Univerza v Ljubljani
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Izdajatelj: SIGEN-CA G2
Številka certifikata: 00F9906B7A000000005725F628
Potek veljavnosti: 08. 04. 2026
Čas podpisa: 08. 08. 2023 07:30

GUIDELINES FOR THE PREPARATION OF THE LAYOUT AND THESES OF THE FACULTY OF ADMINISTRATION

In the text, the term "thesis" is used to refer to bachelor's and master's theses, unless the specific features of a particular type of thesis require a different treatment. For seminar theses, the guidelines for the thesis shall apply mutatis mutandis.

Terms referring *to persons (e.g. student, mentor, educator) and written in the grammatical form for the male gender are used as neutral and apply equally to both genders*.

Examples are shown in blue.

Date: 28 Sep 2022

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1 WORK LAYOUT

The structure of the Disposition has the following elements:
- the title of the work in Slovenian and English,
- defining the topic and the problem,
- an assessment of research to date (for the master's thesis only),
- defining the purpose of the research, the hypotheses and/or research questions, and the associated research methods,
- the contribution of the thesis to practice and of the master's thesis to practice or the profession,
- the intended structure of the work and the table of contents,
- literature and resources provided.

1.1 ADDRESS

The title shall reflect the essence of the work in a simple and clear way; it shall normally contain no more than nine words. As a general rule, the title shall not use the names of organisations, abbreviations or English terms. The thesis shall also include an English title or, if written in English, a Slovene title.

1.2 DEFINING THE TOPIC AND THE PROBLEM

Based on a study of literature and sources (e.g. professional, scientific monographs and articles, results of previous research, legal sources), the topic to be studied is introduced. The topic must be related to the programme of study or related subjects. The definition of the topic constitutes the framework of the work, consisting of the concepts or theories that form the basis for the research. The starting point is the problem (and its context) that the student is faced with in the context of the situation being studied and wishes to provide a solution to. It explains what the interest is, the motivation for considering and choosing the topic, how and why the topic or situation is of interest as something to be changed and improved, which problem the topic will address, what it would like to solve. To help students identify a topic, ask the following questions:
- what the work will address (situation/context),
- who will be involved or who will be the focus of the research,
- when and where the survey will take place,
- how (in what way) the research will be carried out,
- what means or research methods (what) will be used to carry out the research; and
- why (i.e. what it is trying to solve).

This section should also define the key terms that will be used in the work.

A "problem" is a situation which is unclear, unknown and needs to be clarified or resolved; which is undesirable, difficult to resolve and needs to be eliminated or resolved. The problem shall be defined in concrete terms: what exactly is the problem, how does it manifest itself, where, when, etc.? Why is something a problem, i.e. what is unclear, unknown and needs to be clarified or resolved about a particular fact? How will the reader be convinced that what is being described as a problem is indeed a problem? What is the problem based on - facts, evidence, information, links? A clear definition of the problem helps to distinguish between relevant and irrelevant data/evidence, provides a good introduction to the work, allows for the formulation of appropriate research questions or hypotheses, delves into the content of the research, etc., and ultimately leads to the formulation of proposals to solve the problem.

1.3 DEFINING THE PURPOSE, HYPOTHESES AND/OR RESEARCH QUESTIONS

The purpose(s) of the research should be explained. The purpose is to use scientific research methods to answer the research questions or to confirm or refute the hypotheses that address the problem presented. The reasons for wishing to study the chosen problem should be given and what is sought to be achieved should be presented (e.g. *to analyse and present ...; to identify the potential of ...; to identify the impact of ...; to propose action in the field of ...; to propose a solution to ...; to give possible directions for future research or action ...*).

The thesis sets out hypotheses or research questions, or both. A hypothesis is a statement of an expected relationship between variables or an explanation of a phenomenon. A hypothesis must be clear (specific), testable and refutable (there must be a way of checking whether the statement is false). A research question is a specific question that the research aims to answer. Hypotheses and/or research questions should be formulated in such a way that their testing or the search for an answer contributes to (new) knowledge about the phenomenon under study; they should therefore not be trivial (self-evident), i.e. there is no need for further research. If the problem is complex, it can be solved by posing several sub-hypotheses and/or sub-questions.

There should not be too many hypotheses and/or research questions (up to three hypotheses and/or research questions are recommended). Research questions should be asked in qualitative research (e.g. *how, what, why ..., not* just "whether", because the answer to such a question can only be " yes" or "no").

Hypotheses or research questions are compulsory for both bachelor's and master's theses, and for master's theses, at least one hypothesis or research question must usually have an international comparative context.

Hypotheses are hypothesised in quantitative research, where statistical tests (e.g. t-test comparing two samples, correlation coefficient test) are usually used to test the relationship between phenomena (e.g. *peer relationships are factors that influence employees to be more motivated; on average, women are more satisfied with their salary than men; there is a positive correlation between age and trust in justice, i.e. the average trust in justice increases with age*).Hypotheses are also hypothesised in quantitative research, where the relationship between phenomena (e.g. peer relationships *are a factor influencing employees to be more motivated; women are more satisfied with their salary than men; there is a positive correlation between age and trust in justice, i.e. the average trust in justice increases with age*).

1.4 RESEARCH METHODS

The intended research methods should be specified in the disposition, defining the focus of the research. The choice of method should be appropriate to the research problem or research questions/hypotheses. Methods may be qualitative, quantitative or mixed.

Qualitative methods are flexible - they can be adapted on the fly to develop new knowledge. Research can be conducted with small samples, but cannot be statistically analysed or generalised to larger populations (conclusions are difficult to standardise). *Quantitative methods* are used to systematically describe large collections of cases and allow for reproducibility of results. Data analysis requires an understanding of statistics and requires a larger (representative) sample. Quantitative methods look at numerical, numerical data and often require the use of statistical tools to analyse the data collected. This allows variables to be measured and relationships between them to be established. This type of data can be presented in graphs and tables (the prerequisite is that the population sample is representative). The purpose is to test hypotheses, find causes and effects and make predictions. Methods are questionnaires, observation by counting/coding cases, numerical analysis of documents, experiments - deductive approach. Quantitative research, which generally follows a deductive approach, presents a range of different characteristics in a situation or population. There are also *mixed methods* (where e.g. a quantitative survey + qualitative interview or focus group with some of the research participants, action research of ongoing actions, critical studies (studying power relations over the duration of the study) and arts studies). Mixed methods therefore combine quantitative and qualitative methods (statistical and textual analysis) (McDaniel and Gates, 2008).

In quantitative methods, the data collected on a given population *is* analysed using different statistical analyses, which are separated:

1. depending on the purpose of the data analysed:

– *Descriptive statistical analyses* (descriptive statistics) are those analyses that analyse the observed data and the various relationships between them (e.g.

sample size (n), structural percentage (%), frequencies (f), minimum (min) and maximum (max) values, arithmetic mean *(mean),* standard deviation *(stdev), etc.).* A key feature of descriptive statistical analyses is that they do not involve statistical inference or generalisation from the sample to the population; they merely describe the data. This analysis is usually used in the first part where the sample is described.

- *Inferential statistical analyses* (inferential statistics) are those analyses that estimate statistical parameters and test assumptions or hypotheses. Parameter estimation is used when parameters of the whole population are estimated from sample data (e.g. confidence intervals for the mean or structural percentage (one-sample t-test), various tests to check the difference in means between two groups (two-sample t-test) or several groups *(ANOVA*), linear regression, etc.). The key feature of inferential statistical analyses is that they do not describe the data, but make statistical inferences from the sample data to the population as a whole. This analysis is used in the part of the study that concerns the evaluation of hypotheses.

2. the number of variables analysed:

- *Univariate statistical analyses (UVA)* are analyses that analyse only one variable at a time. They are used when it is desired to report on the composition of a single variable or before carrying out more advanced statistical analyses, before which it is necessary to check all the properties of the individual variables.
- *Bivariate analyses* are analyses that analyse two variables simultaneously. They are used when an association or relationship between two variables is being investigated. Bivariate statistical analyses include:
  - *chi-square test* (to test for association between two descriptive variables),
  - *correlation* (the relationship between two numerical variables),
  - *Simple regression* (to find the relationship between two numerical variables),
  - *one-sample t-test* (to find the difference in the mean value between two groups),
  - *A-NOVA test* (to determine the difference in the mean value between more than two groups),
  - *other bivariate analyses (e.g. t-test for two dependent samples).*
- *Multivariate statistical analyses* are analyses that analyse three or more variables simultaneously. They are often intertwined with bivariate analyses, as the analyses used in bivariate statistical analyses are also used in multivariate analyses. Multivariate statistical analyses include, for example, *factor analysis, multiple regression, discriminant analysis, clustering analysis, etc.*

Qualitative methods are non-numerical and focus on identifying patterns through text analysis or analysis of audiovisual data (the aim is to understand (the opinion/will of) people and to explain social interactions). Qualitative research aims to explore the unexplored, to discover, to build (with new concepts). Qualitative research is particularly useful when the student is not familiar with the relevant variables to be studied. This approach is used when the topic is new or has never been addressed with a particular sample or group of people and because existing theories do not apply to the particular sample or group being studied. Qualitative research is less structured, more open-ended, leaves more room for interpretation than quantitative research, but is less reliable for generalisation. They are an inductive method of research, in which conclusions and findings are drawn directly from the information they provide (e.g. *seeking answers to explain a social event, giving meaning or seeking reasons and causes, explaining processes, opinions, attitudes, preserving individual opinions, examining everyday events, capturing details*), but they are also subjective and do not allow for generalisations.

Qualitative research methods include: *interview, dialogue, focus group, observation of roles/experiences/stories, document analysis, case study* (exploration and analysis of an individual/group/phenomenon), *expert modelling, brainstorming, in-depth or in-depth interview, etc*. Qualitative research is not a substitute for quantitative research; together with it, it allows for complexity and transparency of research results. The number of people involved in the interviews depends on the problem, the purpose, the type of interviews used, the field of expertise and the expertise or characteristics of those involved.

Research methods for data collection

Research method	**Primary or secondary data?**	**Qualitative or quantitative?**	**When to use?**
Experiment	Primary	Quantitative	Checking cause and effect links.
Survey	Primary	Quantitative	Understanding the general characteristics of the population.
Interview / focus group	Primary	Qualitative	A deeper understanding of the topic.
Observation	Primary	Mixed	Understand how something happens in the natural environment.
Literature review	Secondary	Mixed	Situating the research in existing work or assessing trends within the research topic.
Case study	Both	Mixed	For an in-depth understanding of a particular group or context, or when

Research methods for data collection

Research method	Primary or secondary data?	Qualitative or quantitative?	When to use?
			there are insufficient resources for a large-scale study.

After deciding on quantitative or qualitative methods, the following research methods can be used to facilitate the decision on a particular research method (Ivanko, 2007):

- *Inductive method* (based on individual and specific facts, a general judgement is reached),
- *Deductive method* (general views are used to reach specific individual conclusions),
- *the method of analysis* (breaking down complex mental creations into their simpler component parts and examining each part separately and in relation to other parts or wholes),
- *the synthesis method* (a process of exploration that combines and assembles simple mental constructs into composite ones),
- *the method of description* (the process of describing in a unified way facts, processes and objects in nature and society, and their relationships and connections, but without scientific interpretation and explanation),
- *the compilation method* (the process of summarising the results of foreign scientific research work, with special attention to the rules of citation),
- *Comparative method* (the process of comparing identical or similar facts, phenomena or processes and identifying their similarities and differences),
- *statistical method* (a process of statistical calculations based on a sample or the whole population, where the results are presented in tables or graphs),
- *mathematical method* (a systematic procedure involving the use of mathematical logic, mathematical formulae, symbols and operations),
- *modelling method* (a systematic research process used to build a realistic or ideal model),
- *the experimental method* (a process of observing a phenomenon, investigating it under well-defined conditions that allow the flow of the phenomenon to be monitored and the phenomenon to be re-examined each time the same conditions are repeated),
- *empirical method* (a process whereby experience is used to discover and explain certain phenomena, judgements or conclusions),
- *survey method* (the process by which data, information, views or opinions about a research subject are investigated and collected by means of a questionnaire),
- *the interview method* (a procedure similar to the survey method, but in this case the questioning is done directly, orally or by interviewing the interviewee).

The most commonly used research methods are presented above. The choice of methods also depends on the topic the student chooses, so the student may choose other appropriate research methods in agreement with the tutor.

1.5 CONTRIBUTION OF THE THESIS TO PRACTICE / MASTER'S THESIS TO PRACTICE OR THE PROFESSION

The areas of expertise where the contribution of the work will be visible, what new insights are expected as a result of the research and under which assumptions they can be applied in practice should be specified *(e.g. the work will consist of a first (more extensive, detailed) review of the expert and scientific literature by national and foreign authors in the field; the contribution will be an analysis of the links between ... and ... and an international comparison with ... and will constitute a stimulus for further research in the field and for addressing the issue*).

1.6 STRUCTURE OF THE WORK AND TABLE OF CONTENTS

The student creates a table of contents by dividing the text into chapters and sub-chapters at the draft level, with at least two sub-chapters per sub-chapter. The subdivision into sub-chapters can be up to three levels (e.g. 2.1.1). Chapter and sub-chapter headings should clearly indicate the topic of the thesis or master's thesis, so that the structure of the thesis shows the thematic structure of the thesis. For each chapter, a brief and clear statement of its intended content should be given.

1.7 LITERATURE AND RESOURCES

In the case of a thesis, the list must include at least 10 units, of which at least 5 units must be literature (books, articles), and at least 2 units must be in a foreign language. In the case of a Master's thesis, the list of literature and resources shall comprise at least 20 units, , of which at least 10 units must be (books, articles), at least 4 units must be in a foreign language.

The criteria for selecting literature are:

- the way the issue is addressed - preference should be given to scientific works (monographs, parts of monographs, articles, conference papers),
- Relevance,
- Relevance - preference should be given to more recent works (usually within the last five years).

2 WORK PRODUCTION

2.1 GENERAL

By producing a thesis, the student must demonstrate the ability to apply theoretical and research knowledge in the independent treatment of a current professional topic. A basic level of research complexity is required in the writing of the thesis. However, the research results presented in the Master's thesis must demonstrate new facts, new information and new insights for the advancement of the discipline.

In addition, the student's ability to apply relevant foreign knowledge, views, scientific facts and theories, and research methodologies is required (for the bachelor's thesis at the basic level, and for the master's thesis at the advanced level). The student must also demonstrate the ability to formulate and present research results and his/her own conclusions reached in his/her research work, and the ability to write professional texts.

2.2 LANGUAGE

The text must be written in a clear and understandable way. It is recommended to use shorter sentences containing as few subordinate clauses as possible; the same subject, phenomenon or thing should always be named in the same way. Existing and established Slovenian terms or translations of technical terms should be used. In the case of new technical terms in foreign languages which have not yet been translated, the corresponding Slovenian translations should be found and the original technical term in the foreign language should be indicated in brackets. The text should normally be written in a shorthand that allows the focus to be on the results, e.g. the *results of a master's thesis show, it is possible to draw conclusions from ...* British English should be used for English text, except where a reference is made to literature or a term that uses American English in the original.

2.3 SCOPE OF WORK

The core of the text (from the introduction to the conclusion) usually ranges from two author's half (10,000 words, approx. 32 pages) to three and a half author's half (17,500 words, approx. 56 pages).

Master's thesis: the core of the text (from the introduction to the conclusion) is usually between five author's panels (25,000 words, approx. 80 pages) and eight author's panels (40,000 words, approx. 128 pages).

2.4 STRUCTURE OF WORK

The work has the following elements:
- outside front page,
- inside cover page (new page, odd page),
- a declaration of authorship of the thesis or master's thesis and an indication of the proofreader (new page, odd page),
- summary and keywords in Slovenian (new page, odd page),
- title of the work, abstract and keywords in English (new page),
- Table of contents (new page, odd page),
- table of contents - table of contents, table of figures, table of contents ... (new page, even or odd),
- a list of abbreviations and abbreviations used (if applicable; new page, even or odd page),
- a dictionary of Slovenian translations of foreign terms (if necessary),
- Introduction (odd page),
- processing the topic (central part),
- findings, hypothesis testing and/or answers to research questions,
- a conclusion with proposals and an explanation of the contribution of the thesis to the profession,
- literature and resources (new page, even or odd),
- Annexes.

More detailed instructions are provided below.

2.5 EXTERNAL COVER PAGE (ANNEX 1)

The text is centre-aligned, bold, with the title of the work in 20 pt and the rest of the text in 14 pt. Above the text in capital letters is UNIVERSITY OF LJUBLJANA and below that FACULTY OF ADMINISTRATION. In the middle of the page, the type of the work (Diploma thesis or Master's thesis) is written in small capitals, followed by a blank line and then the TITLE OF THE WORK in capital letters. This is followed by a blank line and then the student's name in small capitals. At the bottom, in small capitals, is 'Ljubljana', followed by a comma, followed by the month and the year of submission of the work.

2.6 INSIDE COVER PAGE (ANNEX 2)

The inside cover page is written in Slovenian. The text is centre-aligned and written in 12 pt. Above, UNIVERSITY OF LJUBLJANA is written in bold capital letters, followed by FACULTY OF ADMINISTRATION on a new line, followed by 200 pt spacing, followed by the type of work (Diploma thesis or Master's thesis). Followed by a blank line, followed by TITLE OF THE WORK in bold capital letters in 16 pt, 250 pt spacing. 16 pt, followed by a blank line, followed by TITLE OF THE WORK in bold capital 16 pt.

In the lower part, the student's details are written in small capitals, left justified, with no space between paragraphs, each piece of information on its own line: 'Student:' or 'Student:', 'Enrolment number:' and 'Study programme:'. Followed by a blank line and then 'Mentor:' or 'Mentor:' with the name of the mentor together with the abbreviation for the habilitation and scientific title (e.g. *Assoc. Prof. Dr.*). The text with the data is indented 4 cm from the left margin. This is followed by a blank line, then 'Ljubljana' in the middle, followed by the month and year of submission of the thesis for defence.

2.7 DECLARATION OF AUTHORSHIP OF THE THESIS OR MASTER'S THESIS AND INDICATION OF THE PROOFREADER (ANNEX 3)

The wording and format of the declaration must be consistent with the model text in the Annex, adapted to the student's data.

2.8 SUMMARY AND KEYWORDS IN SLOVENIAN (ANNEX 4)

The abstract is written in Slovene, or in English if the work is written in English. It shall be no more than 250 words. The abstract shall reasonably include:

- Description of the topic, problem, purpose (approx. 50 words): the broad problem, the rationale for the problem and the purpose of the work or the reasons for researching or writing the work;
- research methodology (approx. 50 words): how the purpose was achieved, what methods were used;
- Findings (approx. 50 words): what the research has found, what the results are;
- usability (approx. 50 words):
  - a contribution to the field or discipline is demonstrated, the limitations of the research are outlined and suggestions for further work are made; and/or
  - practical contribution is demonstrated - what the results mean for practice in the public sector and beyond, what are the applied and/or economic impacts; and/or
  - contribution to the social environment - what impact does the work have on the social environment, how does it affect the public, society, industry, who benefits?

Then write down 5 to 7 keywords. The phrase 'Keywords' is in bold.

2.9 TITLE OF THE WORK, ABSTRACT AND KEYWORDS IN ENGLISH

On the page, under the line with the word "SUMMARY" (in bold, font size 16 pt), the summary is written, followed by the key words (Keywords) in normal font. The words 'Keywords' are in bold.

On the page, the title of the work should first appear in 14 pt capital letters under the line headed 'ABSTRACT' (in bold, font size 16 pt), followed by the abstract and the keywords in normal font. The word 'Keywords' is in bold.

2.10 INDEX

The table of contents lists all chapter headings, in decimal units with the corresponding headings, from the declaration of authorship of the thesis or master's thesis up to and including the annexes.

2.11 TABLE OF CONTENTS

It contains separate tables of contents for the different types of illustrations, which are arranged in alphabetical order (e.g. Table of Contents, Table of Contents, Index of Charts, Table of Contents, Index of Figures). In these tables of contents, the charts, figures, tables, sketches, diagrams, maps, charts, maps and other types of illustrations included in the text are presented chronologically (in the order of their appearance in the body of the text), separately for each type of illustration. For each individual illustration, the numerical designation of the illustration, the title of the illustration and the page number on which the illustration appears shall be given.

2.12 LIST OF ABBREVIATIONS AND ACRONYMS USED (IF APPLICABLE)

They shall be presented in a transparent, columnar (tabular) format. Abbreviations/abbreviations not in common use shall be given. In the list, the abbreviations/abbreviations used shall be sorted alphabetically.

Example:
LIST OF ABBREVIATIONS AND ACRONYMS USED
KMHuman Resources Management
ENStatistical Yearbook

2.13 DICTIONARY OF SLOVENIAN TRANSLATIONS OF FOREIGN TERMS (IF NECESSARY)

They shall be given in a tabular (columnar) format. Translations which are not in common use shall be listed. In the list, the translations used shall be arranged alphabetically.

Example:
DICTIONARY OF SLOVENIAN TRANSLATIONS OF FOREIGN TERMS

ability test	ability test
field experiment	field experiment
field study	field study

2.14 INTRODUCTION

The introduction is a compulsory component, comprising about **5% of** the work (at least one page of text). The introduction introduces the reader to the topic. It contains the specific statements made by the student in his/her explanatory statement and hypotheses and/or research questions when applying for the topic. The introduction usually contains the following components, which are not structured into sub-chapters:

- defining the topic and the problem,
- purpose, hypotheses and/or research questions,
- research methods,
- a concise description of the content by chapter.

2.15 TREATMENT OF THE TOPIC

In the core part, the student demonstrates his/her knowledge, skills, experience, criticality, creativity, research experience and motivation. They must logically integrate relevant findings, facts, evidence and ideas in defining the research problem and drawing conclusions. In doing so, he/she must be independent, objective in making relevant judgements, evaluations and proposals, and support his/her independence and responsibility with reasoned arguments and substantiated claims. The student cites professional and scientific positions, findings and formulations or references the literature used in the reference notes. The text is normally divided into two substantive parts:

- theoretical part - the student presents what has been learned so far,
- research part - the student solves the research problem, proves the hypotheses and/or answers the research questions, clearly, systematically, systematically and concisely presents the relevant findings, information, views, established facts, etc.; at the end of the research part, the student also demonstrates the extent to which he/she understands the topic, gives conclusions and suggestions (the so-called perspective part), and writes up the contribution and what contribution the results make to the field of study, practice or the societal environment.

The above-mentioned substantive parts do not mean that the work has only two chapters, but that it has two substantive strands, which are divided into several parts and sub-sections with their own titles, if necessary.

2.16 CONCLUSION

It summarises the findings. It comprises approximately 5% of the work (at least one page of text). As a rule, no citations or footnotes are used in the conclusion. The conclusion should not be divided into sub-chapters, but should be in the form of paragraphs presenting the structure of the work in chronological order, adding open questions, suggestions for further work, presenting the applicability of the results, etc.

2.17 LITERATURE AND RESOURCES

The bibliographic units used should be recorded in a list of references and sources, using the current version of the APA standard (American Psychological Association citation style, used primarily in the social sciences and also used in administrative science).

Legal sources shall be recorded in a separate list Legal sources when more than 5 legal sources are involved. They shall be ranked according to the hierarchy of validity.

2.18 ANNEXES

Annexes include e.g. questionnaires, interview questions, analysis tables, documents used, data collected (e.g. in the form of tables), etc. Annexes are numbered consecutively and given a title (e.g. Annex 1: Title of Annex 1). The titles of the annexes shall be written in the same way as the titles of the chapters.

3 TECHNICAL INSTRUCTIONS

3.1 PAGE LAYOUT

Paper: white.
Page format: A4.
Rob:
- mirrored edges,
- top, bottom, left, right: 2,5 cm.

3.2 BASIC TEXT FORMATTING

Font:
- font type: Arial, portrait,
- Size: 12 pt,
- colour: black.

Paragraph:
- line spacing: 1,2 lines,
- without indenting the first line of the paragraph,
- alignment of text on both sides,
- indent after paragraph 12 pt.

3.3 BOLD, ITALIC AND UNDERLINED TEXT

When underlining text, italics are used instead of bold or underlined text.

3.4 LINE MARKINGS AND PARAGRAPH NUMBERING

It is recommended to use a dash (the "-" sign) for line markings (indentation marks) and Arabic numerals for numbering. Paragraph format:
- Drifting,
- Left edge offset: 0,63 cm,
- offset of the rest of the text: 0,63 of the line mark or number.

No space before a paragraph with line/number markings *(e.g. no paragraph before the first indent in the paragraph above where it says ˝hanging˝.*

3.5 HEAD AND FOOT

The header is not used in the bachelor's and master's theses, but is used in other work (e.g. term papers) according to the teacher's instructions. The header contains the page numbering. Font in the footer and header: Arial, 12 pt, no paragraph spacing.

3.6 PAGINATION

The pages must be numbered consecutively. The page number is displayed centrally in the footer of the document. The page number shall not be printed on the cover page or on the inside title page.

The first part of the work (from the declaration of authorship up to and including the page preceding the introduction) shall be numbered with small Roman numerals (iii, iv, v ...). Blank pages shall not have a page number printed on them.

The second part of the work (from the introduction to the end of the work) is numbered in Arabic numerals. The numbering shall begin with the number 1.

If the work is not divided into several parts, the numbering continues continuously throughout the text.

3.7 NUMBERING AND FORMATTING OF CHAPTER HEADINGS

From the introduction to the conclusion, chapters and sub-chapters shall be numbered according to the decimal system, normally up to 3 decimal places, and shall be structured as follows:

- first level (chapter): capital letters, Arial , size 16 pt, bold, 22 pt spacing before and after the heading,
- second level (subheading): capital letters, Arial, size 14 pt, bold, 12 pt spacing before and after the heading,
- third level (subsection): capitals as in the sentence (first word of the heading capitalized), Arial, size 14 pt, bold, 12 pt spacing before and after the heading.

The headings are left-aligned, with no offset. Each chapter or sub-chapter heading is followed by at least one paragraph of text - a brief summary or introduction to the chapter. The headings of the other parts of the text (Table of Contents, References and sources, Index of illustrations (Index of charts, Index of figures, Index of tables, etc.), List of abbreviations and abbreviations used, Glossary of Slovene translations of foreign terms, Appendices) are not numbered, but follow the above principle in terms of format.

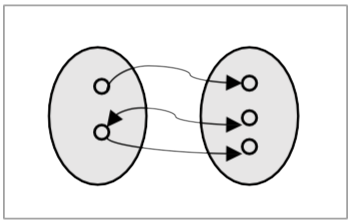
3.8 NOTES

Footnotes are footnoted. They shall be identified by a number, consecutively from the beginning to the end of the text. Footnotes should be used when a particular statement is intended to be clarified or to refer the reader to additional sources. The text of the footnote shall be typed in 10 pt, with 3 pt spacing after the paragraph.

3.9 ILLUSTRATIONS (GRAPHS, FIGURES, TABLES)

Illustrations must be labelled with the code and serial number of the illustration of the same type and appropriately titled (the title must be written in Slovene), without a full stop at the end (the caption above the illustration). Illustrations must be in the places where they are relevant to the subject matter and be centrally aligned. Under each illustration, the source on which the illustration is based (derived, adapted) must be indicated, without a final full stop.

Figure 45: Image caption

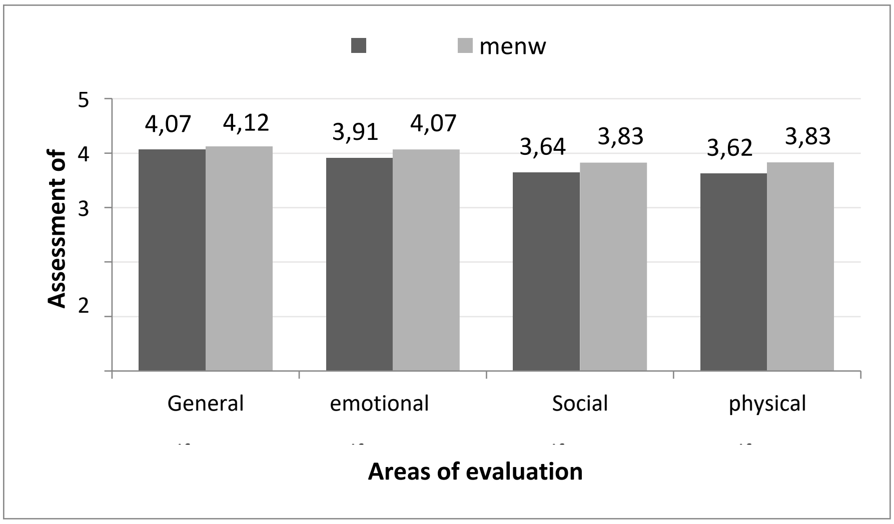


Source: Novak (2010, p. 124)

In the text, the illustrations are referred to by reference to the label and number, following the Slovene spelling, e.g. *... as shown in Figure 45.* If the illustration is an original illustration by the author of the thesis or master's thesis, the *source* should be indicated*: own.*

For example, if the chart is based on data from your own research, the student chooses one format. If the data is displayed in a table, then the same data is not displayed in the graph and vice versa. However, it is important that the chart includes all the necessary information for understanding (axis headings, description of data labels, etc.).

Chart 17: Mean self-esteem scores by gender in different domains



Source: Novak (2010, p. 124)

If necessary, footnotes, abbreviations and symbols explaining, supplementing or further clarifying the content of the illustration should be given immediately after the illustration (before the source entry).

Design:
- the line containing the illustration is centre-aligned and not indented after the paragraph,
- caption (legend and title): Arial font, 11 pt, upright, bold, 6 pt spacing, centre-aligned,
- Source: Arial font, 11 pt, upright, 12 pt space after paragraph, 6 pt space before paragraph, centre justified,
- illustrative footnote (before the source): font Arial, size 10 pt, 6 pt pre-paragraph spacing, no post-paragraph spacing,
- text in tables: Arial font, 11 pt, no paragraph spacing,

– Table borders: only horizontal borders of 1 ½ pt thickness are drawn in the table (top, bottom and between the header and the body of the table). For more complex tables, intermediate borders, usually of 1 pt thickness, may be added if necessary.

Table 1: Performance in 2012 and 2014

Business	2012	2014
Ljubljana	120	240
Maribor	95	110
Novo mesto	145	100

Source: Novak (2010, p. 15)

A chapter ends not with a table, figure or bullet points, but with the text. Between two illustrations (e.g. a table, a graph, etc.) there must be text.

3.10 INDEX OF ILLUSTRATIONS, LIST OF ABBREVIATIONS AND ACRONYMS AND GLOSSARY OF SLOVENIAN TRANSLATIONS

The heading "Index of illustrations" is formatted as a chapter heading at Level 1, and the headings of the individual tables of contents are formatted as chapter headings at Level 2. The headings of the tables of contents shall not be numbered.

The list of abbreviations and acronyms used is displayed in a columnar (tabular) format, with the abbreviation or acronym in the first column and the term to which it applies in the second column. Abbreviations and abbreviations are listed alphabetically. Font in the text of the list: Arial, 12 pt, upright, left justified, no space after the paragraph. The heading of the list is the same format as the heading of the chapter at level 1, but is not numbered.

The same applies to the glossary of Slovenian translations of foreign terms as to the list of abbreviations and acronyms used.

3.11 FURTHER QUOTATIONS

Longer quotations (5 lines or more) shall be given in a separate paragraph with the following formatting: double-sided alignment, left and right margins 1,25 cm apart, Arial font, 12 pt. size.

3.12 THE FINAL ELEMENTS OF THE WORK

The bibliographical units used should be listed in the References and sources section. The heading Literature and Sources shall be identical in format to the heading of the Level 1 chapter and the heading of each component *(e.g. Legal Sources)* shall be identical to the heading of the Level 2 chapter. Headings shall not be numbered.

The paragraph format for each bibliographic unit is as follows: left justification, hanging paragraph, line spacing (except the first) 1,25 cm, 6 pt. spacing after the paragraph. Paragraph numbering and line markings shall not be used.

Annexes contain, for example, more extensive tables and figures, questionnaires used, extracts from computerised data processing, etc. Each annex is given a title and, where appropriate, the source (as in the case of illustrations) is indicated under the annex.

Annexes shall be numbered (Annex 1, Annex 2 ...) and listed in the table of contents. The heading of the Annex chapter shall be the same as the heading of the chapter at level 1, and the heading of each Annex *(e.g. Annex 1) shall be* the same as the heading of the chapter at level 2. Headings shall not be numbered.

3.13 CITING AND REFERENCING - APA STANDARD

When writing, it is important to distinguish one's own text from the texts of other authors, their findings, arguments, thoughts, ideas, data, illustrations, etc. The use of the written findings and thoughts of other authors is fundamental to professional, research and scientific work, as it demonstrates the familiarity with the subject matter that the new work must show. It may include definitions, scientific facts, ideas, data, information, illustrations, etc. In the work, foreign knowledge is summarised either in the author's own words in a concise form (paraphrasing) or by quoting verbatim from other authors (citation, quotation). In both cases, the author must always be acknowledged (reference, citation). When no other authors are cited in the text, this means that the writer of the final work is also the author of that part of the text and that he or she is making his or her own conclusions, reflections, arguments, etc. in the text.

Figures or graphical appendices used and data in tables should also be properly cited ('Source: Last name (year, page)'; if the illustration (chart, figure) is the author's own, 'Source: own'). Failure to cite the authorship of foreign works constitutes plagiarism or intellectual theft. What is part of common knowledge need not be cited. The purpose of citation, in addition to acknowledging authorship, is to give the reader the opportunity to search for the original text if, for example, he or she wishes to gain more in-depth knowledge or additional information on a particular subject. All references cited should be noted in the list of references and sources at the end of the text.

Citation and reference citation must be in accordance with the current version of the APA standard. Examples are defined below.

3.14 IN-TEXT CITATION

In-text citations are made in two ways:
- the author's surname is given in the text, and the year of publication in brackets: surname (year); example: ... similarly, Kovač (2016) points out systemic anomalies in his article ...;
- with the author's surname and the year in parentheses, separated by a comma: (Surname, year); example: ... The development of e-government in Slovenia has been more or less successful from 2000 until today (Vintar, 2018).

When referring to the findings of a complete work, only the author's surname and the year of publication are used.

Where a reference is made in the text to a particular sentence (or several sentences) or phrase, the page on which the text is referred to shall be entered in addition to the surname and the year. Similarly, a page is always written when summarising a thought that is stated or explained on specific pages of a longer text, e.g. a book, a collection of papers. Examples: ... similarly, Dečman (2018, p. 132) argues that ...; ... which, unlike in Norway, is a major advance (Kobal, 2019, p. 12).

As a general rule, web addresses should not be cited in the text of the work, even as the source of an image or table. A web address may only be included in the list of references and sources at the end of the thesis. The exception when a web address may be included in the text is when it is a general reference to a website (without specific information about the content of the website).

For example, if the findings, arguments and theses of a work or the work of specific authors are summarised and interspersed throughout the text over several pages, this should be appropriately indicated by either citing the individual author at the end of each thought, or by explaining at the beginning or end of that part of the text that it has been taken from specific sources.

3.14.1 Quoting verbatim

Literal quotation is usually used when, for some reason, it seems important to express another author's thought in exactly the same way as the author himself. There may be several reasons for this, e.g. the particular originality or wit of the quotation or, on the other hand, the sheer stupidity of the point being made. Sometimes the author's thought is expressed succinctly, in the best possible way, and could not have been expressed better, or one wants to discuss what has been written. There should be few verbatim quotations, as otherwise the student's own text may not come across.

In the case of verbatim quotations of parts of the text, the text is written in quotation marks and the authorship is given at the end, followed by the page where the verbatim quotation is found (Last name, year, p. XY). The full stop is always at the end and outside the quotation marks. Example: 'Care must be taken with quotations. It can happen very quickly that one's own text disappears among the many quotations" (Hladnik, 2018, p. 119).

If the author is given in the text, it is written down, e.g. ... as Hladnik (2018) says: "Care must be taken with quotations. For it quickly happens that one's own text disappears among the many quotations" (p. 119). For example, Vintar (2018) claims that "the development went on smoothly until 2015". If the text summarised is too long or some words are not relevant, it can be shortened or irrelevant parts omitted, and the missing part replaced by three dots in square brackets [...]. If the quotation is longer than 5 lines, it should be written in a separate paragraph.

3.14.2 More authors, more sources

The following are examples of citing a bibliographic source by several authors:

- if there are 2 authors, both are written with the hyphen "and" between them: (Drenovec and Sekne, 2017); even if they are cited in the text, they are linked with the hyphen "and": in their study, Drenovec and Sekne (2017) ...;
- if there are 3 or more authors, the first author is listed and "etc." is added: (Pevcin et al., 2017).

If several sources are cited at the same time, the alphabetical order of the authors, separated by semicolons, applies (Dečman, 2019; Klun, 2010). If several works by the same author are cited, the citations are sorted by year (Klun, 2016, 2017a, 2017b, 2019a, 2019b). The punctuation mark is always placed at the end of the sentence, after the source (Klun, 2016, 2017a, 2017b, 2019a, 2019b).

3.14.3 Citing by secondary source

If an author's finding is quoted, which has been summarised by another author in his/her work, this is a citation from a secondary source, not a primary source. In this case, the author of the quotation (the original) is cited first, "in" is added, and the secondary author is cited (Brejc, 2017, in Ivanko, 2018, p. 23), or in between the text of Brejc (2016, in Ivanko 2016, p. 23).In this case, the author of the quotation (the original) is cited first, "in" is added, and the secondary author is cited. Despite this instruction, as a rule, the primary source is always sought and used, as this type of reference is not desirable.

3.14.4 Author unknown

When citing sources where the author is unknown, the following should be given in parentheses instead of the author:

- the title of the work, e.g. (Statistical Yearbook, 2019, p. 59),
- editor, e.g. (Keen, 1988),
- organisation, e.g. (SURS, 2012).

3.14.5 Legal sources

When referring to laws, regulations, etc., the first reference shall include the full name of the law and, in brackets, the official abbreviation of the law and all the numbers of the Official Journal in which the law or its amendments have been published, while subsequent references shall include only the abbreviation of the law in the text. Alternatively, only the full name of the law and its abbreviation in brackets are given in the text (if the law is referred to several times in a part, then only the abbreviation is used in the text), and all the numbers of the Official Journal are given in footnotes. As a general rule, the number of the article shall also be given, as well as, where appropriate, the paragraph in the article being quoted.

Example:
The Act on Access to Public Information (ZDIJZ, Official Journal of the RS, No. 24/03 - ZDIJZ, 61/05 - ZDIJZ-A, 28/06 - ZDIJZ - B, 51/06 - ZDIJZ-UPB2, 23/14 - ZDIJZ-C, 50/14 - ZDIJZ-D, 102/15 - ZDIJZ-E) extends the right of access, as it is not conditional on a legally justified legal interest. The law "regulates a procedure which allows everyone to have free access to information of a public nature (Article 2(1) ZDIJZ), and as a rule free of charge (Article 133 ZDIJZ).

Če pravni akt nima uradne kratice, se pa uporablja, potem se namesto uradne kratice navede kratico, ki jo je treba uporabljati v besedilu (v spodnjem primeru npr. Uredba, ZDIJZ). Če se navaja spremembe določenega zakona, se uporabi kratico spremembe zakona. Similarly to the above, the first reference to the amended law should also refer to its publication.

As part of the activities to align Slovenian legislation with Directive 2013/98/EC in 2015, the ZDIJZ was first amended (ZDIJZ-A, Official Journal of the Republic of Slovenia, No.61/05), followed by a new Regulation on the disclosure and re-use of public information (IJZ Regulation, Official Journal of the Republic of Slovenia, No. 76/05), which replaced the one from 2013.

When citing online or electronic sources, if the author is unknown, the owner of the material rights or the owner of the website should be acknowledged. If the year of the record is apparent, it is used; if the year is not apparent, the year in which the source was found is used (MJU, 2015).

3.14.6 Graphs, figures, tables

If an image by another author is inserted in the text, this should be indicated below it. The page where the image appears in the original work should always be added to the source citation. The same applies to figures and tables.

3.14.7 Artificial intelligence tools

If an AI tool is used to produce the text - in any form or stage of the work (e.g. idea generation, research design, choice of methodology, direct use of the generated text, etc.), this will *be recorded (OpenAI ChatGPT, 2023, 13 March).* The name of the tool should be entered. The date in the reference is the date on which the tool returned the result or answer. The purpose, i.e. why the tool was used, is written in the text before or after the reference. The text generated by the AI tool and any resulting text should be attached as an annex. The AI tool should also be included in the final list of references and sources.

3.15 CITATION OF LITERATURE AND SOURCES IN THE LIST

All references to literature and sources in the text should be recorded in the list of references at the end of the thesis. The reverse is also true, all references and sources cited must be cited somewhere in the text. It is recommended that the list of references and sources is compiled as the thesis is being written (e.g. Zotero, Mendeley, etc.), not citing sources that only help the student to become familiar with the field, but only those from which ideas, theories, results, etc. are summarised and referred to in the text.

When referring to the bibliographical units used, the texts used should be separated into a list of references and a list of sources (and, in the case of legal topics, a list of legal sources). The instructions given on pages 11 and 12 above should be followed.

References and sources should be listed alphabetically separately, with each bibliographical item in its own paragraph. The list shall not be numbered or indented. A full stop shall be placed at the end of each bibliographical unit listed, except when the last entry is a web address. In the case of legal subjects, legal sources (under Legal sources) shall be listed in order of hierarchical validity rather than alphabetically. The following are the ways in which the most frequently used bibliographic units are written.

3.15.1 Book

In the case of a book source, the publishing house is indicated alongside the author, year of publication and title.

Last name, I. (year). *Title: Subtitle* [Translation] (edition, reprint). Publisher (Collection; count).

Primera:
Vintar, M. (2015). *Informatics*. Publishing house of the Faculty of Administration.
Goodpaster, K. E., Nash, L. L. and de Bettignies, H. (2006). *Business ethics: policies and persons*. McGraw-Hill/Irwin.

When citing a book that has no author but an editor, the editor is written in place of the author and "(ed.)" is added after the editor's name.

Example:
Keen, E. (1988). *Natural language*. University of Cambridge Press.

If there are no authors or editors, the title should be given first.

Primera:
*Dictionary of the Slovene Literary Language (*1995). DZS.
*Cankarjeva založba Lexicon (*3rd ed.) (1993). Cankarjeva založba.

3.15.2 Book chapter, contribution to proceedings or report

The author of the paper should be identified by his/her surname and the first initial of his/her first name, followed by the year in brackets and the title of the paper. This is followed by the publication details, where the capital letter V (without colons) is written, followed by the editor with the first initial of the first name and the last name (reversed from the author of the paper), the title of the book (proceedings, report) in italics and, in brackets, the pages of the publication on which the paper is published (in the same way as for the author of the paper). The publisher's details should be added at the end.

Last name, I. (year). Title of paper. In I. Surname (ed.), *Title of the proceedings* (start p.-end p.). Publisher.

Examples:
Fajfar, P. and Benčina, J. (2016). Design of strategic planning in the state administration - a model for planning and monitoring the implementation of the work programme of the Government of the Republic of Slovenia. In D. Žargi (ed.), *Let's use best practices for a better life: proceedings of papers: Bernardin, 9-10 November 2016* (pp. 180-183). Slovenian Association for Quality.
Giles, H., Bourish, R. Y. and Taylor, D. M. (1977). Towards a theory of language in ethnic group relations. In H. Giles (ed.), *Language, ethnicity and intergroup relations* (pp. 307-348). Academic Press.
Pečar, Z. and Bratko, I. (2010). The use of data mining for assessing performance of administrative services. In A. Syvajari and J. Stenvall (eds.), *Data mining in public and private sectors* (pp. 67-82). Hershley.
Stare, J. (2018). Competence models for public administration and leadership development. In P. Pevcin (ed.), *Symposium proceedings* (p. 9). Faculty of Administration.

3.15.3 Article in the Proceedings without editors

The author of the paper should be identified by his/her surname and the first initial of his/her first name, followed by the year in brackets and the title of the paper. This is followed by the publication details, where a capital V (without colon) is written, followed by the title of the book (proceedings, report) in italics and, in brackets, the pages of the publication on which the paper appears. The publisher's details should be added at the end.

Last name, I. (year). Title of paper. V *Title of the proceedings* (start p.-end p.). Publisher

Bernstain, P. A. and Dayal, U. (1994). An overview of repository technology. In *20th Intl. Conference on Very Large Database* (pp. 705-713). Morgan Kaufmann Publishers.

3.15.4 Magazine article

The basic elements of an APA-style citation are: author(s), year of publication, title of the article (lowercase capital letters only at the beginning of the title, *sentence case*), title of the journal italicized (*title case,* or written in the same way as the original title of the journal), year of the journal (italicized), the number of the year (non- italicized) in parentheses, if there is one, and the pages of the article in the form of a from-to with a full stop at the end.

Last name, I. (year). Title of article. *Title of publication, year*(volume), start p.-end p.

Example:
Erman, N. and Todorovski, L. (2019). Mapping the e-government research with social network analysis. *Lecture Notes in Computer Science*, *56*(93), 13-25.

3.15.5 Newspaper article - daily, weekly

In the case of an article published in a weekly or daily publication, the full date (day. month. year) is recorded, for the other elements follow the instructions for a journal article.

Example of an online newspaper:
Jerala, R. (24 September 2017). Funding science is not a trade union issue. *Delo.si.* http://www.delo.si/sobotna/financiranje-znanosti-ni-sindikalisticno-vprasanje.html

3.15.6 Bachelor's, Master's and Doctoral theses

It shall be given as for works in book form, but the type of work shall be added to the title in square brackets.

Last name, I. (year). *Title* [Bachelor's thesis / Master's thesis / Doctoral dissertation]. Institution.

Example:

Gabrovšek, T. (2019). The *impact of the Bologna reform* [Master thesis]. University of Ljubljana, Faculty of Administration.

3.15.7 Research report / research thesis

Last name, I. (year). Title [Research Report/Research Task]. Institution.

Example:
Hvale, Ž. (2016). Suicide prevention in Slovenia from theory to practice: scientific and research tutoring [Research paper]. University of Ljubljana, Faculty of Administration.

3.15.8 Online resources

Although most sources and literature can now be found online, it is important that work that has been published online and is also published in print (as part of a book or proceedings, an article, etc.) is cited according to the rules for print work, with the addition of online access information.

If a website has an author, then it is cited according to the rules for the author. In the case of text published only on the web, the year of publication shall be the date of publication on the website or the date of creation of the website. If there is no date on the page, then '(b.d.)' (no date). If the online source has no author, then the name of the organisation or the address of the website should be given at the beginning. If the organisation is both the author and the publisher, there is no need to duplicate this information - omit the publisher's name before the web link.

A URL or DOI tag is always added to web resources. Increasingly, a DOI tag appears with published articles on the web. A DOI (*Digital Object Identifier*) is an alphanumeric sequence of characters, a kind of web address, that uniquely and permanently identifies a web resource. If a resource has a DOI tag, it is given in place of the URL address. The DOI identifier is always written first https://doi.org or second https://dx.doi.org followed by a sequence of letters and numbers. There is no period after the URL or DOI. The date on which the online resource was retrieved from the Internet shall not be indicated unless the works are no longer accessible.

Example of an article with DOI:
Example:
Dunleavy, P., Margetts, H., Bastow, S. and Tinkler, J. (2016). New public management is dead - Long live digital-era governance. *Journal of Public Administration Research and Theory*, *16*(3), 467-494. https://doi.org/10.1093/jopart/mui057

Web source without author (portal where the institution hosting the portal is known). The title should be in italics.

Example:
OECD. (2010) Education at a glance 2010: OECD indicators. https://www.oecd-ilibrary.org/docserver/eag-2010-en.pdf?expires=1662551438&id=id&accname=ocid72025364&checksum=CA3C7D04922A299EB99056D689640F2F

Note: Reference (OECD, 2010) *should be made in the text*.

An entry from an online dictionary/encyclopaedia, with the author:

Last name, I. (year). Password. In I. Priimek (ed.), *Title of the encyclopaedia/ dictionary*. URL address or DOI code

Example:
Košmelj, B. (2014). Primary statistics. In *Statistical terminology dictionary.* https://www.termania.net/slovarji/statisticni-terminoloski-slovar/8321693/primary-statistics?Id=133&query=primarna+statistics&SearchIn=Linked
Note: Indicate (Last name, Year) *between the text*.

An entry from an online dictionary without an author:

Title. (date / d.b.) V *Title of the encyclopaedia/glossary*. URL or DOI code

Example:
Administracija. (2014). In *Slovar slovenskega knjižnega jezika (Slovene dictionary of the Slovene language) (2nd updated and partially revised ed.)*. https://fran.si/133/sskj2-slovar-slovenskega-knjiznega-jezika-2/4457471/administracija?View=1&Query=administracija.
Note: (Password, year) *should be indicated between the text*.

Other online publications and audiovisual sites:

A lecture published online in PowerPoint - always include an explanation of the source in square brackets after the title.

Author or name of organisation (year of publication). *Title* [PPT presentation]. Web link

Example:
Housand, B. (2016). *Game on! Integrating Games and Simulations in the Classroom* [PPT presentation]. https://www.slideshare.net/brianhousand/game-on-iagc-2016

YouTube video - always include an explanation of the source in square brackets after the title.

Author or name of organisation (year of publication). *Title* [Video]. YouTube. Web link

Example:
Faculty of Administration. (5 November 2021). *Faculty of Administration presentation film - get to know us* [Video]. YouTube. https://www.youtube.com/watch?v=3svROCTcMxE

Artificial intelligence tools:

Artificial intelligence tool. (Date on which the tool returned a result or answer). [Title]. Web link

Example:

OpenAI ChatGPT. (13 March 2023). [Generated text on the question about the importance of socialising for young adults]. https://chat.openai.com/

3.15.9 Language resources

Example:

Erjavec, T., Puc, K., Kanič, I. and Turk, T. (2019). Corpus of Informatics DSI 5.0. In *CLARIN.SI: Slovenian Research Infrastructure for Language Resources and Technologies*. http://hdl.handle.net/11356/1239.

Note: Indicate (Last name, Year) *between the text*.

3.15.10 Computer programme, software

As with other works of authorship, the names of the authors or the title of the programme, the year of publication and the publisher, if any, shall be recorded in the case of a computer program or software. The type of software shall also be added in square brackets. If the software is accessed via the Internet, the Internet address shall be added.

Last name, I. (year). *Name* [type of software]. Publisher.

Primera:

Batagelj, V. and Mrvar, A. (2010). *Pajek - Program for Large Network Analysis* [Computer Program]. http://pajek.imfm.si/

Ubuntu [Operating System]. (2010). Canonical Ltd / Ubuntu Foundation. http://www.ubuntu.com/.

Jukić, T., Vrbek, S., Hržica, R. and Dečman, M. (2021). *Co-Gov toolkit: transforming public organisations into co-creation hubs* [Computer programme]. Faculty of Administration. https://www.cogov-toolkit.eu/home

3.15.11 Laws and regulations

If legal sources are listed in a separate list, they should be listed in the appropriate hierarchy: constitution, international legal sources, legislation, regulations and autonomous legal source, and within each category (level) alphabetically (as shown in the examples below). If they are listed in a common list with other sources, the hierarchy is ignored. In this case, the entire list of sources is arranged alphabetically.

When referring to legal sources, all the issues of the Official Journal in which the legal source was published should be indicated, not just the first or one of them (as is the case for the OJJL below). If only the version currently in force is referred to in the text itself, then the first publication should be indicated, followed by the publications since the last consolidated text of the law or regulation inclusive (as is the case for the CPLR below). Since the Official Journal is a name, it should be italicised as the name of the journal.

Examples:

Constitution of the Republic of Slovenia. *Official Gazette of the Republic of Slovenia*, No. 33/91-I, 42/97, 66/00, 24/03, 69/04, 68/06, 47/13.

Directive 2013/98/EC - Directive of the European Parliament and of the Council of 17 November 2013 on the re-use of public sector information. *Official Journal of the EU*, No L 345.

Copyright and Related Rights Act (CRRA). *Official Journal of the Republic of Slovenia*, No. 21/95 - CRRA, 16/07 - CRRA-UPB3, 68/08 - CRRA-E, 110/13 - CRRA-F, 56/15 - CRRA-G.

Official Journal of the Republic of Slovenia, No. 24/03 - ZDIJZ, 61/05 - ZDIJZ-A, 28/06 - ZDIJZ-B, 51/06 - ZDIJZ-UPB2, 23/14 - ZDIJZ-C, 50/14 - ZDIJZ-D, 102/15 - ZDIJZ-E.

Rules on subsidising student accommodation. *Official Gazette of the Republic of Slovenia*, No. 22/01, 35/06, 75/08, 97/10, 46/12, 55/13, 38/16, 13/17.

3.16 EXTRACT FROM THE LIST

The list of references and sources at the end of the thesis shall be in alphabetical order of authors and shall not be numbered or otherwise identified. If an author appears as author on some works and as first co-author on others, then the author's independent works shall be listed first, followed by the co-authored works, which shall be listed in alphabetical order of the second author (or, where appropriate, the next author. When multiple works by the same author(s) are cited, the works shall be listed in order of year of publication, with the older works first. However, if several works have the same year, then they are listed in alphabetical order of the title of the work, with the addition of lower-case letters (a, b ...) to the years. Lower case letters shall also be added when quoting between text. If the source has no author, the first word (but not the proposition or article - e.g. 'a', 'an', 'the') in the title of the work is used for alphabetical order.

3.17 LITERATURE AND RESOURCES

Cvelbar, M. (12 May 2014). Pahor's office insists: early elections possible in July. *Finance.si.* http://www.finance.si/8802118/Pahorjev-urad-vztraja-Predčasne-elections-possible-in-july

Erman, N. and Todorovski, L. (2019). Mapping the e-government research with social network analysis. *Lecture Notes in Computer Science*, *56*(93), 13-25. https://doi.org/10.1007/978-3-642-03516-6_2

Klun, M. (2017). *Tax system*. Publishing house of the Faculty of Administration.

Klun, M. (2019a). The development of performance-based budgeting in Slovenia. In M. S. de Vries, J. Nemec and D. Špaček (eds.), *Performance-based budgeting in the public sector* (pp. 209-225). Palgrave Macmillan.

Klun, M. (2019b). Public procurement in healthcare. *Laboratory Medicine*, (1), 94-95. http://www.szkklm.si/assets/images/upload/LM_1_2019_08.pdf

Klun, M. and Dečman, M. (2017). *E-taxes*. Faculty of Administration Publishing House.

OECD. (2010) *Education at a Glance 2010*: OECD indicators. http://www.oecd.org/dataoecd/45/39/45926093

Saksida, I. (23. 9. 2009). Tomorrows, days, afternoons. *Večer, 65* (220), 7.

Setnikar Cankar, S. and Hrovatin, N. (2017). *Foundations of Economics*. Faculty of Administration Publishing House.

*Dictionary of the Slovene Literary Language (*1995). DZS.
Statistical Yearbook. (2019). Statistical Office of the Republic of Slovenia.
Todorovski, L. and Erman, N. (2019). Mapping the e-government research with social network analysis. In M. Wimmer, H. Scholl, M. Janssen and R. Trunmuller (eds.), *Electronic government* (pp. 13-15). Springer. http://link.springer.com/chapter/10.1007%2F978-3-642-03516-6_2.
Rationalisation of the public sector (5 January 2010). *Večer*, *66*(2), 21.

LEGAL SOURCES

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4 ANNEXES

Annex 1: External cover page

UNIVERSITY OF LJUBLJANA
FACULTY OF PUBLIC ADMINISTRATION

Bachelor thesis

TITLE

Name and Surname of the Student

Ljubljana, month and year of submission

Annex 2: Internal cover page

UNIVERSITY OF LJUBLJANA

FACULTY OF PUBLIC ADMINISTRATION

Bachelor thesis

TITLE

Student:	Name and Surname
Entry number:	041_______
Study programme:	Title
Mentor:	Name and Surname (habilitation and scientific title)

Ljubljana, month and year

Annex 3: Declaration of authorship of the thesis or master's thesis

Insert the appropriate text, adapted to the student's data, and omit the quotation marks.

DECLARATION OF AUTHORSHIP OF THE BACHELOR'S OR MASTER'S THESIS

I, the undersigned* "First Name Last Name", student* "Degree and Course of Study", with the registration number "04xxxxxxxx", am the author* of the thesis/master's* thesis entitled "Title of thesis".

By signing, I hereby guarantee that:
- the work submitted is solely the result of my own research,
- I have ensured that the works and opinions of other authors used in the submitted work are cited or quoted in accordance with the Faculty's guidelines,
- I have ensured that all works cited and opinions expressed by other authors are included in the list of references and sources, which is an integral part of the submitted work and is written in accordance with the Faculty's instructions,
- I have obtained all permissions to use the copyright works that are fully transferred to the submitted work and I have made this clear in the submitted work,
- I am aware that plagiarism - the presentation of another's work, either verbatim or in the form of almost verbatim paraphrasing or in graphic form, whereby another's thoughts or ideas are presented as my own - is punishable by law (Copyright and Related Rights Act, Official Gazette of the Republic of Slovenia, No. 21/95) and that the offence is also punishable by action under the rules of the University of Ljubljana and the Faculty of Administration,
- I am aware of the consequences that proven plagiarism may have on the work submitted and on my status at the Faculty of Administration,
- I agree to the publication of the work in the University of Ljubljana Repository.

The thesis was proofread by* "First Name Last Name, Educational Title".

Ljubljana, date of submission

Signature of the author:*

* Adapt the text as appropriate to the context of the work.

Annex 4: Executive summary and keywords

SUMMARY

Text text text text text text text text text text text text text text text text text text text. Text text text text text text. Text text text text text text text text text text text text text text text text text text text text.

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Keywords: public administration, organisation, discipline, efficiency, public sector.

ABSTRACT
ENGLISH TITLE

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Keywords: public administration, organisation, discipline, efficiency, public sector.

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