

<b>Fakulteta za industrijski inženiring Novo mesto</b> <i>Faculty of Industrial Engineering Novo mesto</i>	<b>NAVODILA ZA PISANJE STROKOVNIH IN ZNANSTVENIH DEL</b>	Številka/No: SA-FINI-20a
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Na podlagi 18. člena Pravilnika o diplomski in magistrski nalogi, sprejetega dne 14.11.2013 ter 40. člena Statuta Fakultete za industrijski inženiring je Senat FINI na svoji seji dne 14.11.2013 sprejel Navodilo za pisanje strokovnih in znanstvenih del na Fakulteti za industrijski inženiring Novo mesto in na seji dne 29.8.2014 sprejel spremembe in čistopis, in 11.5.2015 sprejel spremembe, dopolnitve in čistopis, ter 4. 10. 2016 sprejel spremembe, dopolnitve in čistopis

Based on Article 18 of the Bachelor's and Master's Theses Regulation, adopted November 14, 2013; and Article 40 of the Faculty of Industrial Engineering's Statute, FINI Senate has adopted the Guidelines for Writing Scholarly and Scientific Works at the Faculty of Industrial Engineering Novo mesto at its session on November 14, 2013, and amendments and consolidated text at its sessions on August 29, 2014; May 11, 2015 and October 4, 2016

**NAVODILA  
ZA PISANJE STROKOVNIH IN ZNANSTVENIH  
DEL NA  
FAKULTETI ZA INDUSTRIJSKI INŽENIRING  
NOVO MESTO**

**GUIDELINES  
FOR PROFESSIONAL AND ACADEMIC WRITING  
AT THE FACULTY OF INDUSTRIAL  
ENGINEERING NOVO MESTO**

Ta navodila urejajo pisanje strokovnih in znanstvenih del na FINI Novo mesto (v nadaljevanju: fakulteta), in sicer: seminarske naloge, projektne naloge, aplikativne raziskovalne naloge, strokovne članke, znanstvene članke, diplomske naloge, magistrske naloge in doktorske disertacije. Vsa strokovna in znanstvena dela morajo biti strukturirana po IMRaD (Introduction - uvod, Methods - metode, Results - rezultati (in) Discussion - razprava) metodologiji. Za citiranje, povzemanje in navajanje literature in virov je izbran APA (American Psychological Association) način oz. stil.

The present guidelines regulate the writing of scholarly and scientific works at the FINI Novo mesto (hereinafter referred to as 'Faculty'), namely seminar papers, projects, applied research papers, scholarly articles, scientific articles, bachelor's diploma papers, master's theses, and doctoral dissertations. All scholarly and scientific work must be structured according to IMRaD (Introduction, Methods, Results, and Discussion) methodology. The APA (American Psychological Association) method or style has been selected for citations, paraphrasing, and literature referencing.

**1 DEFINICIJA POSAMEZNIH PISNIH IZDELKOV**

**1 DEFINITION OF INDIVIDUAL WRITTEN WORKS**

**1.1 Seminarska naloga**

**1.1 Seminar Paper**

Seminarska naloga je naloga, s katero študent v skladu z učnim načrtom pri posamezni učni enoti pripravi temeljno ali aplikativno raziskovalno nalogo v pisni obliki, ki jo predstavi in zagovarja. Pri izdelavi seminarske naloge se študent spoznava z določeno tematiko iz učnega načrta in si pridobi prve izkušnje pri pisanju strokovnih del, ki so osnova za pisanje diplomske naloge oziroma poglobi znanje z določeno tematiko na drugi stopnji. S seminarsko nalogo mora študent dokazati sposobnost povezovanja teoretičnega in praktičnega znanja ter sposobnost samostojne uporabe aktualne strokovne literature. Seminarska naloga je lahko teoretična ali sestavljena iz teoretičnega in empiričnega dela. Seminarsko nalogo študent običajno predstavi v okviru vaj, ki so namenjene praktični uporabi teoretičnih spoznanj pri

A seminar paper is a task in which the student in accordance with the curriculum for each learning unit prepares a basic or applied research project in writing, which the student presents and defends. When writing a seminar paper the student is acquainted with a specific topic from the curriculum and gains experience in writing scholarly works that are the basis for writing a diploma paper or deepens knowledge on a specific topic in the second cycle. The seminar paper must demonstrate the students' ability to connect their theoretical and practical knowledge and ability to independently use current scholarly literature. The seminar paper may be theoretical or composed of a theoretical and empirical part. The seminar paper is usually presented by the student during tutorials which are designed for practical use of the theoretical knowledge on the subject. The

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predmetu. Vsebinsko je vezana na izvedbeni načrt predmeta. Seminarsko nalogo lahko napiše eden ali skupina študentov. V takem primeru se tema razdeli na več podtem. Iz pisnega izdelka in predstavitve morata biti razvidna prispevek in delo posameznega člana, ki je osnova za oceno. Ocena seminarske naloge je sestavni del končne ocene, predvidene v izvedbenem načrtu. Obseg seminarske naloge je praviloma 45.000 do 75.000 znakov (brez presledkov).

### 1.2 Projektna naloga

Projektna naloga je naloga, ki jo študent opravi v obliki projektnih raziskovalnih in problemskih nalog in ki omogoča pridobiti strokovno znanje in usposobljenost za uporabo znanstvenih metod pri reševanju zahtevnih strokovnih in delovnih problemov in uporabe ter sinteze različnih tehničnih in poslovnih znanj.

### 1.3 Aplikativna in temeljna raziskovalna naloga

Aplikativna raziskovalna naloga je teoretična ali eksperimentalna raziskava, usmerjena v reševanje praktičnega problema oziroma realizacijo zastavljenega cilja. Aplikativna raziskovalna naloga je samostojno delo študenta, ki ga pripravi pod vodstvom izvajalca predmeta. V njej so koristne informacije in spoznanja, do katerih je študent prišel v času študija z individualnim študijskim delom in s pomočjo empiričnega gradiva. Je samostojna pisna obravnava konkretnega problema iz prakse, s predlogom za njegovo rešitev. S tem študent dokaže, da je sposoben tehtno obravnavati praktični strokovni problem ob uporabi informacijske in komunikacijske tehnologije in sistemov kot vira informacij in ob obvladovanju izbranih metodoloških orodij za reševanje problemov. Aplikativno raziskovalno nalogo lahko napiše eden ali skupina študentov. V takem primeru se tema razdeli na več podtem. Iz pisnega izdelka in predstavitve morata biti razviden prispevek in delo posameznega člana, ki je osnova za oceno.

Za temeljno raziskovalno nalogo je značilno, da povečuje zakladnico znanstvenih spoznanj, zakonitosti pojavov in procesov, ki pospešujejo razvoj človeštva. Nova spoznanja so osnova za aplikativne in razvojne raziskave. Temeljni projekt je eksperimentalno ali teoretično delo, s katerim želimo pridobiti predvsem novo znanje o osnovah pojavov in zaznavnih dejstev.

content is related to the executing plan of the course. A seminar paper may be written by one or a group of students, in which case the topic is further divided into subtopics. The written work and presentation must clearly show the contribution and work of each individual member and are the basis for evaluation. The evaluation is an integral part of the final grade stipulated in the executing plan. The scope of the seminar paper is generally between 45,000 to 75,000 characters (without spaces).

### 1.2 Projects

A project is a task that the student conducts in the form of project research and problem tasks, which allows the student to acquire professional knowledge and ability to use scientific methods to solve challenging technical and work-related problems, the use and synthesis of a variety of technical and business knowledge.

### 1.3 Applied and Basic Research Paper

An applied research paper is a theoretical or experimental research, oriented towards solving a practical problem or the realization of a set objective. An applied research paper is an original work by the student prepared under the supervision of the course teacher. It provides useful information and insights gained by the student through individual study and with the help of empirical material. It is an original written examination of a concrete practical problem including a proposal for its solution. Students demonstrate their ability to meaningfully address a practical problem using information and communication technology and systems as an information source, and managing selected problem solving methodological tools. An applied research paper may be written by one or a group of students, in which case the topic is further divided into subtopics. The written work and presentation must clearly show the contribution and work of each member and are the basis for evaluation.

For a basic research task, this is characterized by increasing the treasure of scientific knowledge, the legality of phenomena and processes that foster human development. New findings are the basis for applied and development research. Basic projects are experimental or theoretical, undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts

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#### 1.4. Poročilo o strokovni praksi

Študent mora po končani praksi izdelati pisno poročilo o strokovni praksi, v obsegu od 10 do 20 strani (15.000 do 45.000 znakov brez presledkov). Študent mora predstaviti določen problem, izziv, aktivnost ali projekt iz organizacije, ki ga je spoznal, v katerem je bil udeležen, ali ki je povezan z njegovim delom v organizaciji. Za pripravo poročila se smiselno uporablja Pravilnik o diplomski in magistrski nalogi, Pravilnik o izvajanju strokovne prakse študentov in Navodila za pisanje strokovnih in znanstvenih del.

Študent, ki že ima delovne izkušnje, lahko zaprosi, da se mu obstoječe delovne izkušnje priznajo kot uspešno opravljena praksa (OBR-11), ob pogoju da ima vsaj 6 mesecev delovne dobe s področij, ki sovpadajo s temeljnimi kompetencami študijskega programa. Študent mora izdelati pisno poročilo o delovnih izkušnjah, v obsegu od 10 do 20 strani (15.000 do 45.000 znakov brez presledkov) in ga tudi zagovarjati. Za pripravo poročila se smiselno uporablja Pravilnik o diplomski in magistrski nalogi, Pravilnik o izvajanju strokovne prakse študentov in Navodila za pisanje strokovnih in znanstvenih del.

#### 1.5 Strokovni članek

Strokovni članek je samostojno delo študenta, ki ga pripravi pod vodstvom mentorja, ki je nosilec predmeta. V njem so koristne informacije in spoznanja, do katerih je študent prišel v času študija in z individualnim raziskovalnim študijskim delom. Praviloma ne vsebuje izvernih dosežkov. V njem so predstavljena že znana spoznanja s ciljem, da se uporabijo v teoriji in praksi, da se razširijo že znana spoznanja, stališča, teorije idr. Je predstavitev že znanega, s poudarkom na uporabnosti rezultatov izvernih raziskav in širjenju znanja z namenom povzemanja, analizirati, evalvirati ali sintetizirati informacije, ki so že bile publicirane. Prinaša nova spoznanja, ki vključujejo tudi rezultate lastnega raziskovalnega dela. V njem se ponavljajo znani rezultati preučevanja (že opravljenih raziskav), ki so koristni za širjenje znanstvenih spoznanj in prilagajanje rezultatov znanstvenih preučevanj potrebam znanstvene teorije in prakse. Obseg strokovnega članka je odvisen od števila kreditnih

#### 1.4 Professional Practical Training Report

After completing the professional practice, the student has to complete a written report on the professional practice in the scope of 10 to 20 pages (15,000 to 45,000 characters without spaces). The student has to present a specific problem, challenge, activity, or project of the organization, which the student was involved in or connected with his work at the organization. In preparing the report, the student uses the Bachelor's and Master's Theses Regulation, Regulations for Professional Practical Training, and Guidelines for Professional and Academic Writings.

A student that already has work experience, may request that the existing work experience be recognized as successful completion of professional practice (form OBR-11), with the provision that at least months of work experience has been obtained that coincide with the basic competences of the study programme. The student has to complete a written report on the work experience, ranging from 10 to 20 pages (15,000 to 45,000 characters without spaces) and also defend the report. In preparing the report, the student uses the Bachelor's and Master's Theses Regulation, Regulations for Professional Practical Training, and Guidelines for Professional and Academic Writings

#### 1.5 Scholarly Article

A scholarly article is a student's original work prepared under supervision of a mentor who is the course leader. It gives useful information and knowledge gained by the student during their study and through individual student research. Normally, it does not contain original achievements. It presents known facts to be used in theory and practice, to expand knowledge, views, theories, etc. It is a demonstration of the already known with emphasis on the applicability of the results of original research and expansion of knowledge in order to summarize, analyse, evaluate, or synthesize information that had been previously published. It provides new insights that also include the results of one's own research. It repeats known results of studies (of previously executed research), which are useful for the dissemination of scientific knowledge and adaptation of results of scientific studies to the needs of scientific theory and practice. The scope of a scholarly article depends on the number of credit points and the corresponding individual student work. The design and

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točk in s tem povezanega individualnega študijskega dela študenta. Oblikovno tehnični vidik članka določi uredniški odbor zbornika oz. revije, ki ga pisec članka mora upoštevati.

### 1.6 Znanstveni članek

Struktura in oblika znanstvenega in strokovnega članka sta podobni. Pri pisanju je potrebno upoštevati tehnične vidike uredniškega odbora zbornika ali revije, v kateri ga želimo objaviti. Znanstveni članek je samostojno delo študenta, katerega lahko pripravi popolnoma samostojno, pod vodstvom mentorja ali v somentorstvu z enim ali več študentov ali predavateljev. Bistvena razlika med strokovnim in znanstvenim člankom je v vsebini, vsebovati mora izvirne dosežke. Predvsem doktorski študenti z objavami znanstvenih člankov dokazujejo svojo aktivnost na znanstveno-raziskovalnem področju.

### 1.7 Diplomaska naloga

Diplomska naloga je samostojno strokovno delo študenta, v katerem pod vodstvom mentorja obdeluje določeno temo. Osnovni namen diplomske naloge je, da študent dokaže sposobnost, samostojnost in iznajdljivost pri celostnem reševanju teoretičnih in praktičnih problemov, za katere pa ni nujno, da so originalni. Pri izdelavi diplomske naloge mora študent dokazati sposobnost uporabe teoretičnega in praktičnega znanja, pridobljenega v času študija ter sposobnost samostojne uporabe aktualne domače in tuje strokovne literature. Poleg tega mora študent dokazati sposobnost uporabe raziskovalnih metod, tujih spoznanj, stališč, strokovnih dejstev, ki so objavljena v uporabljeni citirani strokovni literaturi, sposobnost zbiranja, selekcioniranja, obdelave, grafičnega prikaza in interpretacije zbranih podatkov. Obseg diplomske naloge je praviloma 90.000 do 150.000 znakov (brez presledkov). Diplomsko nalogo kandidat ustno zagovarja pred komisijo. Postopek prijave, oddaje in zagovora diplomske naloge določa Pravilnik o diplomski in magistrski nalogi.

### 1.8 Magistrska naloga

Magistrska naloga je samostojno raziskovalno delo, ki ga kandidat izdelava pod vodstvom mentorja. Vsebovati mora teoretična izhodišča in praviloma njihovo preverjanje v samostojnem raziskovanju

technical aspect of the article is specified by the editorial board of the proceedings or journal that the author of the scholarly article has to take into account.

### 1.6 Scientific Article

A scientific article is similar to a scholarly article in structure and form. When writing it is necessary to consider the technical aspects given by the editorial board of the proceedings or journal, in which the article is to be published. A scientific article is an original work by the student, which can be prepared completely independently, under mentor supervision, or in collaboration with one or several students or lecturers. The main difference between a scholarly and a scientific article is in its content, as it must contain original achievements. In particular, doctoral students, demonstrate their activity in the field of science and research through the publication of scientific articles.

### 1.7 Bachelor's Diploma Paper

A bachelor's diploma paper is an original work by the student, in which a specific topic is dealt with under mentor supervision. The main purpose of the diploma paper is to show the student's ability, independence, and ingenuity in finding integrated solutions to theoretical and practical problems, which are not necessarily original. When writing the paper, the student must demonstrate their ability to use theoretical and practical knowledge acquired during their studies, and the ability to independently use current domestic and foreign scholarly literature. Moreover, the student must demonstrate their ability to use research methods, outside foreign findings, views, and scholarly facts published in the cited scholarly literature; their ability to collect, select, process, graphically present, and interpret the collected data. The scope of the diploma paper is normally between 90,000 to 150,000 characters (without spaces). Candidates must defend their paper in front of a committee. The process of applying for, submitting, and defending the diploma paper is specified in the Bachelor's and Master's Theses Regulation.

### 1.8 Master's Thesis

A master's thesis is an original piece of research produced by the student under the guidance of a mentor. It must include a theoretical basis and its examination through independent research of current issues in the

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aktualnih problemov s področij magistrskih študijev fakultete. Pri obravnavi izbrane teme mora kandidat z uporabo ustreznega raziskovalnega instrumentarija sistematično posredovati rezultate svojega raziskovanja. Kandidat mora dokazati sposobnost pisnega elaboriranja in reševanja aktualnih praktičnih problemov različnih služb, institucij, ustanov, podjetij, dejavnosti in širše. Nujno je, da magistrska naloga zadovoljuje sodobne metodološke in tehnične standarde. Obseg magistrske naloge je praviloma 120.000 do 180.000 znakov (brez presledkov). Magistrsko nalogo kandidat ustno zagovarja pred komisijo. Postopek prijave, oddaje in zagovora magistrske naloge določa Pravilnik o diplomski in magistrski nalogi.

### 1.9 Doktorska disertacija

Doktorska disertacija je samostojno znanstveno delo, ki ga kandidat izdelava pod vodstvom mentorja. Postopek prijave, izdelave in zagovora doktorske naloge opredeljuje Pravilnik o doktorskem študiju. Značilnost doktorske disertacije je, da mora vsebovati izviren prispevek v zakladnico slovenske oz. svetovne znanosti.

### 1.10 Priporočilo

V izogib nepotrebnim zapletom vam svetujemo, da pri navajanju empirično zbranih podatkov dosledno upoštevate predpise o varovanju osebnih podatkov in interne akte o varovanju poslovne skrivnosti organizacije, na katero se podatki nanašajo. Zakon o dostopu do informacij javnega značaja (6. člen) podrobneje navaja vse podatke oz. informacije, ki niso javnega značaja in ki se ne smejo navajati v besedilu.

## 2 OPIS POSAMEZNIH VSEBINSKIH SKLOPOV PISNIH IZDELKOV

### 2.1 Platnica – glej Pravilnik o diplomski in magistrski nalogi

V diplomski in magistrski nalogi ter doktorski disertaciji je med platnico in naslovno stranjo prazen trši bel list.

### 2.2 Naslovna stran - glej Pravilnik o diplomski in magistrski nalogi

fields of master's studies at the Faculty. When dealing with the chosen topic, the candidate must use appropriate research instruments to systematically provide results of their own research. The candidate must demonstrate their ability to elaborate in written form and solve current practical problems of various departments, institutions, organizations, companies, industries, and beyond. The master's thesis must necessarily comply with modern methodological and technical standards. The scope of the master's thesis is normally between 120,000 to 180,000 characters (without spaces). The candidate defends their thesis in front of a committee. The process of applying for, submitting, and defending the master's thesis is specified in the Bachelor's and Master's Theses Regulation.

### 1.9 Doctoral Dissertation

A doctoral dissertation is an original scientific work produced by the candidate under the guidance of a mentor. The process of applying for, submitting, and defending the doctoral dissertation is specified in the Doctoral Degree Rules and Regulation. A doctoral dissertation must contain an original contribution to the Slovene treasure trove or global science.

### 1.10 Recommendation

In order to avoid unnecessary inconvenience related to providing empirically collected data, we advise that you consistently follow the rules on the protection of personal data and the internal regulations on the protection of business secrets of the organization to which the data relates. The Public Information Access Act (Article 6) gives a detailed list of all the data and information that are not considered public and may not be listed in the text.

## 2 DESCRIPTION OF INDIVIDUAL CONTENT SECTION OF WRITTEN WORKS

### 2.1 Cover – see Bachelor's and Master's Theses Regulation

There is thick density blank white sheet between the cover and title page of the bachelor's diploma paper, master's thesis, and doctoral dissertation.

### 2.2 Title page – see Bachelor's and Master's Theses Regulation

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Na hrbtni strani naslovne strani spodaj je izjava o avtorstvu. Izjavo je potrebno slovnično urediti, oz. odstraniti nepotrebne besede glede spola in vrste zaključnega dela.

On the back of the title page, there is an authorship statement at the bottom. The authorship statement needs to be semantically modified to reflect the type of work submitted.

### 2.3 Povzetek in ključne besede

Naslovni strani sledi Povzetek (Abstract) s ključnimi besedami (Keywords) v slovenskem in tujem jeziku (angleščina). Ključne besede so na koncu povzetka in naj jih bo od 5 do 8. Seminarska naloga naj ima polovico strani povzetka v slovenskem jeziku, diplomska in magistrska naloga eno stran in doktorska disertacija dve strani. Za pripravo povzetka doktorandi smiselno uporabljajo Pravilnik o doktorskem študiju. Enak obseg naj ima tudi povzetek v angleškem jeziku. Povzetek naj vsebuje: Povzetek naj vsebuje: (1) Raziskovalno vprašanje (RV); (2) Namen; (3) Metoda; (4) Rezultati; (5) Uporabnost/Originalnost oz. izvirnost in (6) Omejitve/nadaljnje raziskovanje.

### 2.3 Abstract and Keywords

The title page is followed by an Abstract and keywords in Slovene and in a foreign language (English). There are between 5 and 8 keywords at the end of the abstract. The abstract of a seminar paper is one half a page long in the Slovene language, the bachelor's diploma and master's theses one page, and the doctoral dissertation two pages. The scope of the abstract is the same in English. In preparing the Abstract, PhD students should use the Doctoral Degree Rules and Regulations. The abstract should include: (1) Research Questions (RQ); (2) Purpose; (3) Methods; (4) Results; (5) Applicability/Originality and (6) Limitations / Further Research

### 2.4 Kazalo

Kazalo vsebine, ki vključuje naslove poglavij in podpoglavij z navedbo strani, je obvezno. V diplomski in magistrski nalogi ter doktorski disertaciji obvezno dodamo kazalo morebitnih tabel in slik.

### 2.4 Table of Contents

It is compulsory to include a table of contents with chapter headings and subheadings including page numbers. Bachelor's diploma papers and master's theses, and doctoral dissertations must also include a list of tables and figures.

Številčenje strani je spodaj sredinsko – od Povzetka do Uvoda z malimi rimskimi števkami in od Uvoda naprej z arabskimi števkami. Priloge nimajo oštevilčenih strani. V Kazalu navedemo poglavja od Uvoda naprej.

Page numbering appears in the middle bottom – from the Abstract to Introduction with lowercase Roman numerals, and from the Introduction onwards with Arabic numerals. Appendices are not numbered. The Table of Contents lists chapter headings from the Introduction onwards.

Številčenje poglavij in podpoglavij je z arabskimi števkami. V pisnih izdelkih so glavna poglavja (1, 2, 3 itd.) označena z velikimi tiskanimi črkami, velikosti 14 točk, krepko, podpoglavja (1.1, 1.2, 1.3 itd.) z malimi tiskanimi črkami, velikosti 12 točk, krepko in poglavja na tretji ravni (1.1.1, 1.1.2 itd.) z malimi tiskanimi črkami, velikosti 12 točk, krepko in ležeče. Če so v pisnih izdelkih tudi poglavja na četrti ravni (1.1.1.1, 1.1.1.2 itd.), jih napišemo z malimi tiskanimi črkami, velikosti 12 točk, ležeče in ne krepko. V

Headings and subheadings are numbered with Arabic numerals. In written works the main chapter headings (1, 2, 3, etc.) are written in uppercase, font size 14, boldface, subheadings (1.1, 1.2, 1.3, etc.) are written in lowercase, font size 12, boldface, and third-level subheadings (1.1.1, 1.1.2, etc.) in lowercase, font size 12, boldface and italicized. If the written work contains fourth-level titles (1.1.1.1, 1.1.1.2, etc.), they are written in lowercase, font size 12, italicized, not bold. The table of contents only

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kazalu navedemo samo naslove prvih treh ravni. Naslovi poglavij v tekstu so levo poravnani. Za zadnjo številko v številki naslova poglavja ni pike. Reference in Priloge nista oštevilčeni poglavji. Če ima naslov podnaslov morata biti vsaj dva podnaslova. Naslov »PRILOGA« je sredinsko poravnan.

Kazalo naj bo oblikovano po naslednji predlogi. Naslovi so simbolni, število naslovov, število podnaslovov in vsebina naslovov je poljubna, morajo pa vsebovati IMRaD logiko. Navajamo primer:

### KAZALO

1 UVOD	1
2 PREGLED LITERATURE (I)	3
2.1 Opredelitev osnovnih pojmov	3
2.1.1 Izhodišča	5
3 METODA (M)	10
4 REZULTATI (R)	20
5 RAZPRAVA (D)	60
6 ZAKLJUČEK	80
REFERENCE	85
PRILOGE	
Priloga A: Anketni vprašalnik	
Priloga B: Obrazec	

### 2.5 Uvod

Uvod uvede bralca v preučevani problem. V uvodu označimo problem tako, da ga pojasnimo, razložimo cilje in namen naloge. Če se pisni izdelek nanaša na reševanje problema v neki konkretni organizaciji, kratko predstavimo delovno okolje oziroma organizacijo in napišemo, kaj bomo v tej organizaciji preučevali. Uvod mora biti povsem avtorski. Praviloma v njem ni citatov in povzetkov. Vsebovati mora vsaj:

- (1) opredelitev problema
- (2) kratek opis iz pregleda literature (na kakšen način raziskava gradi iz pregleda literature oz. se poveže s teorijo)
- (3) namen in cilj raziskovanja
- (4) opis raziskovalnega vprašanja oz. problema,

lists headings at the first three levels. Headings in the text are left aligned. There is no dot after the last numeral in the heading number. References and Appendices are not numbered sections. If a heading has a subheading, there must be at least two subheadings. The title "APPENDICES" is centre aligned.

The table of contents should follow the example below. The headings are symbolic, the number of subheadings and heading content are optional, but must include the IMRaD framework. For example:

### TABLE OF CONTENTS

1 INTRODUCTIO	1
2 LITERATURE REVIEW (I)	3
2.1 Definition of key concepts	3
2.1.1 Theoretical basis	5
3 METHOD (M)	10
4 RESULTS (R)	20
5 DISCUSSION (D)	60
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REFERENCES	85
APPENDICES	
Appendix A: Questionnaire	
Appendix B: Form	

### 2.5 Introduction

The introduction presents the reader with the undertaken study. In the introduction, the problem is explained; the objectives and purpose of the study are clearly stated. If the written work tackles a problem in a particular organization, the working environment, or organization are briefly introduced, and the research content in this organization is described. The introduction must be completely original. It does not normally contain quotes or abstracts. It must include at least answers to the following questions:

- (1) Why is this problem important?
- (2) How does it relate to previous work? Build upon and links to theory?
- (3) What is the purpose and objective of the study?
- (4) What is the description of the research question or

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hipoteze oz. teze,  
(5) opis metodologije, metode,  
(6) uporabnost, originalnost oz. izvirnost raziskave.  
Čeprav je na začetku naloge, ga napišemo nazadnje.

Pisni izdelek je lahko samo teoretski, najpogosteje pa je sestavljen iz teoretskega in empiričnega dela. V prvem primeru je teoretski del osrednji del naloge. Razdeljen je na poglavja in podpoglavja, ki jih poimenujemo s konkretnimi naslovi. Po uvodu na prvih straneh teoretskega dela razložimo osnovne pojme. V naslednjih poglavjih in podpoglavjih pa na sintetično-analitičen način obravnavamo teoretična spoznanja, s katerimi skušamo doseči v uvodu postavljene cilje. Na koncu obsežnejšega poglavja je smiselno na kratko povzeti pomembnejše ugotovitve. V drugem primeru pa je teoretski del uvod v preučevani problem, ki predstavlja izhodišča in ozadje raziskave problema, pisnega izdelka z empiričnim delom. Vključuje lahko tudi zgodovinski pogled na problem raziskovanja in omenja rezultate dosedanjih raziskav. Empirična raziskava ni ponovitev že opravljenih raziskav (čeprav je lahko tudi to, če npr. želimo opraviti raziskavo na drugačnem vzorcu ali podobno). Praviloma je vsako raziskovanje nadgradnja prejšnjih raziskav, ki problem raziskovanja osvetljujejo z različnih vidikov.

## 2.6 Pregled literature

Pregled literature je prvo poglavje po strukturi IMRaD (Introduction) in vsebuje: (1) pregled literature oz. teoretične osnove in (2) razvoj hipotez. To poglavje pogosto poimenujemo tudi Teoretične osnove ali Pregled literature in teoretične osnove. Poglavje lahko poimenujemo povsem poljubno, npr. Pregled delovnega procesa v organizaciji. To poglavje lahko nadomestimo z več poglavji ali pa ga razdelimo na več podpoglavij. Pomembno je, da s pomočjo relevantne literature dobimo zadostne osnove za izdelavo teoretičnega modela raziskave. Na osnovi literature dobimo potrditev relevantnosti

problem?  
(5) What is the methodology, methods?  
(6) What is the theoretical and practical implications of the study?

Although it is at the beginning, it should be written last.

A written work may be merely theoretical, but it most commonly consists of a theoretical and empirical part. In the first case, the theoretical part is the main part of the paper. It is divided into chapters and subchapters, which are given specific headings. After the introduction, the first few pages of a theoretical paper include an explanation of key concepts. In the following chapters and subchapters, theoretical knowledge is dealt with in a synthetic-analytical way aiming to achieve the objectives stated in the introduction. It is appropriate to briefly summarize important findings at the end of longer chapters. In the second case, the theoretical part is an introduction to the studied problem, which presents the basis and background of the research of the written work with an empirical part. It may also include a historical view of the research problem and mention results of previous studies. Empirical research is not a repetition of previously carried out studies (although it can be, if research is e.g. conducted on a different sample). Each research is normally an upgrade on previous studies and sheds a different light on the research problem.

## 2.6 Literature Review

The literature review is the first chapter according to IMRaD structure (Introduction) and contains: (1) literature review or theoretical basis, and (2) hypotheses development. The chapter is commonly referred to as the Literature Review and Theoretical Overview. The title of the chapter can be renamed, e.g. Review of the Work Process in an Organization. The chapter may be replaced by several chapters or divided into several subchapters. It is essential to acquire a sufficient basis for producing a theoretical research model with the aid of pertinent literature. The relevance of the research question is confirmed and hypotheses/theses developed based on

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raziskovalnega vprašanja in razvijemo hipoteze oz. teze. the literature review.

Izbor relevantne literature je zelo pomemben. Vsa uporabljena literatura in viri naj bodo čim mlajši. Držimo se okvirnega pravila, da naj bo 25 % uporabljenih referenc mlajših od 2 leti, 50 % mlajših od 5 let, ostalo pa je lahko starejše. Poleg starosti je pomembna še kakovost literature in virov. Na prvo stopenjskem študiju je priporočljivo uporabiti polovico domačih in polovico tujih referenc. Na drugo stopenjskem študiju četrtno domačih in polovico tujih referenc ter četrtno ISI (Institute for Scientific Information, ki vsebuje tudi Science Citation Index – SCI, Social Sciences Citation Index – SSCI, Arts and Humanities Citation Index – A&HCI) in SCOPUS člankov. Na tretji stopnji študija pa uporabljamo predvsem ISI in SCOPUS članke, to je vsaj tri četrtine, ostalo pa so drugi znanstveno-raziskovalni članki in knjige.

Hipoteze in teze so domnevni odgovori na raziskovalna vprašanja, ki oblikujejo odnos med pojavi na tak način, da jih je mogoče empirično preveriti. Hipoteze morajo biti jasno navedene, kar pomeni, da ne dopuščajo dvoumnosti. Z njimi ugotavljamo vzročno-posledične povezave in odnose med pojavi, ki jih statistično obdelamo. Nekaj definicij: hipoteza je več ali manj verjetna predpostavka, da obstaja neki pojav kot vzrok in posledica nekega drugega pojava; hipoteza je neko teoretično stališče ali zaključek, ki ima določeno stopnjo verjetnosti, hipoteza omogoča reševanje raziskovalnega problema in njegovo preverjanje v praksi. Hipoteze postavimo takrat, ko se odločimo tudi za ustrezno statistično metodo, ki nam omogoča njihov preizkus. Preverjena hipoteza pomeni rešitev preučevanega problema in zaključek raziskovanja, lahko ima elemente znanstvenega spoznanja ali znanstvene teorije. Ker gre za teoretično-miselni korak od starega k novemu spoznanju, predstavlja vodilno idejo raziskovalnega dela. Hipoteze se uporabljajo pri

The selection of relevant literature is very important. All the literature and sources used should be as current as possible. There is a general rule that 25 % of resources should be less than 2 years old, 50 % less than 5 years old, and the rest may be older. Moreover, the quality of literature and sources are important. In first cycle study programmes, it is recommended to use one-half domestic and one-half foreign references. In second cycle study programmes, one-quarter of domestic and one-half of foreign resources, and one-quarter of ISI (Institute for Scientific Information, which also includes Science Citation Index – SCI, Social Sciences Citation Index – SSCI and Arts and Humanities Citation Index – A&HCI) and SCOPUS articles. In third cycle study programmes, primarily ISI and SCOPUS articles should be used, at least three-quarters, while the remaining are other scientific-research articles and books.

Hypotheses and theses statements are proposed answers to research questions that form the relationship between/among phenomena in such a way that they can be empirically tested. Hypotheses must be clearly stated which means they should not allow ambiguity. They are used to find cause and effect connections and relationships between phenomena. Some definitions: a hypothesis is more or less a likely assumption that a phenomenon exists as a cause and effect of another phenomenon; a hypothesis is a theoretical standpoint or conclusion, which has a certain degree of likelihood; a hypothesis allows solving a research problem and verifying it in practice. Hypotheses are set when an appropriate statistical method has been chosen to verify them. A verified hypothesis is a solution to the studied problem and completion of the research; it may contain elements of scientific knowledge or scientific theory. As it is a theoretical cognitive step from old to new knowledge, it represents the leading idea of research work. Hypotheses are used in quantitative methodology, where we want to show a relationship between variables. Hypotheses have to include the following three

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kvantitativni metodologiji, kjer želimo napovedati odnos med spremenljivkami. Hipoteza mora vključevati naslednje tri komponente: spremenljivke, populacijo in odnosi med spremenljivkami ter je merljiva. Teze se uporabljajo pri kvalitativni metodologiji oz. mešanih metodah in je kratek opis glavne predpostavke. Če je namen raziskave dokazati oz. nečesa ovreči in uporabljamo kvantitativno metodologijo s statistično analizo, potem uporabljamo hipotezo. Načeloma, kvantitativne raziskave se osredotočajo na odnose in vpliv spremenljivk ter odgovarjajo na vprašanja 'kaj'. Pri kvalitativnih oz. opisnih raziskavah odgovarjamo na vprašanja 'kdo', 'kako' in 'zakaj', ter tudi na 'kaj', ko ne vemo smer odnosa in vpliv spremenljivk.

## 2.7 Metoda

Metoda je drugo poglavje po strukturi IMRaD (Methods) – V tem delu predstavimo načrt raziskave, s katerim utemeljimo, kako bomo pridobili podatke in informacije, potrebne za odgovor na zastavljeno raziskovalno vprašanje. Ta načrt zajema:

- (1) Strategijo raziskovanja (kvantitativna ali kvalitativna).
- (2) Obseg raziskave – predstavitev populacije, vzorčenje (če je potrebno), spremenljivke itd.
- (3) Metodo zbiranja podatkov (kakšen merski instrument bo uporabljen).
- (4) Metodo obdelave podatkov.

Možna je triangulacija podatkov in/ali metod raziskovanja, izjemoma tudi strategij raziskovanja. To poglavje naj vsebuje vsaj: (1) zbiranje podatkov in (2) razvoj teoretičnega modela in merne instrumente. Poglavje Metode lahko poimenujemo drugače, lahko ga razdelimo na več podpoglavij ali pa ga nadomestimo z več poglavji.

Strategija raziskovanja – je odvisna od glavnega raziskovalnega vprašanja, ki nas usmeri v kvalitativno

components: variables, population, and relationship between variables and has to be testable. Thesis statements are used in qualitative methodology or in mixed methods and it is a short summary or claim of the research study. If the intent of the research is to proof or disproof something, and we are using quantitative methodology with statistical analysis then the research will include hypothesis statement. Generally, quantitative research focuses on relationships and their impact (outcomes). They also answer 'what' questions. In qualitative research and descriptive research, we answer 'who', 'how' and 'why' questions, and also 'what' when we do not know enough to specify the direction of the relationship among variables.

## 2.7 Methods

Methods is the second chapter according to the IMRaD structure (Methods) – This section introduces the research plan, which explains how data and information will be collected necessary to answer the research question. The plan includes:

- (1) Research strategy (quantitative or qualitative).
- (2) Research scope – population, sampling (if necessary), variables, etc.
- (3) Data collection method (the type of measurement instrument to be used).
- (4) Data analysis method.

It is possible to triangulate the data and/or research methods, exceptionally also the research strategies. The chapter should include at least: (1) data collection, and (2) the development of a theoretical model and measurement instruments. The Methods chapter can be given a different title; it can be divided into several subchapters or replaced by several chapters.

The research strategy – it depends on the main research question, which leads either towards a qualitative / phenomenological or towards a quantitative / positivist

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ali fenomenološko oz. v kvantitativno ali pozitivistično raziskovalno strategijo. Med strategije raziskovanja sodijo eksperiment, študija primera, poizvedovanje ipd. Vsaka strategija raziskovanja lahko uporablja eno ali več metod zbiranja podatkov.

Obseg raziskave – za empirični del naloge je nujno opredeliti, katera populacija je predmet naše obravnave. Ker praviloma raziskavo ne moremo opraviti na celotni populaciji, opredelimo vzorec oseb ali organizacij, ki jih bomo proučili. Vzorec pri kvantitativni raziskavi naj bo reprezentativen, da omogoča posplošitev ugotovitev v ožjem ali širšem preučevanem področju. V seminarski, aplikativno raziskovalni in diplomski nalogi se lahko nanaša na ožje poslovno okolje organizacije (posamezno podjetje, zavod ipd, segment večjega podjetja, pojav v krajšem časovnem obdobju, npr. 5 let).–Razlika med magistrsko nalogo in doktorsko disertacijo ni v obliki, temveč v pomenu in raven odkritja, ki je razviden z opredelitvijo problema in prispevek k znanju. Doktorska disertacija raziskuje težji, bolj kompleksni problem in s tem bolj pomembno prispeva k znanju. Prispevek k znanju magistrskega dela je lahko v obliki postopnega izboljšanja na enem področju znanja, ali z uporabo znanih tehnik v novem okolju. Doktorska naloga mora biti pomemben in inovativen prispevek k znanju.

Metode zbiranja podatkov – omogočajo, da prikažemo predmet preučevanja s pomočjo empiričnih podatkov. Za to uporabljamo anketni vprašalnik, strukturiran ali polstrukturiran intervju, metodo opazovanja, zbiranje in analizo dokumentov, primerjalno metodo zgodovinsko metodo ipd.

Do rezultatov lahko pridemo s kvalitativno ali s kvantitativno obdelavo podatkov – prikažemo jih lahko besedno ali z ilustracijami. Ilustracije v pisnih besedilih so tabele, grafi, risbe, zemljevidi, fotografije, sheme in slike.

research strategy. Research strategies include an experiment, case study, inquiry, etc. Each research strategy may use one or more data collection methods.

Research scope – for the empirical section of the written work, it is necessary to determine the population being studied. Because a research study cannot normally be carried out on an entire population, a sample of individuals or organizations to be studied must be defined. In quantitative research, the sample should be representative, hence enabling the generalization of findings within a narrow or broader area of study. In a seminar paper, applied research, or diploma paper, it may be applied to a narrower business environment of an organization (an individual company, institution, etc., a segment of a larger company, a phenomenon within a shorter time span, e.g. 5 years). The difference between a Master's Thesis and PhD Dissertation is not in format but in the significance and level of discovery as evidenced by the problem to be solved and the summary of contributions. A PhD dissertation necessarily requires a more difficult problem to be solved, and consequently more substantial contributions. The contribution to knowledge of a Master's thesis can be in the nature of an incremental improvement in an area of knowledge, or the application of known techniques in a new area. The Ph.D. must be a substantial and innovative contribution to knowledge.

Data collection methods – they allow the subject of the study to be shown by using empirical data. It is possible to use a questionnaire, structured or semi-structured interviews, observation method, documents collection and analysis, comparative method, historical method, etc.

Results can be achieved by processing the data qualitatively or quantitatively – they can be shown in text or illustrated. Illustrations in written articles include tables, graphs, drawings, maps, photographs, schemes, and pictures.

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## 2.8 Rezultati

V tem poglavju (tretje poglavje po strukturi IMRaD – Results) navedemo rezultate raziskave. Rezultate predstavimo v besedilu, tabelah in tudi v grafični obliki. Rezultatov ne komentiramo. Poglavje lahko nadomestimo z več poglavji, lahko ga poljubno poimenujemo ali pa ga razdelimo na več podpoglavij.

## 2.9 Razprava

Razprava oz. diskusija je četrto poglavje po strukturi IMRaD (Discussion). To poglavje vsebuje vsaj naslednja področja: (1) razpravo o rezultatih glede na teoretične osnove, (2) potrditev oz. zavrnitev hipotez in (3) navedbo lastnega mnenja. Predvsem je pomembno, da rezultate komentiramo skladno s pregledom literature in da dobljene rezultate podkrepimo z izsledki drugih avtorjev. Zavrnitev hipoteze ali delna potrditev hipoteze je ravno tako ustrezen zaključek kot njena potrditev. V tem poglavju glede na dobljene rezultate podamo tudi lastno mnenje o zaključkih raziskave. Tudi to poglavje lahko nadomestimo z več poglavji ali pa ga razdelimo na več podpoglavij. Izjemoma lahko – predvsem pri strokovnih in znanstvenih člankih – poglavji Rezultati in Razprava združimo.

## 2.10 Zaključek

Sklepne misli obsegajo najpomembnejše ugotovitve in odgovore na v uvodu postavljene cilje, hipoteze, teze ali raziskovalna vprašanja, sistematično in strnjeno. Je sinteza končnih spoznanj, stališč in ugotovljenih pomembnih dejstev po kronološkem zaporedju celotnega pisnega dela. V njem ne navajamo novih spoznanj, dokazov, podatkov in informacij. Misli so izražene natančno in jedrnat, zato delujejo močnejše in so bolj prepričljive. Zaključek naj vsebuje vsaj naslednja področja (podpoglavja):  
(1) Kratek povzetek vsebine poglavij – V tem delu

## 2.8 Results

In this chapter (third chapter according to IMRaD structure – Results) the results of the research are presented. The results may be presented in text format, as tables, or graphically. No comments on the results are given. The chapter can be replaced by several chapters; it can be given a different title or divided into several subchapters.

## 2.9 Discussion

Discussion is the fourth according to the IMRaD structure (Discussion). The chapter should include at least: (1) a discussion of the results considering the theoretical basis, (2) accepting or not-accepting the hypotheses, and (3) one's own opinion. It is particularly important to comment on the results in accordance with the literature review and to substantiate the results with the findings of other authors. The non-acceptance or partial acceptance of a hypothesis is just as appropriate of a conclusion as is its acceptance. Considering the obtained results, this chapter also includes one's own opinion on the conclusions of the research study. This chapter may also be replaced by several chapters or divided into several subchapters. Exceptionally, the Results and Discussion chapters may be joined, especially in scholarly and scientific articles.

## 2.10 Conclusion

Concluding thoughts include the most important findings and answers to the introductory objectives, hypotheses, theses, or research questions in a systematic and concise way. The conclusion is a synthesis of final knowledge, views, and important facts identified in chronological order of the entire written work. It does not give new knowledge, evidence, data, or information. One's thoughts must be expressed precisely and concisely to have a stronger and more convincing effect. The conclusion should include at least the following (subheadings):

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sintezno povzamemo bistvene vsebine posameznih poglavij in v njih navedene ključne ugotovitve najpomembnejših avtorjev. Dodamo tudi svoja sklepna razmišljanja.

- (2) Kratak opis rezultatov – V tem delu navedemo rezultate raziskave. Rezultatov ne smemo prepisati iz poglavja Rezultati oz. iz prejšnjih poglavij, ampak jih moramo navesti z drugimi besedami tako, da naredimo logičen uvod v to poglavje.
- (3) Prispevek stroki oz. znanosti– Vsaka raziskava mora prinesiti nekaj novega in v tem delu opišemo, kakšni so prispevki stroki oz. znanosti.
- (4) Smeri nadaljnega raziskovanja – Nobena raziskava ne odgovori na vsa vprašanja in z vsako raziskavo se odprejo nova. Zaradi tega je korektno, da navedemo oz. predlagamo potencialnim raziskovalcem predloge nadaljnega raziskovanja na tem področju.
- (5) Omejitve raziskave – Vsaka raziskava ima tudi svoje omejitve, katere moremo navesti. Te omejitve so lahko glede časa, kraja, uporabljenega vzorca itd.

## 2.11 Tabele in slike

Naslov tabele mora biti nad tabelo levo poravnano, naslov slike pa pod sliko tudi levo poravnano. Slog pisave v slikah in tabelah je Arial velikosti 10 točk. Velikost je lahko tudi manjša vendar ne manj kot 8 točk in razmak med vrsticami je lahko 1. Tabele in slike (grafi, sheme itd.) morajo biti oštevilčeni dvoštevilsko. Prva zaporedna številka označuje številko poglavja, druga pa tabelo ali sliko (npr. Tabela 1.1. Gibanje rodnosti v Skandinaviji). Tabele in slike morajo biti postavljene na mesta, kamor vsebinsko sodijo, hkrati pa morajo biti v besedilu omenjene tako, da se navede njihova številka, npr. (glej Tabela 1.1). V krajših besedilih (seminarske naloge, eseji) je dovoljeno zaporedno številčenje (enoštevilsko) tabel in slik. Zaporedno številčenje je dovoljeno tudi v daljših besedilih, če se vse tabele ali vse slike nahajajo v enem poglavju.

Če je tabela ali slika prevzeta iz literature, mora biti

- (1) A brief summary of the chapters – In this section a synthesis of the key content of each chapter is presented including key findings of most important authors. Concluding thoughts are also expressed.
- (2) A brief description of the results – In this section the results of the research are provided. They are not to be copied from the Results chapter or any previous chapters, but stated in different words to make a logical introduction to this chapter.
- (3) Professional contribution – Something new must arise from each research, hence this section notes the contributions that have been made to a profession or to science.
- (4) Further research – No research can answer all questions and with each research new questions arise. It is proper to mention or suggest possibilities of further research in the given area for potential researchers.
- (5) Research limitations – Each research has limitations that must be stated. The limitations may be in terms of time, location, sample, etc.

## 2.11 Tables and Figures

Table captions have to be above the table and aligned to the left, figure captions are placed beneath the figure is also aligned to the left. The font style used in figures and tables is Arial size 10. A smaller size font can be used, but not less than 8 points and single line spacing can be used. Tables and figures (graphs, schemes, etc.) must be marked with two numbers, the first being the chapter number, and the second the table or figure (e.g. Table 1.1 Fertility Changes in Scandinavia). Tables and figures must be placed where they contextually belong, and must be referred to by number in text, e.g. (see Table 1.1). In shorter texts (seminar papers, essays), tables and figures sequential numbering (with a single number) is allowed. Sequential numbering is also allowed in longer texts if all the tables and figures are placed within a single chapter.

If a table or figure is taken from a literature source, the source must be cited directly beneath it – e.g. From Statistični letopis Slovenije (1991, p. 34). – and included

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neposredno pod tabelo in sliko natančno navedena referenca – npr. Povzeto po Statistični letopis Slovenije (1991, str. 34). – in vključen v seznam referenc, npr. (Zavod Republike Slovenije za statistiko, 1991, *Statistični letopis Slovenije*. Ljubljana: Zavod Republike Slovenije za statistiko.). Pod tabelo ali sliko navedemo referenco v celoti.

Za tabele uporabljamo le vodoravne črte, debelina ¼ pike. Postavitev tabele naj bo v vrstici z besedilom in sredinske poravnave. Pisava v tabelah: Arial, velikosti pisave 9 točk. Naslovne vrstice in stolpci so lahko krepke, pisave se ne sme spreminjati. Ne uporabljamo barv in senčenja. Pisava označevanja tabel: Arial, velikosti pisave 10 točk. Pred tabelo in za oznako tabele vstavimo en razmik, med njima ga ni.

Pri tabeli je referenca spodaj levo poravnana znotraj opombe, pri sliki pa je v naslovu kot tekoč tekst. Opombe so pri sliki spodaj levo poravnane pod naslovom, ali pa so v naslovu kot tekoč tekst. Velikost pisave opomb in referenc je 9 točk, lahko pa je tudi manjša, npr. 8 točk. Naslov tabele se začne s »Tabela X.Y.« s piko za številko in naslov poševno, naslov slike pa s »Slika X.Y.« s piko za številko in poševno. Sam naslov in besedilo je pokončno. Opombe se začnejo z »Opomba.« s piko za besedo opomba in poševno, besedilo opombe je pokončno.

in the list of references, e.g. (Zavod Republike Slovenije za statistiko, 1991, *Statistični letopis Slovenije*. Ljubljana: Zavod Republike Slovenije za statistiko.). Underneath the table or figure, the source is cited entirely.

Only horizontal lines are shown in a table, ¼ pt. Table is placed in line with the text and centered. Font in tables: Arial, font size 9. Column and row headings may be bold, font should not be changes. No colors or shadowing is used. Arial 10, should be used for table titles. Before the table and after the title table there is one space, there is no space in between.

The reference under a table is left aligned within the general note section; the reference for a figure is included in the caption as part of the text. Font size for notes and references is 12 points, but can also be smaller, e.g. 10 points. A table caption begins with "Table X.Y." and includes dots after numbers; a figure caption begins with "Figure X.Y." including a dot after numbers and italicized. The caption itself and the text are upright (not italicized). General notes begin with "Note." Including a dot after the word note and italicized, the text in the note is upright (not italicized).

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Primer tabele:

Tabela 4.1. Wilcoxonov neparametrični test

Prihodnost v. Sedanjost	Negativni rang [n]	Pozitivni rang [n]	Enako. rang [n]	Skupaj [n]	Wilcoxonov test	
					Z*	P
01) Nabava	0	5	75	80	-2,24	0,08
02) Prodaja	0	6	74	79*	-2,45	0,03
03) Proizvodnja	1	7	72	80	-2,12	0,07

Opomba. \*: manjkajoči podatki, a: glede na negativne range. Negativni rangi: prihodnost < sedanjost, Pozitivni rangi: prihodnost > sedanjost. Enakovredni rangis: prihodnost = sedanjost. Prirejeno po Uporabne statistike (str. 99), V.F. Kraj, 2011, Ljubljana: DZS.

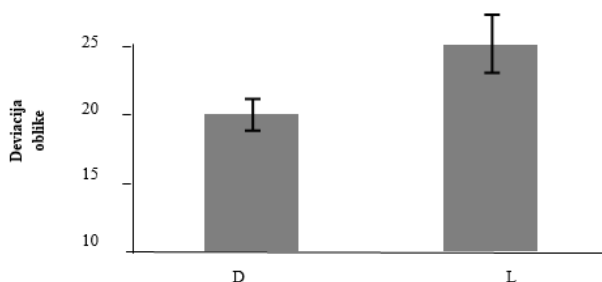
Example of a table:

Tabela 4.1. Wilcoxonov neparametrični test

Prihodnost v. Sedanjost	Negativni rang [n]	Pozitivni rang [n]	Enako. rang [n]	Skupaj [n]	Wilcoxonov test	
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Primer slike:



Slika 1. Eksperimentalna raziskava vs = 10 mm/s. Prirejeno po "Algoritem za izračunavanje odstopanja oblike pri koordinatnih meritvah površine izdelkov poljubnih oblik informatike", V M. Magdziak, 2016, *Strojniški vestnik – Journal of Mechanical Engineering*, 62, str. 58.

Example of a figure:

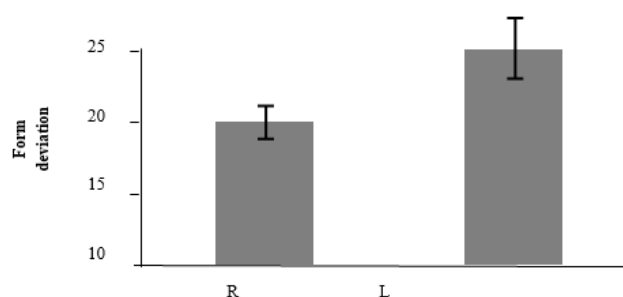


Figure 1. Experimental research for vs = 10 mm/s. Adapted from "Algoritem za izračunavanje odstopanja oblike pri koordinatnih meritvah površine izdelkov poljubnih oblik informatike", In M. Magdziak, 2016, *Strojniški vestnik – Journal of Mechanical Engineering*, 62, p. 58.

Primeri slik in tabel:

Primer slike, referenca je iz revije (navedemo samo letnik revije):

Slika 3.1. Model odnosov med objekti. Prirejeno iz »Raziskava odnosov v zahtevnih modelih«, po T. Harton in J. V. Walland, 2011, *Revija za menedžment*, 33, str. 99.

Primer slike, referenca je iz knjige (naslov knjige ni znotraj narekovajev):

Slika 4.1. Opis opombe. Prirejeno iz *Knjiga o menedžmentu* (str. 15), po J. Novak, 2012, Ljubljana: DZS.

Primer tabele, referenca je iz revije (navedemo samo letnik revije):

Tabela 4.1 Naslov tabele  
Opomba. Model odnosov med objekti. Prirejeno iz »Raziskava odnosov v zahtevnih modelih«, po T. Harton in J. V. Walland, 2011, *Revija za menedžment*, 33, str. 99.

Primer tabele, referenca je iz knjige (naslov knjige ni znotraj narekovajev):

Opomba. Faktorske uteži > 0,4 so poudarjene. CI = interval zaupanja. \* p < 0,05; \*\* p < 0,01; \*\*\* p < 0,001. Prirejeno iz *Knjige o menedžmentu* (str. 15), po J. Novak, 2012, Ljubljana: DZS.

Examples of figures and tables:

Example of a figure, journal reference (indicate only the journal volume):

Figure 3.1. Model odnosov med objekti. Adapted from "Raziskava odnosov v zahtevnih modelih", by T. Harton and J. V. Walland, 2011, *Revija za menedžment*, 33, p. 99.

Example of figure, book reference (book title is not in parentheses):

Figure 4.1. Note. Adapted from *Knjiga o menedžmentu* (p. 15), by J. Novak, 2012, Ljubljana: DZS.

Example of table, journal reference (indicate only the journal volume):

Note. Model odnosov med objekti. Adapted from »Raziskava odnosov v zahtevnih modelih«, by T. Harton and J. V. Walland, 2011, *Revija za menedžment*, 33, p. 99.

Example of table, book reference (book title is not in parentheses):

Note. Faktorske uteži > 0,4 so poudarjene. CI = interval zaupanja. \* p < 0,05; \*\* p < 0,01; \*\*\* p < 0,001. Adapted from *Knjiga o menedžmentu* (p. 15), by J. Novak, 2012, Ljubljana: DZS.

If possible, the table should be on one page. If it spreads

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Če je mogoče, naj bo tabela na eni strani, če pa se razprostira preko več strani, napišemo spodaj desno »se nadaljuje«, zgoraj levo pa »nadaljevanje«. Vsako nadaljevanje tabele mora imeti glavo v celoti. Tabele naj vsebujejo samo potrebne vodoravne črte, navpičnih črt pa naj ne vsebujejo.

Podrobnejša navodila o prikazovanju rezultatov s tabelami in grafi so v zadnji izdaji Publication Manual of the American Psychological Association.

## 2.12 Formule, enabče

Formule serijsko naštevamo na desni strani znotraj oklepajev. V tekstu se sklicujemo z Formulo 1, Formula 2 itd.

$$y_n = x^2 + \frac{x}{2} - \sqrt{x+5} + \sin^2 \theta \quad (1)$$

Če formula je širša kot je vertikalna teksta jo moramo ločiti, kot prikazuje naslednji primer:

This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text.  
This is text.

$$y = \frac{x^2}{4} \quad (1)$$

This is text. This is text. This is text. This is text.

Oklepaje se uporablja v naslednjem vrstnem redu (od znotraj navzven):

1. ( )
2. [ ]
3. { }

## 2.13 Citiranje in povzemanje

Velja splošno pravilo: karkoli nelastnega oz. tujega avtor besedila uporabi pri pisanju, je to vedno treba označiti s citatom oz. sklicem na primernem mestu v besedilu, in to ne glede na literaturo ali vir (internet, knjiga, revija, zbornik, časopis itd.). To velja tako za neposredne navedke (citiranje) kot tudi za uporabo idej in ugotovitev drugih avtorjev z lastnimi besedami (povzemanje).

on several pages, it should be labelled »continued« at the bottom right, and »continued« on the top-left. Each continuation of the table must have entire headings. Tables should only include the necessary horizontal border lines and should not include vertical border lines.

Detailed instructions on how to display results with tables and graphs can be found in the latest edition of the Publication Manual of the American Psychological Association.

## 2.12 Equations

Equations should be numbered serially on the right-hand side by Arabic numerals in parentheses, and referred to in the text by Equation. 1, Equation. 2, etc.

$$y_n = x^2 + \frac{x}{2} - \sqrt{x+5} + \sin^2 \theta \quad (1)$$

If the equation extends beyond the normal vertical line of text, then it should be set apart as is shown in the following example:

This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text. This is text.  
This is text.

$$y = \frac{x^2}{4} \quad (1)$$

This is text. This is text. This is text. This is text.

Parentheses should be used in the following order (from inside to outside):

1. ( )
2. [ ]
3. { }

## 2.13 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).

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Krajši citati (pet vrstic ali manj) so vključeni v besedilo brez presledka ali nove vrstice. Začetek in konec citata sta označena z dvojnimi narekovaji. Na koncu citata mora biti natančno navedena referenca po pravilih za navajanje literature in virov. Če je citat daljši od petih vrstic, ga je treba postaviti v novo vrsto s povečanim odmikom od levega roba in ga izpisati v pomanjšanem ali poševnem tisku. V tem primeru citata ni treba označiti z narekovaji.

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 font size or italicized. In such a case, quotation marks are omitted.

Tudi pri povzemanju (brez dobesebnega citiranja) je treba na ustreznem mestu natančno navesti podatke o referenci. Dva primera povzemanja (povzemanje je poudarjen tekst):

Similarly, when paraphrasing (not quoting directly) the reference data must be accurately and precisely stated. Two examples of paraphrasing (the text in bold is paraphrased):

- (1) Kakovost je za organizacijo zelo pomembna. **Novak (2010, str. 5–6) navaja, da je ključnega pomena za organizacijo kakovost.** Kakovost vpliva tudi na finančne rezultate organizacije.
- (2) Kakovost je za organizacijo zelo pomembna. **Novak (2010) navaja, da je ključnega pomena za organizacijo kakovost. Kakovost vpliva tudi na finančne rezultate organizacije.** (str. 5–6)

- (1) Quality is very important for the organization. **Novak (2010, pp.5–6) states quality is of crucial importance for the organization.** Quality also influences an organization's financial results.
- (2) Quality is very important for the organization. **Novak (2010) states quality is of crucial importance for the organization. Quality also influences an organization's financial results.** (pp. 5–6)

Navajanje referenc je sestavljeno iz dveh delov: oznake v oklepajih v besedilu (t. i. navedenke), ki daje kratko informacijo o avtorju, letnici in mesta v referenci (predvsem strani), ter seznama referenc, ki daje popolno bibliografsko informacijo. Vse, kar je navedeno v oklepajih v besedilu, mora biti natančno navedeno v seznamu referenc, ter vse, kar je v seznamu referenc, mora biti navedeno in uporabljeno v besedilu. Navajanje strani v sklicu je obvezno. Namesto strani lahko navedemo številko poglavja, številko točke, številko člana, številka odstavka na spletni strani ipd. Citat ali povzetek mora biti naveden tako, da ga je mogoče čim enostavneje poiskati v referenci. Za razpon strani uporabimo stični pomišljaj. Citirano ali povzeto besedilo mora biti nedvoumno ločeno od avtorjevega besedila.

Listing of references 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 references, which provides complete bibliographic information. Everything indicated in parentheses in the text must be precisely included in the reference list, and everything included in the reference list must be listed and used in the text. It is necessary to list the page number in the reference. Instead of the page number, a chapter number, section number, article number, paragraph number on a web page etc. may be indicated. The quoted or paraphrased text must be easy to find in the reference. A dash marks the page range. The quoted or paraphrased text must be clearly separated from the author's text.

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**Kako navajati v besedilu:**

*Samostojni avtor*

(Smith, 1991, str. 44)

*Dva avtorja, do vključno petih avtorjev*

(Hague & Harrop, 2007, str. 15)

(McIvor, Humphreys, McKittrick, & Wall, 2009, str. 1045–1046)

Pri dveh avtorjih za prvim ni vejice, pri treh ali več avtorjih pa je za predzadnjim

*Več kot pet avtorjev*

(Macur et al., 2008, str. 22–24)

*Navajanje točno določene strani ali razpona strani*

(Smith, 1991, str. 100)

(Smith, 1991, str. 100–115)

Navajanje strani v sklicu je obvezno.

*Navajanje določenih delov besedila, če zaradi elektronskega dostopa ali narave besedila (če so npr. pomembnejša poglavja, odstavki, člani ali točke ipd.) ni mogoče ali pa ni smiselno navajati strani*

(Waltz, 1979, 1. pogl.)

*Organizacija ali skupina kot avtor*

(OZN, 2005, str. 76)

*Organizacija ali skupina kot avtor, ko ni znano leto nastanka*

(Amnesty International, 7. tč.)

*Primarni vir (dokument) namesto individualnega ali kolektivnega avtorja*

(Pogodba o Evropski ustavi, 2. čl.)

*Navajanje po drugi (sekundarni) referenci*

(Mannheim v Jambrek, 1992, str. 33)

(Mannheim, 1963, str. 99 v Jambrek, 1992, str. 33)

Mannheimovi rezultati (navedeno v Jambrek, 1992, str. 33) ...

Če je le mogoče, preverimo in uporabimo prvotni vir. Ko to ni mogoče ali smiselno, moramo natančno navesti tudi stran(i) v sekundarnem viru, kjer je povzet ali citiran prvotni vir.

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(Smith, 1991, p. 44)

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Hague & Harrop, 2007, p. 15)

(McIvor, Humphreys, McKittrick, & Wall, 2009, pp. 1045–1046)

In case of two authors, there is no comma after the first author. In case of three or more, there is a comma after the author prior to the last one.

*More than five authors*

(Macur et al., 2008, pp. 22–24)

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(Smith, 1991, p. 100)

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(UN, 2005, p. 76)

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(Mannheim in Jambrek, 1992, p. 33)

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*dodamo črke po abecednem redu)*  
(Rončević, 2008a, str. 101, 2008b, str. 45, 2011, str. 87)  
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*is the same, letters are added alphabetically)*  
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### Knjige:

#### Samostojni avtor

Jambrek, P. (1992). *Uvod v sociologijo*. Ljubljana: Državna založba Slovenije.

Novak, D. (2009). *Motivacija managementa* (Diplomska naloga). Univerza na primorskem, Fakulteta za management, Koper.

#### Dva avtorja, do vključno sedem avtorjev

Polajnar, A., Verhovnik, V., Sabadin, A., & Hrašovec, B. (2003). *Ergonomija*. Maribor: Fakulteta za strojništvo.

Avison, D., & Fitzgerald, G. (2006). *Information Systems Development: methodologies, techniques & tools* (4. izd.). Maidenhead, Anglija: McGraw-Hill Education.

Brown, D., & Wilson, S. (2005). *The Black Book of Outsourcing: How to Manage the Changes, Challenges, and Opportunities*. Hoboken: John Wiley & Sons.

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#### Zbornik

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### Books:

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Novak, D. (2009). *Motivacija managementa* (Diplomska naloga). Univerza na primorskem, Fakulteta za management, Koper.

#### Two authors, up to seven authors

Polajnar, A., Verhovnik, V., Sabadin, A., & Hrašovec, B. (2003). *Ergonomija*. Maribor: Fakulteta za strojništvo.

Svete, U., & Pinterič, U. (2008). *E-država: upravno varnostni pogledi*. Nova Gorica: Fakulteta za uporabne družbene študije.

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*Organization or group as author*

Global Environment Coordination. (1994). *Facing the global environment challenge: A progress report on World Bank global environmental operations*. Washington: The World Bank, Global Environment Coordination Division, Environment Dept..

*Proceedings published as chapters*

Palan, R. (1999). Global Governance and Social Closure or Who is to Governed in an Era of Global Governance?. V M. Hewson, & T. J. Sinclair (ur.), *Approaches to Global Governance Theory* (str. 55–72). Albany: State University of New York Press.

Kern Pipan, K., & Leon, L. (2011). Perspektiva, motivi in izzivi za poslovno odličnost. V M. Ferjan, M. Kljajić Borštnar, & A. Pucihar (ur.), *30. Mednarodna konferenca o razvoju organizacijskih znanosti: Organizacija prihodnosti, Slovenija, Portorož, 23.-25. marec 2011* (str. 554–560). Maribor: Fakulteta za organizacijske vede.

*Book accessible in electronic form*

Baker, C. P. (2002). *Absolutism and the Scientific Revolution, 1600–1720: A Biographical Dictionary*. Westport: Greenwood Publishing Group. Pridobljeno na [www.NetLibrary.org/.../](http://www.NetLibrary.org/.../)  
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*to Global Governance Theory*. Albany: State University of New York Press.

Kern Pipan, K., & Leon, L. (2011). Perspektiva, motivi in izzivi za poslovno odličnost. In M. Ferjan, M. Kljajić Borštnar, & A. Pucihar (Eds.), *30. Mednarodna konferenca o razvoju organizacijskih znanosti: Organizacija prihodnosti, Slovenija, Portorož, 23.-25. marec 2011* (pp. 554–560). Maribor: Fakulteta za organizacijske vede.

*Organization or group as author*

Global Environment Coordination. (1994). *Facing the global environment challenge: A progress report on World Bank global environmental operations*. Washington: The World Bank, Global Environment Coordination Division, Environment Dept.

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Palan, R. (1999). Global Governance and Social Closure or Who is to Governed in an Era of Global Governance?. In M. Hewson, & T. J. Sinclair (Eds.), *Approaches to Global Governance Theory* (pp. 55–72). Albany: State University of New York Press.

Kern Pipan, K., & Leon, L. (2011). Perspektiva, motivi in izzivi za poslovno odličnost. In M. Ferjan, M. Kljajić Borštnar, & A. Pucihar (Eds.), *30. Mednarodna konferenca o razvoju organizacijskih znanosti: Organizacija prihodnosti, Slovenija, Portorož: March 23–25 2011* (pp. 554–560). Maribor: Fakulteta za organizacijske vede.

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*Chapter in an edited electronic book*

Notram, M. (2007). Behaviorism. In N. Stiles (Ed.), *The Stanford encyclopaedia of philosophy*. Retrieved 19 January 2007 from <http://plato.stanford.edu>

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### Članki:

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Atesci, K., Bhagwatwar, A., Deo, T., Desouza, K. C., & Baloh, P. (2010). Business process outsourcing: A case study of Satyam Computers. *International Journal of Information Management*, 30(3), 277–282. doi: 10.1016/j.ijinfomgt.2010.01.009

#### Več kot sedem avtorjev

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Leon, L., Kern-Pipan, K., Sever, J., Germ, M., Križman, V., Palma, P., ... Rejc Buhovac, A. (2007). *Model odličnosti EFQM: Majhna in srednje velika podjetja*. Ljubljana: Ministrstvo za visoko šolstvo, znanost in tehnologijo, Urad RS za meroslovje.

#### Članek v časopisu

Daalder, I., & Lindsay, J. M. (2003, 10. maj). American Empire, Not 'If' but 'What Kind'. *The New York Times*, str. 9.

### Articles:

#### Scientific journal article (one author)

Katunarić, V. (1993). Interkulturalizem. *Teorija in praksa*, 30(1/2), 14–25.  
Conklin, D. W. (2005). Risks and rewards in HR business process outsourcing. *Long Range Planning*, 38(6), 579–598. doi: 10.1016/j.lrp.2005.09.004

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#### Scientific journal article (several authors)

Bachrach, P., & Baratz, M. S. (1963). Decisions and Nondecisions: An Analytical Framework. *American Political Science Review*, 57(3), 632–642.  
Atesci, K., Bhagwatwar, A., Deo, T., Desouza, K. C., & Baloh, P. (2010). Business process outsourcing: A case study of Satyam Computers. *International Journal of Information Management*, 30(3), 277–282. doi: 10.1016/j.ijinfomgt.2010.01.009

#### More than seven authors

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., ... Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A 1 allele, and depressive traits. *Nicotine and Tobacco Research*, 6, 249–267. doi:10.1080/14622200410001676305

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#### Newspaper article

Daalder, I., & Lindsay, J. M. (2003, May 10). American Empire, Not 'If' but 'What Kind'. *The New York Times*, p. 9.

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Chicago Tribune. (1994, 24. februar). *Gun injuries take financial toll on hospitals*, str. A4.

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Chicago Tribune. (1994, February 24). *Gun injuries take financial toll on hospitals*, p. A4.

*Članek v reviji, dostopni tudi prek interneta*  
Hoffmann, S. (2003, 18. marec). America Goes Backward. *The New York Review of Books*, 50(10). Pridobljeno na <http://www.nybooks.com/articles/16350>

*Magazine article, accessible online*  
Hoffmann, S. (2003, March 18). America Goes Backward. *The New York Review of Books*, 50(10). Retrieved from <http://www.nybooks.com/articles/16350>

*Članek v časopisu, dostopnem tudi prek interneta*  
Cooper, R. (2002, 7. februar). Why We Still Need Empires. *The Guardian Unlimited*. Pridobljeno na <http://www.guardian.co.uk/Archive/Article/0,4273,4388915,00.html>  
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Cooper, R. (2002, February 7). Why We Still Need Empires. *The Guardian Unlimited*. Retrieved from <http://www.guardian.co.uk/Archive/Article/0,4273,4388915,00.html>  
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Prodi, R. (2001, 9. september). An Enlarged and More United Europe, *A Global Player: Challenges and Opportunities in the New Century*. Pridobljeno na [http://www.europa.eu.int/comm/laeken\\_council/bruges\\_en.htm](http://www.europa.eu.int/comm/laeken_council/bruges_en.htm)

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Prodi, R. (2001, September 9). An Enlarged and More United Europe, *A Global Player: Challenges and Opportunities in the New Century*. Retrieved from [http://www.europa.eu.int/comm/laeken\\_council/bruges\\_en.htm](http://www.europa.eu.int/comm/laeken_council/bruges_en.htm)

*Internetna stran, celotna*  
World Health Organization. (2006, 17. junij). Pridobljeno na <http://www.who.int>

*An entire website*  
World Health Organization. (2006, June 17). Retrieved from <http://www.who.int>

*Internetna stran, ni avtorja*  
Splošna deklaracija človekovih pravic. (2005, 10. julij). Pridobljeno na <http://www.unhchr.ch/udhr/lang/slv.htm>

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Universal Declaration of Human Rights. (2005, July 10). Retrieved from <http://www.unhchr.ch/udhr/lang/slv.htm>

*Članek iz e-revije, brez strani*  
Makiya, K. (2008, 17. marec). How Did I Get Iraq Wrong? *Slate*. Pridobljeno na <http://www.slate.com/id/2186763>

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*Resolution 1174 Security Council*, S/RES/1174/1998. (1998). Retrieved from <http://ods-dds-ny.un.org/doc/UNDOC/GEN/N98/167/58/PDF/N9816758.pdf?OpenElement>

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**2.15 Prevodi**

**2.15 Translations**

V primeru uporabe ne-angleških oz. ne-slovenskih knjig ali člankov, se napiše originalni naslov in v trdih oklepajih slovenskih oz. angleški prevod.

If the original version of a non-English or non-Slovenian book or article is used as the source, cite the original title and, in brackets, the Slovenian or English translation.

*génie industriel*. [industrijski inženiring]

*génie industriel*. [industrial engineering]

**2.16 Priloge**

**2.16 Appendices**

Med priloge sodi vse, kar ni nujno potrebno za razumevanje besedila in bi besedilo le bremenilo. Priloge lahko vključujejo primer instrumenta za zbiranje podatkov (npr. anketni vprašalnik, lestvice stališč itn.), različna slikovna gradiva, fotografije, dopise, tabele, grafe in drugo gradivo.

Appendices should include everything that is not necessary to be able to understand the text and would be distracting in the main body of the paper. Appendices can include a sample of a data collection instruments (e.g. questionnaire, position scale, etc.), different visual materials, photographs, letters, tables, graphs, and other materials.

Priloge morajo biti označene z zaporednimi črkami in naslovom. Vsaka priloga se začne na novi strani,

Appendices are labelled with sequential letters and titles.

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pred njimi pa je oblikovan spisek prilog, na katerem so izpisani naslovi posameznih prilog. V besedilu se sklicujemo na priloge, npr.: Gl. pril. A ali Priloga B.

Each appendix begins on a new page. Preceding this, there is a list of appendices with their individual titles. Appendices are referred to in the text, e.g. See App. A or Appendix B.

### 3 TEHNIČNI VIDIK PISNIH IZDELKOV

### 3 TECHNICAL ASPECTS OF WRITTEN ARTICLES

- (1) Pisni izdelki se oddajajo tiskani. Seminarske naloge, eseji in aplikativno raziskovalne naloge morajo biti vezane v spiralo ali biti v plastični mapi. Diplomaska in magistrska naloga ter doktorska disertacija so vezane v trde platnice, tako kot to navaja pravilnik.
  - (2) Robovi strani: levi rob je (zaradi vezave) 3 cm, desni rob 2 cm, zgornji rob 2,5 cm, spodnji rob 2,5 cm.
  - (3) Pisava celotnega besedila: Arial, velikost pisave 10 točk.
  - (4) Razmik med vrsticami: 1,2 vrstice.
  - (5) Posameznih delov teksta ali posameznih besed ne poudarjamo s v narekovajih oz. s slogom pisave krepko ali podčrtano. Če so odločimo za poudarjanja, izberemo poševno in ga uporabljamo skozi celotno besedilo in poudarimo samo res ključne besede ali dele besedila.
  - (6) Posamezne priloge, ki so dodane za referencami naj imajo naslove, npr.:  
Priloga A: Anketni vprašalnik  
Priloga B: Obrazec
  - (7) Novih poglavij ne pišemo na novo stran (tekst naj teče od uvoda do vključno zaključka brez nepotrebnih na pol praznih strani).
  - (8) Opombe pod črto niso dovoljene.
  - (9) Fotokopiranje oz. tiskanje vseh pisnih izdelkov je obvezno obojestransko v celoti. Povzetek, Kazalo vsebine, Uvod in Priloge se vedno začnejo na lihi strani. Poglavje Reference se začne na novi sodi ali lihi strani, brez vmesne prazne strani.
  - (10) Poravnava teksta odstavkov je obojestranska, prva vrstica ni zamaknjena in med odstavki izpustimo eno prazno vrstico, da so odstavki med seboj ločeni.
  - (11) Pri odstavčnem ali alinejnem naštevanj izberemo en način (ali največ dva) in ga uporabljamo skozi celotni izdelek. Primer: 1), 2), 3), ...; 1., 2., 3., ...; a), b), c), ...; pomišljaji, pike itd.
  - (12) Velikost pisave Povzetka, Abstracta, Kazala in Referenc je lahko izjemoma 9 točk in/ali razmik med vrsticami 1. S tem prihranimo na prostoru.
- (1) Written works are submitted in printed form. Seminar papers, essays, and applied research papers must be placed in a spiral or in a plastic folder. Diploma and master's theses, and doctoral dissertations must be bound in hard cover as stated in the Rules and Regulations.
  - (2) Page margins: left margin 3 cm (for bonding), right margin 2 cm, top margin 2.5 cm, bottom margin 2.5 cm.
  - (3) Font for the complete text: Arial, font size 10 points.
  - (4) Line spacing: 1.2 lines.
  - (5) Parts of text or individual words are not emphasised in quotation marks, bold or underlined. If emphasis is chosen, italics font should be used throughout the whole text, emphasising only the key words or parts of text.
  - (6) Each appendix added at the end of the references should be titled, e.g.:  
Appendix A: Questionnaire  
Appendix B: Form
  - (7) New chapters are not to be started on a new page (the text should flow from introduction to conclusion without unnecessary half blank pages).
  - (8) Footnotes are not allowed.
  - (9) Photocopying or printing of all full written work must be two-sided. Abstract, Table of Contents, Introduction, and Appendices always start on an odd page. The References heading begins on a new even or odd page, with no blank page in between.
  - (10) Text alignment in paragraphs is justified. The first line is not indented. There should be a space between paragraphs to separate them.
  - (11) One style (or two at most) is chosen for paragraph or bullet enumeration and used throughout the whole text. Example: 1), 2), 3), ...; 1., 2., 3., ...; a), b), c), ...; hyphens, dots, etc.
  - (12) In the Abstract, Table of Contents, and References font size can exceptionally be 9 points and/or line spacing 1 in order to save space. The text in the Abstract can be emphasised by using 1.5-line spacing.
  - (13) Figures, graphs and photographs should be in colour, rectangular and without borders and centre

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- Povzetek in Abstract lahko poudarimo tako, da izberemo razmik med vrsticami 1,5.
- (13) Slike, grafi in fotografije naj bodo barvne, pravokotne in brez obrob in poravnane.
- (14) Pisni izdelek mora biti lektoriran.
- (15) Strokovna in znanstvena dela naj bodo napisana v prvi osebi množine.
- (16) Za vzorec ne uporabljamo drugih pisnih izdelkov.
- (17) Angleške izraze zapišemo v okroglih oklepajih poševno, kot kaže primer: (angl. *Industrial Engineering*).
- (18) Statistike morajo biti zapisane v skladu z APA priporočili.
- (19) Akronimi, kratici in simboli naj bodo zbrani v prilogi.
- (20) Nog in glav na straneh ne uporabljamo
- aligned.
- (14) A written work must be proofread.
- (15) Scholarly and scientific work should be written in first person singular as is standard for English texts.
- (16) Other written works are not to be used as a sample.
- (17) Foreign words are written in parentheses in italics, for example: (ger. *gestalt*).
- (18) Statistics must be written according to APA recommendations.
- (19) Acronyms, abbreviations, and symbols should be listed in the appendix.
- (20) Headers and footers should not be used.

#### IV SPLOŠNE DOLOČBE

Ta navodila začnejo veljati naslednji dan po sprejemu. Navodila se objavijo na spletni strani FINI Novo mesto.

Mag. Vera Smodej  
dekanja FINI Novo mesto

#### IV GENERAL PROVISIONS

These instructions become valid the day after they are adopted. The instructions shall be published on the Faculty's web site.

Vera Smodej, M.Sc  
Dean of the Faculty of Industrial Engineering Novo mesto

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