, 102) – <i>if the co-authors are the same, short titles can be used to identify the sources</i></p>
<p>Citing several sources simultaneously (separate them with semicolons)</p> <p>Several works by the same author are separated by a comma, except if page numbers are also listed</p>	<p>(Bučar 1976, 15; Peters 1999, 32; Haguein Harrop 2007, 55)</p> <p><i>List the oldest sources first and continue with later published sources; use alphabetic order for sources published in the same year.</i></p> <p>(Bučar 1992, 1997) (Whittaker 1967, 1975; Wiens 1989a, 1989b) (Wong 1999, 328; 2000, 475; García 1998, 67)</p> <p><i>In this case, separate the works of the same authors with a semi-colon (;).</i> <i>List the name only the first time and only list the year after that.</i></p>
<p>Citing internet sources (A single system should be held throughout the text. All internet sources are listed alphabetically in a single final list of sources at the end of the text together with other sources.)</p>	<p><i>The author or owner of website/article / contribution...</i></p> <p>(Kramžar 2012) or (24ur.com 2010)</p>
<p>Citing internet resources or other documents where the author is not stated (anonymous work, unknown authorship)</p>	<p><i>If the author is unknown, cite the title of document/law or newspaper article, e.g. (Universal Declaration of Human Rights 1948) (United Nations Charter, Article 51) or (Chicago Tribune, 1994); and if reference is made to the Internet site as a whole, e.g. (World Health Organization).</i></p> <p><i>Titles can be shortened, but always keep at least the first word:</i> (Stanze in lode della donna brutta 1547) <i>or</i> (Stanze 1547)</p>

Sources with unknown publication year	(Statistics for Water Rights, n.d., 9) or (Nano, n.d., 15) (Nano [1750?]) - <i>assume a particular year, which cannot be verified</i> <i>Instead of the year of publication, list the abbreviation n.d. (no date), s.a. (sine anno) or b.l. (brez leta).</i>
In case of repeated source, the name of the author can be replaced with the expression <i>ibid.</i>	(<i>ibid.</i> , 45). <i>Pay attention when subsequently adding the texts by other authors.</i>

CONSIDER PROFESSIONALLY APPROPRIATE QUOTING AND REFERENCING. If not, the paper will be marked as plagiarism and the School will treat it as such.

All sources cited or paraphrased in the text must be indicated in the list of sources at the end of the paper.

4 LIST OF SOURCES - format

A general rule is to emphasize in italics the part of the source that makes it easier to find. These are book titles, proceeding titles, and journal titles in case of journal articles.

All the sources used in the text (in the main text as well as in the notes) are listed in the **list of sources at the end of the written work** in alphabetical order by authors' surnames, names of institutions, and document titles. Several references by the same author are listed from older to more recent. The sources are not numbered.

If the sources do not provide any data about the full name of the authors, acronym can exceptionally be used.

If the cited or paraphrased work exists in several forms (e.g. printed, e-book ...), the list of sources should indicate the one that was used to extract the data.

If the list of sources is long, they should be listed by groups in order to make the list more transparent. Full names of the authors are listed in the final list of sources (the first author in the following order: **last name, first name**; the second and third author in the following order: **first name, last name**).

Several references by the same author are listed from older to more recent. If the authors or institutions are repeated, they are listed in full the first time and in all further citations, the following is used instead of their name: ---.

e.g.

Tomšič, Matevž. 2002. *Politična stabilnost v novih demokracijah*. Ljubljana: Znanstveno in publicistično središče.

---. 2011. *Elites in post-communist societies*. London: Vega press.⁴

4.1.1 Books

One author	Tomšič, Matevž. 2011. <i>Elites in post-communist societies</i> . London: Vega press. Pollan, Michael. 2006. <i>The Omnivore's Dilemma: A Natural History of Four Meals</i> . New York: Penguin.
Two authors	Svete, Uroš and Uroš Pinterič. 2008. <i>E-država: upravno varnostni pogledi</i> . Ljubljana: Vega.
Three or more authors	Dick, Walter, Lou Carey, and James Carey. 2005. <i>The systematic design of instruction</i> . 6th ed. Boston: Pearson/Allyn and Bacon.
Proceeding	Pandiloska Jurak, Alenka and Uroš Pinterič, eds. 2010. <i>Contemporary World Between Freedom and Security</i> . Ljubljana: Vega. – do not list “ed.” within the in-text citation.
Organization or group as author (publication published by an organization where the author's name is not stated)	Global Environment Coordination. 1994. <i>Facing the global environment challenge: A progress report on World Bank global environmental operations</i> . Washington: Global Environment Coordination Division, Environment Dept., The World Bank. <i>The in-text citations may only list the (well-known) abbreviation used for the organization: in the list of sources, the abbreviation is listed first and followed by the full name of the organization.</i> BSI (British Standards Institution). 1985. <i>Specification for Abbreviation of Title Words and Titles of Publications</i> . London: BSI. ISO (International Organization for Standardization). 1997. <i>Information and Documentation—Bibliographic References. Part 2, Electronic Documents or Parts Thereof. ISO 690-2</i> . New York: American National Standards Institute. <i>Examples of in-text citations: (BSI 1985) (ISO 1997)</i>
Chapter in the proceedings	Modic, Dolores. 2010. "Universal Human Rights and Regional Human Rights Court." And <i>Contemporary World Between freedom and security</i> , edited by Alenka Pandiloska Jurak and Uroš Pinterič, 197–218. Ljubljana: Vega.

⁴When using automatic sorting in alphabetical order in Word, we recommend that you list the author in full in all of further citations as well, as otherwise the works marked with --- will be placed at the beginning of the list.

After the sorting, the name should be replaced as listed above.

Book, also available in e-form (cite the form that was used to extract the data)	<p><i>Cite in the same way as the printed book. If available on the internet, the online source must be added as well (URL or doi number).</i></p> <p>Welch, Kathleen E. 1999. <i>Electric Rhetoric: Classical Rhetoric, Oralism, and a New Literacy</i>. Cambridge: MIT Press. http://www.netlibrary.com.</p> <p>Austen, Jane. 2007. <i>Pride and Prejudice</i>. New York: Penguin Classics. Kindle edition.</p>
Doctoral, master's and diploma theses	Choi, Mihwa. 2008. <i>Contesting Imaginaires in Death Rituals during the Northern Song Dynasty</i> . PhD diss / MSc thesis. Chicago: University of Chicago.
Contributions at meetings and conferences	Adelman, Rachel. 2009. "“Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition.” <i>Paper presented at the annual meeting for the Society of Biblical Literature</i> , New Orleans, Louisiana, 21– 24 November.
Anonymous works (unknown authorship)	<p>Stanze in lode della donna brutta. 1547. Florence.</p> <p><i>If the author of the work is unknown, the title of the work is indicated first under the list of sources.</i></p>
Work with unknown date of publication	<p>Nano, Jasmine L. [1750?] Title of Work. . .</p> <p>---. n.d. Title of Another Work . . . (<i>In this case, there are two works of the same author.</i>)</p>

4.1.2 Articles

Scientific journal article (one author)	Pinterič, Uroš. 2010. "Development of e-government services for citizens in Slovenia: theory and practice." <i>Eastern European economics: a journal of translations</i> 48 (3): 88–98.
Scientific journal article (several authors)	<p>Adam, Frane and Matevž Tomšič. 2002. "Elite (re)configuration and politico-economic performance in post- socialist countries." <i>Europe-Asia studies</i> 54 (3): 435–454.</p> <p><i>If there are up to 10 authors of the work, all must be listed; if there are more than 10 authors, the first 7 are listed and followed by "et al."</i></p>
Newspaper article	Rončević, Borut. 2011. "Visoko šolstvo: gangrenozno tkivo Slovenskega inovacijskega sistema." <i>Finance</i> , 13. maj, 20–21.
Newspaper article (with no author)	<i>Chicago Tribune</i> . 1994. Gun injuries take financial toll on hospitals, February 24.

Magazine article accessible online (add online source or doi number)	Hoffman, Stanley. 2003. “America Goes Backward.” <i>The New York Review of Books</i> 50 (10): 1–9. http://www.nybooks.com/articles/16350 . Novak, William J. 2008. “The Myth of the ‘Weak’ American State.” <i>American Historical Review</i> 113: 752–72. doi:10.1086/ahr.113.3.752.
Newspaper article accessible online	Leonard, Andrew. 2005. “Embracing the Dark Side of the Brand.” <i>Salon</i> , 18 May. http://www.salon.com/mwt/feature/2005/05/18/star_wars_lego/index.np.html .

Primary (documents) and other sources: In primary sources (especially documents), the most important part is the title of the document or collection of documents, which is therefore written in italic. Officially recorded versions of individual documents are considered as this makes them easier to be found and reviewed. Similarly, established abbreviations of titles are considered. Internet sources: If it is necessary to split an Internet address due to length, make a space **after** “:” and “/” but **before** “/”, “~”, “,”, “;”, “-”, “_”, “?” before “number” or “%” and **before or after** “=” and “&” (see CMS 14.2). Internet hyperlinks should be removed in the final text. If the Internet source does not provide information on the year of publication, list “n.d.” (no date) and the date when the document was accessed.

4.1.3 Internet sources

Entire website	World Health Organisation. 2015. http://www.who.int . Accessed on 19 July 2017 or “Accessed July 19, 2017” and “Last modified April 17, 2018”
Part of website	World Health Organisation (WHO). 2002. “Vaccination Programme in East Africa.” <i>Global Health Programmes</i> . Last modified 2002. http://www.who.org/positions/evidencebased.html . Accessed on 19 July 2017
Website with author unknown	<i>Universal Declaration of Human Rights</i> . 1948. Adopted and proclaimed by the United Nations General Assembly on 10 December 1948 by Resolution no. 217 A (III). http://www.unhchr.ch/udhr/lang/slv.htm . Accessed on 19 July 2017
Website (contribution with known author)	Yetman, Norman R. 2001. “An Introduction to the WPA Slave Narratives.” <i>Born in Slavery: Slave Narratives from the Federal Writers' Project, 1936-1938</i> . http://memory.loc.gov/ammem/snhtml/snhome.html . Accessed on 19 July 2017
Article form e-magazine, no page numbers	Makiya, Kanan. 2008. “How Did I Get Iraq Wrong?” <i>Slate</i> , 17. March. http://www.slate.com/id/2186763 . Accessed on 19 July 2017

4.1.4 Official sources

Government documents	<p>Slovenija. Ministrstvo za zdravje. 2012. <i>Nacionalna strategija kakovosti in Varnosti v zdravstvu (2010-2015)</i>. http://www.mz.gov.si/fileadmin/mz.gov.si/pageuploads/kakovost/nacionalna_strategija_kakov_in_arn_2010-2015/Nacionalna_strategija_kakovosti_in_arnosti_v_zdravstvu_2010-2015.pdf. Accessed on 19 July 2017</p> <p>Australia. Department of Defence. 2009. <i>The Loss of HMAS Sydney II</i>. Canberra, ACT: Department of Defence.</p>
Acts on the Internet	<p><i>Research and Development Activity Act (ZRRD)</i>. <i>Official gazette of the Republic of Slovenia</i>, no. 96/2002, as amended. http://zakonodaja.gov.si/. Accessed on 19 July 2017</p>
Reports on the Internet	<p>Great Britain. Department of the Environment, Development commission. 1980. <i>38th Report, 1st April 1979 to 31st March 1980</i>. London: HMSO, 197980 HC. 798, p. 7081. Accessed on 19 July 2017</p>
Reports on the Internet, known because of the title rather than the publisher	<p>Cadbury report— see—Committee On The Financial Aspects Of corporate Governance. 1992.</p> <p>Committee On The Financial Aspects Of Corporate Governance. 1992. <i>Report of the Committee on the Financial Aspects of Corporate Governance</i> (Cadbury Report). London: Gee.</p>
International treaties on the Internet	<p><i>Treaty on the Non-Proliferation of Nuclear Weapons</i>. 1968. http://www.fas.org/nuke/control/npt/text/npt2.htm Accessed on 19 July 2017</p>

4.1.5 Unpublished sources

For all unpublished web sources that are not defined in the presented examples, the rule is to enter them in the list in the following order: website title or description, author of the content (if known), page owner or sponsor and URL, publication date or date of last changes, and the date of access if no other dates are available.

<p>Personal communication, electronic messages (e-mail), interviews</p>	<p>(Cynthia Selfe, in discussion with the author, July 2012) (Cynthia Selfe, pers. comm.), (John Doe, e-mail message to author, February 28, 2010) or (A. P. Møller, unpublished data; C. R. Brown and M. B. Brown, unpublished data) <i>Above: examples of in-text citations</i></p> <p><i>These sources do not need to be listed in the final list of literature, if all the authors are defined elsewhere in the text.</i> <i>Other form:</i> Feltrin, Mateja. 2013. Interview with the author. Recorded on the recorder/ tape. Maribor, 10 October.</p> <p>Brown, Fiona. 2007. “How to promote online reading” <i>Library and information professionals discussion list</i>, 12th May. http://www.jiscmail.ac.uk/lists/LISprofession.html</p>
---	--

4.1.6 Other electronic sources

<p>Weblogs, Blogs</p>	<p>Posner, Richard. 2010. “Double Exports in Five Years?” <i>The Becker-Posner Blog</i>, 21. February. http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html. Accessed on 19 July 2017</p>
<p>Social networks</p>	<p>Jones, Simon. 2009. “Referencing Group”. <i>Facebook</i>, 5 May. www.facebook.com. Accessed on 19 July 2017</p>

4.1.7 Other resources

<p>Dance performance</p>	<p>Ashton, Frederick. 1948. <i>Cinderella</i>. Royal Opera House, London. 13th January 2004</p>
<p>Theatre play</p>	<p><i>Gospoda Glembajevi</i> by Miroslav Krleža, directed by Ivica Buljan. Drama Ljubljana, 2 April, 2012.</p> <p><i>Lysistrata</i>. By Aristophanes. Directed by Barbara Karger and Michael Preston. Goodwin Theater, Austin Arts Center, Hartford, CT, April 20, 2006.</p>
<p>Television contributions</p>	<p><i>Dyslexic children</i>. TV. Channel 4. 29th July, 1999. <i>Dnevnik</i>. TV Slovenija, 1. program. Ljubljana, 29 May 2005. <i>Doctor Who. Episode 8, Silence in the library</i>. TV. BBC 1. May 31, 2008.</p>

Radio contributions	<i>Studio ob 17-ih.</i> Radio Slovenija, 1. program. Ljubljana, 13 May, 2006. <i>Book of the week. The Atlantic Ocean.</i> Radio. BBC RADIO4. July 21, 2008.
Speeches	Coolidge, Calvin. [1920?] "Equal Rights" (speech). Copy of 78 rpm disc in Real Audio and WAV formats from the Library of Congress, "American Leaders Speak: Recordings from World War I and the 1920 Election, 1918– 1920." http://memory.loc.gov/ammem/nfhtml/nforSpeakers01.html .

All further examples and instructions are available on the website of The Chicago Manual of Style Online, on www.chicagomanualofstyle.org.

5 ANNEXES

Annexes are not numbered chapters. The page with the list of annexes is not numbered. The annexes also do not have page numbers in the Table of contents.

Anything that is not required for the understanding of the text and would only burden the text should be placed among the annexes. Attachments may include examples of a data collection instruments (e.g. questionnaire, rating scale, etc.), various images, photographs, letters, tables, graphs and other material.

Annexes must be marked with serial numbers (Annex 1, Annex 2,...) 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: *See Annex 6* or *Annex 6*.

Individual annexes added after the sources should be numbered and named, e.g.:

Annex 1: Survey Questionnaire

Annex 2: Form

6 TECHNICAL ASPECTS OF WRITTEN WORKS

- The work is written in the **first-person plural**.
- The final thesis must be bound in **black hard cover with gold letters** and submitted in both printed and electronic form (on CD). Seminar papers, essays, applied research papers and other works are submitted in electronic form (to Moodle).
- **The introduction** is the first numbered page and the literature/sources chapter the last. Only numbered pages (from the introduction) also have text in the header.
- **The header** contains the author's last name and first name, year, title of the written work, type of written work, and the name of the School. The header is separated from the main text with a line. See the header of these technical instructions as an example.
- **Page margins:** In the page setup, set the top margin to 2.5 cm, the bottom margin to 2.5 cm, lower in the settings, select mirror margins for *multiple pages* and then set the margins to 3 cm inside and 2 cm outside. This margin setting is intended for double-sided printing, so in the first part of the thesis (for single-sided printing - see below), insert blank pages between the printed ones or use the section break - odd page.
- **Page numbering:** from the introduction to the literature inclusive - 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.
- 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.
- The title page, the statement of authorship and acknowledgements are printed single-sided, while the abstract in Slovene and English/German language, the table of contents, the text of the thesis, literature, sources and annexes are printed on both sides. For single-sided

printing, insert blank pages between the printed pages.

- Authorship statement is placed immediately after the inner cover page - use this template (see A5). In the printed version, the authorship statement must be signed by handwriting.
 - The text **alignment** is justified.
 - Written work must be proofread and must be your original work.*

*The paper should be proofread by a qualified person. If the commission 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. Proofreading must be done before submitting the thesis for technical revision.

*If the thesis is found to be plagiarism in the technical revision, it will be rejected.

A1 – List of Annexes

ANNEXES

Annex 1: List of Annexes

Annex 2: Example of (external) cover

page Annex 3: Example of inner cover

page

Annex 4: Exterior layout of the thesis

(elements) Annex 5: Authorship Statement

The formatting of diploma and master's thesis is also defined in the Rules on diploma thesis and master's thesis, and the formatting of doctoral thesis is defined in the Rules on doctoral study.

**SCHOOL OF ADVANCED SOCIAL STUDIES IN
NOVA GORICA**

(Times New Roman, upper case, font size 18 pt, usually
justified, without spaces between the lines)⁵

TYPE OF WRITTEN WORK

(12 cm from the upper margin) Times New Roman, upper case, font size 20 pt, bold
(justified alignment)

**TITLE OF WRITTEN
WORK**

Times New Roman, upper case, font size 24 pt, bold,

**NAME AND
SURNAME**

Times New Roman, upper case, font size 18 pt, bold
(2 cm from the bottom margin, right alignment)

*Note: The types of written works may be:

- diploma thesis,

⁵The text in lighter shade (grey) is not intended to be published in the thesis but serves as advice on formatting.

- Diploma thesis
- Master's thesis
- Doctoral thesis
- Seminar paper
- Essay
- Applied research paper
- Professional article

**School of Advanced Social Studies
In Nova Gorica**

Times New Roman, lower case, font size 20 pt,
regular
(justified alignment, no spacing between
the lines)

TYPE OF WRITTEN WORK

Times New Roman, upper case, font size 20 pt
regular

**TITLE OF WRITTEN
WORK**

Times New Roman, upper case, font size 24 pt, bold

Mentor: Name and surname

Co-mentor: Name and Surname

Study programme*: Name of the
programme

Place, month and

Name and

Times New Roman, lower case, font size 20 pt, bold (3 cm
from the bottom margin, alignment left/right)

* NAME OF THE PROGRAMME - **Enter the name of the programme only on the inner cover page of the diploma/master's/doctoral thesis (Annex 3)**, e.g. name of the study programme: Social

⁶A blank white page must be placed between the external cover and the inner cover page.

Management, Advanced Social Studies, Intercultural Management, Social Management, Psychosocial Counselling, Sociology, etc. (see example 1)

The name of the COURSE is added only in the case of a seminar paper; instead of the name of the programme, enter the course for which you have to prepare a seminar paper (see example 2).

Example 1:

DIPLOMA THESIS TITLE
OF THE WRITTEN WORK
Mentor: Name and surname
Study programme: Social management

Example 2:

SEMINAR PAPER TITLE
OF THE WRITTEN WORK
Subject: Course title
Course coordinator: Assoc. Prof. Name
Surname Coordinator of exercises: Assist.
Prof. Name Surname

A4 – Exterior layout of the thesis (elements)

	VRSTA PISNEGA IZDELKA IME IN PRIIMEK	FAKULTETA ZA UPORABNE DRUŽBENE ŠTUDIJE V NOVI GORICI VRSTA PISNEGA IZDELKA NASLOV PISNEGA IZDELKA IME IN PRIIMEK
--	---	---

The works must include information on the authorship and the type of written product on the back page as well. The design of the external cover (first, last– blank and back) is displayed above.

If the work is written in foreign language, the title on the cover page is written in foreign language and the Slovenian title is written in the abstract in Slovenian language.



AUTHORSHIP STATEMENT

I, the undersigned _____(insert – bold)_____,

hereby declare

that the diploma thesis/ master's thesis/ doctoral thesis with title
_____ (insert - bold) _____ that I wrote under
the supervision of full prof. dr./ assoc. prof. dr./ assist. prof. dr.

_____ (insert- bold) _____,

- is the result of my own research process,
- that the works and views of other authors I use in the submitted work are referenced or cited in accordance with the instructions provided by the School,
- that all cited or paraphrased works of other authors are listed in the list of sources,
- that I am aware that plagiarism – the presentation of foreign works, either in the form of a citation, in the form of an almost literal paraphrasing, or in a graphic form, with which foreign thoughts or ideas are presented as my own – is punishable by law; *Copyright and Related Rights Act* (Official Gazette of Republic of Slovenia, no. 16/07-UPB3, as amended),
- that I am aware of the consequences that proven plagiarism has for the submitted work and for my status at the School, and of the measures that the School of Advanced Social Studies imposes pursuant to its rules,
- that the electronic form is identical to the printed form of the work,
- that the work is proofread and formatted in accordance with the School's instructions and rules published on the School website.

Place, date

Author's signature: _____

Entry into force

These instructions shall enter into force on 1 October 2021.

Upon the entry into force of these instructions, the Technical instructions for writing professional and scientific works from 20 September 2018 shall cease to apply.

The students may still use the Technical instructions for writing professional and scientific works from 20 September 2018 for writing diploma /master's/doctoral theses if their subject was approved by the relevant School body before 1 October 2021 and the defence took place by latest on 31 October 2021.

These instructions shall be published on the School's website.

prof. Borut Rončević, PhD
Dean