Guidelines for writing and editing professional and scientific works at FDV
Guidelines for writing and editing professional and scientific works at FDV

Authors: Nataša Logar, Ana Bojinović Fenko, Mira Vončina, Mirjam Kotar, Irena Vipave Brvar, Andreja Krnjajić, Borut Kirar


Translation: Nina Gorenc

Publisher: Fakulteta za družbene vede, 2017

The use, dissemination and reproduction in new documents is only permitted for non-commercial purposes, with consistent reference to the source:

This work is licensed under the terms of Attribution-Non-commercial 4.0 International license.
Preface

Language for professional purposes (LSP) includes various forms of specialised expression. It is implemented in both, oral and written form, namely in the form of lectures, presentations, roundtable discussions and similar, or in the form of seminar papers, scientific essays, film criticism etc. During the course of your studies you will be in constant contact with both of the forms, while also having to create and actively use many of the genres within the two forms. With oral presentations and the writing of professional and scientific texts you will demonstrate not only your knowledge of the subject area, but also your research, methodological and linguistic skills.

The focus of Guidelines for writing and editing professional and scientific works at FDV (from here on referred to as Guidelines) is on written works, and they are founded upon basic content, design and bibliographical elements of the final work that students are required to produce upon finishing their first, second and third study level, namely diploma thesis, master's thesis and doctoral dissertation. The Guidelines are compulsory both, for the listed final works, as well as for the preparation of other professional and scientific study papers (e.g. seminar papers, essays and similar), and they can be further supplemented with the advices of the supervising mentor.

Our goal was to write a structured and clear text, enabling a swift adaptation to the new guidelines. The form, i.e. the format or the image will thus come to be seen as secondary to what is more important, namely the content; the form will become a routine, and adherence to academic honesty consistent. For the same reason the Guidelines aim at fundamental knowledge and skill of scientific writing on the basis of most common practices, and not all that exist at the moment or are still in the process of evolving.

The Guidelines are a translation of the original text titled Navodila za pisanje in oblikovanje strokovno-znanstvenih del FDV into English language. The present translation is intended for foreign language students, who have not yet mastered the Slovenian language sufficiently to follow the Slovenian guidelines; therefore the guidelines offer additional information in Slovenian language in the part where examples are provided, as they are based on the premise that also these students should start to write their professional texts in Slovenian as soon as possible. Examples of prescribed APA citation style in Slovenian language are available here. Foreign students who will submit their works in English only can find the instructions for content formation and design of their works in these Guidelines; however, the original English examples of prescribed APA citation style can be found in the 6th edition of the Publication manual of the American Psychological Association (available in the Central Social Sciences Library and in e-portal of study literature ZEBRA (restricted access for FSS.
students only)). To form APA style bibliographic record in English we also recommend to use cite and export options in DiKUL, and reference management options in Endnote (see Ch. 5).

September 2017

Authors
Contents

1 STRUCTURE OF CONTENT AND FORM OF PROFESSIONAL OR SCIENTIFIC WORK 7
   1.1 Introductory part ........................................................................................................... 8
   1.1.1 Front page .................................................................................................................. 8
   1.1.3 Acknowledgment ....................................................................................................... 10
   1.1.4 Authors’ Declaration or Declaration of authorship .................................................. 10
   1.1.5 Title, summary and key words .................................................................................. 10
   1.1.6 Table of contents ...................................................................................................... 11
   1.1.7 List of used abbreviations and symbols ................................................................ 12
   1.2 Central part ................................................................................................................... 12
   1.2.1 Introductory part ....................................................................................................... 12
   1.2.2 Theoretically-empirical part .................................................................................... 12
   1.2.2.1 Tables and figures ................................................................................................. 13
   1.2.2.2 Notes .................................................................................................................... 13
   1.2.2.3 Referencing and quotations .................................................................................. 14
     1.2.2.3.1 Plagiarism ....................................................................................................... 15
   1.2.3 Conclusive part ........................................................................................................ 15
   1.3 Final part ....................................................................................................................... 15
   1.3.1 Sources ..................................................................................................................... 15
   1.3.2 Subject and name index ........................................................................................... 16
   1.3.3 Appendices ............................................................................................................... 16

2 LANGUAGE OF PROFESSIONAL AND SCIENTIFIC WORKS ........................................... 18

3 SCOPE AND OUTLOOK OF FINAL PROFESSIONAL AND SCIENTIFIC WORK .... 19

4 IN TEXT CITATIONS IN SLOVENIAN LANGUAGE ......................................................... 20
   4.1 Reference to a complete source .................................................................................... 21
     4.1.1 Complete source with a known author .................................................................... 21
     4.1.2 Entire source with unknown author or group authorship ....................................... 22
     4.1.3 Primary sources – documents ................................................................................. 23
   4.2 Citation to parts of sources .......................................................................................... 25
   4.3 Indirect citing and summarizing .................................................................................. 26
   4.4 Citing and summarizing non-archived personal communication and interviews ...... 26
   4.5 Citing and summarizing of sources without the date of publishing ......................... 27

5 FORMATTING A BIBLIOGRAPHICAL LIST OF SOURCES ........................................... 28
   5.1 Internet sources: DOI, Dostopno prek, internet links dividing, hyper connectivity ... 29
   5.2 Formatting a list of bibliographical data in chapter Sources ....................................... 29

6 PRIOR TO SUBMISSION .................................................................................................. 31

7 REFERENCES .................................................................................................................... 32
1 STRUCTURE OF CONTENT AND FORM OF PROFESSIONAL OR SCIENTIFIC WORK

Scientific work has an exactly defined subject of analysis, which is presented in new way, by bringing to the front new findings or new connections between already familiar findings related to the subject of analysis. The knowledge is upgraded in a way that other researchers cannot bypass it, and includes all the data needed for the verification of hypotheses and conclusions (Verovnik, 2001, pp. 10–12). The difference between professional work and scientific work lies mainly in the fact, that the former does not contribute new findings on the topic dealt with, or at least not in a relevant scope. However, there are also many characteristics they have in common, and the present guidelines deal with a few of them. The title of the document, namely »professional and scientific« embraces both; however, the work will be initially focused on the student's final work, as explained already in the preface.

Elements of the final work can be merged in three groups: introductory part, central part, and final part (for more on this cf. Verovnik and Logar, 2001; Logar, 2016, pp. 14–19). Within these three parts, the constituent parts (and these are not intended as chapter or subchapter titles) must be in the following order:

Introductory part (front matter):

- Front page
- Title page
- Acknowledgment (optional)
- Authors’ Declaration or Declaration of authorship
- Title of the work, summary and key words in Slovenian and English language
- Table of contents
- List of abbreviations and symbols (optional)

Central part (body matter):

- Introductory part
- Theoretical – empirical part
- Conclusive part

Final part (back matter):

- Slovenian abstract (when work is written in English only: 500 - 1000 words)
- Sources
Subject and name index (only for doctoral dissertations)
Appendix (optional)

In the case the work is written in English, a structure defined in relevant FSS rules needs to be complied with.

1.1 Introductory part

1.1.1 Front page

UNIVERZA V LJUBLJANI
FAKULTETA ZA DRUŽBENE VEDE

Ime in priimek avtorja/avtorice

Naslov zaključnega dela

Thesis title

Diplomsko delo/Magistrsko delo/Doktorska disertacija

Ljubljana, leto

The sample provided above contains all the elements required on the front page: at the top and written in capital letters (upper case) is UNIVERZA V LJUBLJANI (UNIVERSITY OF LJUBLJANA), and below it FAKULTETA ZA DRUŽBENE VEDE (FACULTY OF SOCIAL
SCIENCES). What follows is written in lower case and capitalized, namely the name and surname of the author, the title of the work (in both languages: Slovenian and English) and a subtitle Diplomsko delo – Diploma thesis (or Magistrsko delo – Master's thesis / Doktorska disertacija – Doctoral dissertation, Essay/Seminar paper/Report etc., if this is a course assignment). At the bottom of the page we write Ljubljana, followed by the year. Entire text is centrally aligned and written in font Times New Roman. Font size for the title is 16, and for the rest of the text 14. The title of the work is written in bold type, the remaining text in normal.

1.1.2 Title page

UNIVERZA V LJUBLJANI
FAKULTETA ZA DRUŽBENE VEDE

Ime in priimek avtorja/avtorice

Mentor/mentorica: naziv ter ime in priimek
Somentor/somentorica: naziv ter ime in priimek

Naslov zaključnega dela
Thesis title

Diplomsko delo/Magistrsko delo/Doktorska disertacija

Ljubljana, leto
Title page contains the same information as the front page, and in addition the academic title, name and surname of the mentor and eventually a co-mentor. This is placed above the title of the work, and the full academic (pedagogic or research) title precedes the name(s) of the mentor(s). Formatting is equal to the formatting on the Title page.

1.1.3 Acknowledgment

Acknowledgment is not compulsory. When included, it must be placed on a separate page on the lower third of the page. In the acknowledgment we thank by name all the individuals, who have in any way contributed to the successful elaboration of the final work, and we also thank the companies that have financially or by providing the required data or in any other way supported the research.

1.1.4 Authors’ Declaration or Declaration of authorship

Declaration form is available in the student’s web office (bachelor and master degree) and on the faculty web page for the doctoral programmes. The form needs to be printed out in pre-defined form, signed by hand, upon which it must be included in the printed copy of the thesis (it is not included in electronic final document) and precedes the page with the title, summary and key words.

1.1.5 Title, summary and key words

*Title* of the work should be short, concise and focused on the analysed problem. It should not be a rewritten research question or a (hypo)thesis. A good title reflects both, a conceptual approach to the problem and the empirical side of the research. Should the author wish to formulate the title attractively, it can be done in the first part of the title, while the second part should place the content of the thesis in the professional and scientific framework. If we opt for a subtitle, it is written after the colon and in lower case (providing it is not a proper name).

Examples of good titles with subtitles:
- Regionalization of active employment policy measures in Slovenia: the case of Savinja region
- Russian *divide et impera*: causes of inconsistency in the implementation of the EU energy policy
- Analysis of threats to international peace and security by contemporary maritime piracy: the case of piracy off the coast of Somalia

Examples of poor or bad titles:
- Youth and political participation
- Reading culture
Reasons behind success stories of online dating, dangers arising from the lack of IT proficiency, and the importance of immaturity of young people when starting partnerships

The title of the work (placed after the authorship declaration) is formatted in lower case letters and in bold. The title is followed by an empty line and after it a summary.

*Summary* is a concise presentation of the content of the work, without explanatory or critical comments. It consists of a brief description of the research problem, goals, methods of work, and key findings. In diploma and master's thesis it comprises from 150 to 250 words, and in doctoral dissertation from 2 to 4 pages. Line spacing for the summary is 1 (the rest of the thesis 1.5 – for more on this cf. Chapter 3).

In the new line below the summary are the *keywords*. There are 3 to 4 keywords in diploma and master's thesis, and at least 5 in doctoral dissertation. There is no need for keywords in shorter assignments. Keywords are words and phrases (they can be also proper names) that best reflect the content of the work. When defining the keywords you can use a bilingual (Slovenian and English) search engine of subject headings ODKJG.

Title, summary and keywords are translated in English. In diploma and master's thesis all three parts in both languages must be printed on one page.

1.1.6 Table of contents

Table of contents is compulsory, while other lists (index of tables, index of figures) are only added if there are at least three entries (at least three tables or at least three charts).

Table of contents must include complete titles of all chapters and subchapters with indication of page numbers where individual chapters or subchapters begin. Chapters and subchapters are decimally numbered at more levels 1, 1.1, 1.2, 1.2.1 etc.). Introduction is marked with number 1. If there are appendices to the final work, the table of contents reports first the heading Appendices, and below entire titles of all appendices are listed together with page numbers where they begin. Appendices are capitalized. To find out more about formatting appendices cf. subchapter 1.3.3.

Table of contents is followed by (providing there are more than 3 entries) the index of tables and index of figures. In these indexes we use consecutive numbers and titles of tables or figures, as well as their page numbers. To find out more about numbering tables and figures, cf. subchapter 1.2.2.1.
1.1.7 List of used abbreviations and symbols

The list provides an explanation of (a) abbreviations and symbols, created by the authors for the needs of their own text, and (b) abbreviations and symbols, known only to a restricted group of experts. Generally known and familiar abbreviations and symbols, e.g. EU, VAT, GDP, €, are neither explained nor included in our list. In default abbreviations that have not acquired a Slovenian version and have thus been used in the original form, a translation and the root are provided.

The list is alphabetically ordered and structured in three columns (1. abbreviation/symbol; 2. when the origin of acronym or abbreviation is not in English language, it has to be written in italics; 3. English translation, provided the abbreviation is not in English), e.g.:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>GI</td>
<td>genetic engineering</td>
</tr>
<tr>
<td>ICRC</td>
<td>International Committee of the Red Cross</td>
</tr>
<tr>
<td>WHO</td>
<td>World Health Organization</td>
</tr>
<tr>
<td>ZZZ</td>
<td>Zakon o zunanjih zadevah</td>
</tr>
</tbody>
</table>

1.2 Central part

1.2.1 Introductory part

In the introductory part a reader is acquainted with the topic. Premises and goals of the work are analysed, and a short, but content-wise relevant professional framework or a description of the area related to the selected problem is provided. Based on the literature we summarize the already known solutions and assess their importance for our work. We also identify research questions that will be dealt with, or claims (theses) that will be reinforced or weakened, or hypotheses that will be verified (for more on this cf. Bučar, Šabič and Brglez, 2002). Research methods are identified, structure of the work outlined and eventual research limitations exposed.

1.2.2 Theoretically-empirical part

Content-wise this is the most important part of the work. It is divided in chapters and subchapters that are reasonably connected and decimally numbered. It is important to keep focus on the length of individual titles, which are not supposed to be too long, too complex and the text scattered. It is recommended that the work does not exceed three subheading levels.
Most often the text is broadly divided in two parts. In the first, *theoretical* part we describe and (based on critical reading) assess the state of research related to the analysed problem, relying on the information available in home and foreign scientific literature. Already known theoretical findings and thoughts are thus summarized in a coherent and clear manner. In the *empirical* part we discuss a detailed implementation of our own research and present the results. Presentation of results is systematic, with a degree of (self)criticism added in the discussion. When appropriate and relevant, results are also presented in the form of tables and figures.

1.2.2.1 Tables and figures

Presentation in tables and figures is desirable when it contributes to the understanding and transparency of the work; their goal is to present a synthetic view on the gathered data and findings. We are using generic terms »table« (tabela) and »figure« (slika) and not individual designations such as chart, sketch, scheme etc. (these are figures) or grid (this is table).

Tables and figures should be labelled with a specific title with great explanatory value. Titles are above table or figure and are numbered separately, with a two-digit numbering system. The first number defines the number of the main chapter, while the second is a consecutive number of the table or figure in this chapter. There is no period after the table or figure title.

Each table must be mentioned at least once in the text (e.g.: gl. Tabelo 2.1, na Sliki 2.1 je razvidno, da ...), and when necessary also explained. Tables and figures should be inserted as close to the part of the text where they are referred to as possible (and not two pages after the mention).

If a table or figure is taken from another source, this must be defined below the table/figure, in the form of a reference (more on this in chapter 4 and 5). Below the table we write the word Source, followed by a colon and a reference.

1.2.2.2 Notes

Notes are formatted as footnotes and consecutively numbered from the beginning of the work to its end (this is technically done by selecting Insert footnote in Text editor menu). The number of a footnote follows the former sign and is not preceded by a space. Footnote should be inserted immediately after the part of the text that we want to further explain (or after a selected word that will be defined in the footnote, or at the end of the sentence if we need to explain and complement the meaning of the entire sentence). In principle, footnotes are not used for titles
and subtitles, and are rarely used in introduction and conclusion. Footnotes are written in font size 10 and the text is justified. Each footnote begins with a capital letter and ends with a period. URL-address links are not permitted in titles. We do not define sources of quotes or summaries in the footnotes, unless they happen to be indirect summaries (cf. further).

Footnotes are either related to the content or they can be of technical nature (Bojinović Fenko and Požgan, 2016, pp. 12). Content footnotes provide detailed explanation of informative nature, which is not of key importance for the governing topic of our discussion. We can also write which are the authors dealing with a certain topic, which is not central to our research and thus we decided not to focus on it in our work. Technical footnotes relate in particular to indirect citing: we use them to write down bibliographical data about the source A, which we quoted and summarized indirectly, namely from the source B (for more on this cf. also subchapters 1.2.2.3 and 4.3). Technical footnotes can contain basic data about primary sources, as well as more detailed data when required for the analysis (e.g. number of contracting states in an international treaty), while bibliographical data or the uniform resource locator (URL) link are not included.

1.2.2.3 Referencing and quotations

Whichever type of a text that is not your own and was used in writing, always needs to be referenced by citing the text or the data source. This applies both to direct citing and to summarizing the ideas and findings of other authors with your own words (summarizing). Citing is marked by double quotation marks. If the original author has already used quotation marks in the text we are citing, we have to change the quotation marks from double to single (‘x’ instead of "x"). When citing or summarizing it is compulsory to write page numbers, the only exception being references to the entire work (for more on this cf. subchapter 4.1). When possible we cite the original work, citing of secondary sources permitted only if the original work is not available.

Citations of 5 lines or less are included in the text without having to form a new paragraph. Double quotation marks indicate the beginning and the end of the citation, the source is referenced in the phrase introducing citation or at the end of citation. If citation exceeds 5 lines, it should begin on a new line and the entire citation should be indented (1,5cm) from the left margin. Font is smaller (11) and line spacing is 1. In this case the quotation marks are omitted (if there were quotation marks used in the original, they are not changed into single quotation
marks but remain as used in the original; cf. above). The source of citation is included in the sentence introducing the citation and is not part of the citation paragraph.

In text we refer to another sources with citation, in line with the examples provided in chapter 4 and 5.

1.2.2.3.1 Plagiarism

Plagiarism is one of the violations of academic honesty. Every professional work is based on knowledge, understanding, analysis and information of other authors, written and reported in books, articles, documents, media contributions etc., collected in data bases or presented orally in interviews, consultations etc. The use of these sources must be referenced and clear from the text. Presentation of the work and knowledge of another author as your own, without source reference, is plagiarism. Plagiarism stands for a theft of intellectual property and disregard of scientific ethics, therefore it represents a major infringement of Rules on disciplinary responsibility of students at the University of Ljubljana (Pravilnik o disciplinski odgovornosti študentov Univerze v Ljubljani).

1.2.3 Conclusive part

In the conclusive part of the text research results are critically and comprehensively evaluated and if possible, compared with the results of other authors. We provide answers to the research questions, reinforce or weaken the theses, and confirm or reject the hypotheses defined in the introductory part. We expose the most surprising and important findings and eventual problems and weaknesses of the work. We do not provide new data and in generally, we no longer refer to other sources. We assess whether the objectives defined in the introduction have been met, and present the ideas that emerged during the course of the research, and could be the subject of a new or supplementary research. We also introduce eventual open questions and indicate guidelines for their solution. Conclusions must be exact, short and clear.

1.3 Final part

1.3.1 Sources

Sources are the deposit of data and knowledge. We can differentiate between primary, secondary and tertiary sources (Južnič, 1992, pg. 106–142). Primary sources are documents (legal, legislative, executive and other, i.e. government strategies, rules, minutes), statistical data (survey data, data from databases), interviews data (published or not), data from qualitative
research (ethnographic data, focus groups, in-depth interviews, experiments, observations etc.). Also speeches, addresses of e.g. a politician, can be treated as a primary source. *Secondary sources* are the texts analysing and interpreting primary and other secondary sources, and on their basis arrive at new findings and considerations (scientific monographs, text books, scientific and professional articles, contributions at scientific conferences, diploma and master's theses, doctoral dissertations, data from the websites of institutions, encyclopaedias, lexicons etc.). *Tertiary sources* are lists of already compiled sources (e.g. citation indexes, glossaries, bibliographies, book catalogues).

In the chapter titled Sources (and not Literature index, Sources and literature, Literature etc.) we list all the works we have referred to in our text. The works we have not referred to are not included in this list. When citing in the text and/or formatting the list of sources, it is of utmost importance to strictly adhere to the rules presented in chapter 4 and 5.

1.3.2 Subject and name index

Final works on the 1st and 2nd level of study do not contain a subject and name index, whereas it is compulsory in doctoral dissertations. It can be formatted as a single common index, or as two separate indexes.

Subject index contains an alphabetical list of key subjects, terms from the text, with reference to the pages on which they are mentioned. If a term is used very often, we limit page reference to 10 most important occurrences. Name index contains an alphabetical list of people appearing in the text. They are reported by surname, and the comma is followed by name – the same as in the subject index, a reference to the pages on which they are mentioned follows. Thus we enable the reader to effectively learn about the authors of concepts, and to make printed text searches easier.

1.3.3 Appendices

Appendices contain all information required to show integrity of the work, but considered a potential interference with the main message of the work, since they could distract the reader or are simply too long to be included in the text. However, they are seen as important for the credibility of the work and consist of e.g. long lists, interview transcripts, survey questionnaires etc. Appendices must be titled and consecutively labelled with capital letters (Appendix A, Appendix B etc.). If appendices are further divided, we mark individual sub-units with Arabic
numerals (e.g. Appendix A.1). There has to be at least one reference to each appendix in the main text.
2 LANGUAGE OF PROFESSIONAL AND SCIENTIFIC WORKS

The final thesis is written in Slovenian language. Any possible exceptions (writing in English and consequently relevant structure of the work) are defined and regulated in the Rules on the final thesis in first and second cycle study programs, and in the Exerts from the Rules on Doctoral studies.

Professional – scientific works must be clear, exact, and concise. Their purpose is mainly to describe, define, analyse, substantiate, and explain. Their primary task is of informative-cognitive nature. Errors of spelling and grammar, as well as inadequate or less adequate vocabulary, should not appear in professional-scientific texts.

Special attention goes to professional terminology. It is important to use established terminology, which is coherent with literary standard. If there are more denominations or terms for the same content, we have to be consistent in using always the same. If there are both, a default and a Slovenian term, the Slovenian one would normally be preferred. Regarding the contents that have not yet acquired a Slovenian term, a proper Slovenian equivalent should be suggested. When the term is mentioned for the first time, we write the original denomination in bracket, and henceforth the proposed Slovenian equivalent will be consistently used.
3 SCOPE AND OUTLOOK OF FINAL PROFESSIONAL AND SCIENTIFIC WORK

The scope of *diploma thesis* varies with a view to the study program (cf. *Predstavitveni zbornik študijskih programov 1. stopnje* – Presentation publication of 1st level study programs), while the envisaged scope of a master's thesis is from 45 to 80 pages (or from 15,000 to 20,000 words), and for a doctoral dissertation from 160 to 350 pages (appendices are not included in this scope). Margins are 2.5cm, text is justified, font Times New Roman, size 12. Line spacing is 1.5 (with the exception of longer citations – for more cf. subchapter 1.2.2.3, and summary – cf. subchapter 1.1.5). Paragraph spacing is 10pt bellow and 10pt above (first line of the paragraph is not indented to the right). Exceptions are the numbered, indented, or otherwise marked paragraphs – in order not to space the lines too much, such paragraphs do not have the additional 10pt spacing.

Each main chapter (but not a subchapter) starts on a new page. Titles of main chapters are followed by an empty line, while subchapters have the empty line only above; however, from the third subheading level on it can be also omitted (i.e. when preceding the subtitle numbered for example 1.2.3).

The so-called header is empty, and in the so-called footer there are only page numbers (notes inserted as footnotes are not part of the so-called footer). Page numbers must be consecutively numbered with Arabic numerals from the (inner) title page to the last page (including the numbers of appendices; if appendix pages could not be numbered in e-document, they have to be numbered manually). Consecutive number is aligned centrally at the bottom of the page, and numbers are shown from (and including) the Table of contents on (preceding pages are thus numbered and counted, but the number is not visible). Technical instructions on formatting page numbers in Word are available on the Faculty web page.

The work is submitted in printed version, in A4 format. From and including the introductory chapter on it is printed two-sided. In diploma and master's thesis the binding is soft, whereas non-final versions of doctoral dissertation are spiral-bound. Hard binding is only required for all final copies of doctoral dissertation. The dissertation is bound in black cloth with lettering in gold. More on the submission of final works is defined in the *Rules on the final thesis in first and second cycle study programs*, and in *Exerts from the Rules on Doctoral studies*. 
4 IN TEXT CITATIONS IN SLOVENIAN LANGUAGE

Foreign students who will submit their works in English only can find original citation rules, in text citation examples, and reference examples in the 6th edition of the *Publication manual of the American Psychological Association* (2009), available in the Central Social Sciences Library and on e-portal of study literature ZEBRA (restricted access for FSS students only).

Foreign students who will submit their works in Slovenian language are invited to consult the in text citations rules as defined in the prescribed APA style in Slovenian language (*Navodila za pisanje in oblikovanje strokovno-znanstvenih del FDV*). However, should non-Slovenian speakers want to study Slovenian scientific works, they can consult the interpretation of in text citations in Slovenian language provided below.

As defined in subchapter 1.2.2.3: whatever used by the author of the text in writing (but also in oral presentations of professional contents) that is not his/her own, always needs to be referenced by citing the source. Source citation can be found in two places: in the text we refer to the source in the form of a citation, and at the end of the work the source is given a full bibliographic citation and is identified in the chapter titled Sources. Every source cited in the text must be exactly referenced in Sources, and vice versa. There are only two exceptions that are cited in text only, but not in Sources, namely the works such as: (a) the Bible and Koran, since their chapters or parts of them have been standardized in all editions, and (b) non-archived personal communication (for more on this cf. subchapter 4.4).

In creating the rules for formatting references and indexes in chapter Sources in Slovenian language, we complied with the 6th edition of the *Publication manual of the American Psychological Association* (2009).

Below are examples of citation style elements that have been Slovenized from English:

et al. > in drugi
p., pp. > str.
ibid. > prav tam
& > in
as cited in > v
retrieved from, available from > dostopno prek
Besides references we can also refer to sources in the form of in text citations, e.g.:

<table>
<thead>
<tr>
<th>Reference</th>
<th>In text citation examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>… (Lovec, 2017) …</td>
<td>… kot navaja Lovec (2017), se pojavja …</td>
</tr>
</tbody>
</table>

When formatting reference it is important to know whether we are referring to the entire source or just a part of it (e.g. individual pages), how many authors there are for a certain source, are they known, is this a non-typical professional or scientific source (namely not a book, article, or a chapter in the proceedings).

### 4.1 Reference to a complete source

#### 4.1.1 Complete source with a known author

If we refer to a complete work with a known author (person or institution), we write first the author's surname or the name of the institution, and after a comma the year of the publication, all bracketed, e.g.:

(Sullivan, 2013)

(Global Environment Coordination, 1994)

If the authors are two, we write both surnames, separated by and, e.g.:

(Macionis in Plummer, 2012)

If there are three or max. five authors, for the first time we reference them all, and before the last one we add the conjunction in. In all subsequent references we refer to the source by quoting only the first author, followed by and others, e.g.:

(Della Porta, Sedmak in Lukšič, 2003) nato: (Della Porta in drugi, 2003)
If there are six or more authors we always quote just the first one, followed by et al., e.g.:

(Haralambos in drugi, 2005)

In all these examples we maintain the authors’ order as defined in the source (namely we do not "correct" it to alphabetical order).

When referring to more works of the same author published in the same year, we add alphabet letters immediately after the year of publishing. The letter a is assigned to the first work in the alphabetical order, b to the second one, and so forth. If we refer to such works in the same place, we list them after the comma, but we do not repeat the author’s surname, e.g.:

(Bojinović Fenko, 2016a, 2016b)

We proceed equally when a work was written by more authors and their order in the source is the same.

If we refer to more works at the same time, we separate them by a semicolon, e.g.:

(Moynihan, 1997; Weinstein, 1998/1999; Brezovšek in Črnčec, 2010)

In this case we cite the oldest sources first, and use alphabetical order for the sources from the same year.

If we refer to the same source (i.e. to the same work of the same author and the same page) consecutively and without an excessive intermediate distance (for example, two pages), we do not repeat the quote, but write ibid in brackets. If the pages have changed, we do the same, but change the page information, e.g.:

Avtorja ugotavljata, da je kriminalizacija postala norma (Zavratnik in Šori, 2016, str. 28) in da se je oblast na vstajo odzvala z uporabo represivnega aparata (prav tam, str. 29).

4.1.2 Entire source with unknown author or group authorship

When referring to a work whose authorship (personal or institutional) is not identified or the author is a group, we begin reference with the work title, followed by a comma and the year of publishing. We add quotation marks to the title of such work, chapter, or web page. We thus refer to a newspaper article without a known author for example like this:
If the title is lengthy and there is no author, chapter, or web page, we add quotation marks also to a short reference, e.g.:

("Umrl je Dušan Velkaverh", 2016)

As opposed to the title of newspaper articles, the titles of chapters or web pages with an unknown author or group authorship, in titles of periodicals, books, brochures or reports with unknown author or group authorship we use italic instead of quotation marks, e.g.:

(Merriam-Webster’s collegiate dictionary, 2005)

Just like when quoting a source with a known author, also in the above described cases we write (ibid) in brackets, when referring to the same source (i.e. the same work of the same author) in the text.

4.1.3 Primary sources – documents

Documents can be of legal, legislative, executive and other types. Legal sources are basically judgments of national and international courts. Legislative sources are the decisions adopted by political organs; they can be national (constitution, laws, statutory instruments etc.) and international (decisions adopted by decision-making organ of international governmental organization). Executive documents are materials and strategic documents of national (governmental) organ and organs of international governmental organization. Other documents are minutes, regulations, etc. Documents are obtained from trustworthy official institutions of their origin.

Document is entered in the text with its title and mostly the year of its creation. If the document we are dealing with is written in a foreign language, in the text we report a Slovenian translation of the document's title (in the text we do not refer to the original title in foreign language). At the same time we identify the source in a footnote with all the data, except for the accessibility information. In the list of sources we write the source exactly in the same manner as in the footnote, with the addition of accessibility data (e.g. as annex to a monograph or on the web page of the organization of its origin). In the text the only titles written in italics are the court
judgements, while in the list of sources also the title of the source in a foreign language is written in italics (if such a source was analysed).

The name of the institution the source is referring to – be that a secondary source (report, web page data), or an executive document -, is quoted in the language of the source. If we analysed a European Commission report in Slovenian language, the author is Evropska komisija. If we want to quote data from the World Trade Organization web page, where texts are written in English language, the author is World Trade Organization. Organization names are in this case not written in italics, seen as proper names of the institutions, which were the authors of the report.

Instead of the document's title, we can introduce an acronym or an abbreviation, but we can also use in professional circles already established adaptation of the name. However, this can be used in text only, and not in footnotes or in the list of sources. We can also abbreviate the names of institutions, organizations, corporations, and similar. The same as with source titles, we do so when referring to them for the first time by abbreviating the name in brackets after the word hereinafter, and from that point on continue to use the abbreviated form, e.g.:

Statistični urad Republike Slovenije (dalje SURS) zbira podatke o ...

or

V Deklaraciji o načelih mednarodnega prava o prijateljskih odnosih in sodelovanju med državami v skladu z Ustanovno listino Združenih narodov (dalje Deklaracija sedmih načel) je določeno, da ...

In such case, the abbreviated form is used also in the reference, e.g. for the last given example:

(Deklaracija sedmih načel, 1970).

In the text following the document title we write the year of the documents' creation for all documents but international treaties, as they are signed at a certain place on a certain date, but after that the signatories have to ratify them in national parliaments, therefore the date when a sufficient number of signatory states ratified the treaty is even more important, as the treaty thus enters into force. No dates are written in the text, and both dates (the date of signature and the date of ratification) are written in the footnote and the list of sources (Bojinović Fenko in Požgan, 2016, str. 5–6). The only exception in quoting the documents are strategic documents of national (governmental) organ and organs of international governmental organizations (e.g.
the ministry strategies or the White Paper of the European Commission), which are referred to as secondary sources by the author of the document and without notes, e.g.:

- Ustava Republike Slovenije (2006)\(^1\)
- Dublinska uredba (2013)\(^2\)
- Ustanovna listina Združenih narodov (51. člen)\(^3\)
- Tožilec vs. Radislav Krstić (2001)\(^4\)
- Ministrstvo za zunanje zadeve (2015)
- Evropska komisija (2017)

### 4.2 Citation to parts of sources

If citing only a part of source, we have to cite the pages of the work that are relevant for us. If reference to an article, point, chapter, picture, table, equation, and similar makes more sense, we write the year, which is followed by article, point, chapter etc. If pages of the work are not numbered, we either define them by counting, if possible and sensible (e.g. in a PDF-document), or we simply leave the page number out.

If citing, the page numbers of citation's origin are expressly defined. If we refer to one page only (or in primary sources to one article, one point and similar), we define only that page (or that article, point and similar). If the citation in the original text covers several pages without interruption, we quote the entire range.

If we summarize from several pages, but with interruptions, we define only the pages we summarized. However, if the entire range is of relevance to us, then we define the first page, where we started to summarize, and following a dash (not a hyphen) also the last page in this range, e.g.:

(Sullivan, 2013, str. 26)

(Global Environment Coordination, 1994, str. 5, 9, 12)

---

2 Uredba (EU) št. 604/2013 Evropskega parlamenta in Sveta z dne 26. junija 2013 o vzpostavitvi meril in mehanizmov za določitev države članice, odgovorne za obravnavanje prošnje za mednarodno zaščito, ki jo v eni od držav članic vloži tretje države ali oseba brez državljanstva (prenovitev).
4.3 Indirect citing and summarizing

If a citation or summary were not taken from the original work, for it was not accessible, this has to be defined in the brackets after the preposition v, e.g.:

... kot je ugotavljal že Prijatelj (1908, str. 50, v Lukšič, 2015, str. 715),

Meaning that we quoted Prijatelj's thought, published in 1908 on pg.50, from Lukšič's work, pg. 715, published in 2015. Lukšič's work is cited in the final bibliographical list of sources, and Prijatelj's work with all the bibliographical data already in the text, namely in notes (cf. a description of technical notes in subchapter 1.2.2.2). When formatting the entry of such a source in notes (first surname, then abbreviated name, then the year in brackets etc.), we comply with the rules from subchapter 4.2.

4.4 Citing and summarizing non-archived personal communication and interviews

Non-archived personal communication refers to texts whose existence cannot be proven, as we do not (or no longer) have it stored. Such texts are not listed in the chapter Sources, and are only quoted in text.

Author who shared his/her thoughts that we want to cite or summarize in the form of personal communication (consultations, interview, letter and similar), is quoted by writing the abbreviated name, entire surname, and then a bracketed reference as follows:

... po ekologu J. Mohlhenrichu (osebno komuniciranje, 2008, 5. januar)

If we cannot provide the date, we have to, when possible, write at least the month (in the form: January 2008), or the year.

If such communication is stored in our personal archive, e.g. in the form of an e-mail, a screen shot, a preserved letter etc., the source is still not written in the list of sources, and the reference is formatted as follows:
Immediately after the brackets we add a footnote stating: Personal letter is available from the author.

If this is an interview, whose record is stored only in personal archive and is thus publicly unavailable, it is also not cited in the list of sources, and the reference is formatted as follows:

(Pahor, osebni intervju, 2015, 17. maj)\(^6\)

In this case we also add the following footnote: Audio recording of the interview, in the form of raw data, is available from the author. Audio recording and the interview transcript, in the form of raw data, are available from the author.

If these are documented, published or in research data archive or media archive stored interviews that are publicly available, we cite them in the list of sources and refer to them in the form of a normal reference, e.g.:

(Smith, 1989)

### 4.5 Citing and summarizing of sources without the date of publishing

If the date of the publishing is not available, instead of writing the year, we write the abbreviation b. d. (brez datuma – without date).

---

\(^{5}\) Personal letter is available from the author.

\(^{6}\) Audio recording of the interview, in the form of raw data, is available from the author.
5 FORMATTING A BIBLIOGRAPHICAL LIST OF SOURCES

All the sources that we referred to in the text, must be cited with complete bibliographical information in chapter Sources. Citing of works we have not referred to, is ethically disputable and thus not permitted. Final works that have been proven to contain such elements, are sanctioned.

In the chapter Sources we do not differentiate between primary, secondary, and tertiary sources – they are all included in the same list. All units are ordered alphabetically by the surname of the first author or institutions, that published the work, or by the work title, in the case of unknown authorship. The list is marked with Arabic numerals and has the form of hanging paragraphs (numeral is thus aligned with left margin, while the remaining lines are slightly indented to the right).

In the list of sources we cite the name of the authors as follows: first surname, then the name initial. If a source has up to seven authors, we write all seven of them. If there are eight or more authors, we list the first six, add a comma and three periods with intermittent spacing, and finish with the last cited author.

More works of the same author are listed by the year of publishing from the oldest to the most recent ones. If we cite a work that is being published, we list it as the last one on the list. If there are more works of the same author (or the same authors in identical order) published in the same year, we add lowercase letters a,b,c, etc. to the year. Letters are added by alphabetical order of the work titles.

In the titles of English books, articles, reports etc., we capitalize only the first word of the title and subtitle, as well as proper names, while in the names of the magazines and conference proceedings we capitalize all the words with a full lexical meaning (and not articles, prepositions and conjunctions). In other languages we follow their rules of spelling. When citing sources written in a non Latin language (in Greek, Cyrillic, Hebrew and other scripts), the name of the author and the work title must be transcribed in Latin characters (for more on this cf. http://www.fran.si/134/slovenski-pravopis/datoteke/Pravopis_Pravila.pdf from article 1106 onwards). To facilitate understanding we can opt for a translation of the title, which is then reported in square brackets immediately after the title in original.
5.1 Internet sources: DOI, Dostopno prek, internet links dividing, hyper connectivity

In both professional and scientific publications the citing of DOI identifier has become increasingly wide spread. DOI (digital object identifier) is intended for providing persistent internet connection to up-to-date information about a digital object (including its web location).

There are two correct types of DOI citing:

doi:10.1037/rmh0000008

DOI as URL-address: http://dx.doi.org/10.1037/rmh0000008

Both types are acceptable, but decide for one and be consistent in the entire document. If we opt for the use of the DOI as a web link http://dx.doi.org/, we add the DOI number that always starts with 10. immediately after the slash. When using the DOI citation and regardless of its type, we never write Accessible via. This is used only when citing other internet connections that do not contain the DOI. As seen from the examples above, the first type of citing is not an active connection, while the second one is in the form of a hyper connection. When in doubt about a correct DOI number we can check it on the following web page: https://dx.doi.org/.

When internet links have to be divided for the reasons of length, it is important to keep them functioning. The link is divided with a space after a slash (/), underscore (_), hyphen (-), equal (=), period(.) or any other punctuation mark, but never in the middle of the word or immediately after a http://.

Internet links are formatted as active hyper connections.

5.2 Formatting a list of bibliographical data in chapter Sources

When writing we have to be consistent with APA citation style – meaning there are no derogations from the rules of writing in abbreviations (e.g. abbreviations of names or words such as ed., pg., and other), punctuation marks (brackets, periods, commas, colons etc.), font style (regular or italic), or wording.

As mentioned in the preface, the guidelines are based on the premise that also foreign students should start to write their professional texts in Slovenian as soon as possible. They can find reference examples in prescribed APA style in Slovenian language in Navodila za pisanje in oblikovanje strokovno-znanstvenih del FDV.
Foreign students who will submit their works in English only can find reference examples in the 6th edition of the *Publication manual of the American Psychological Association* (available in the Central Social Sciences Library and in e-portal of study literature ZEBRA (restricted access for FSS students only)). To form APA style bibliographic records in English we also recommend to use cite and export options in Digital Library of University of Ljubljana (DiKUL).

Example of **English cite options APA style in DiKUL:**

![Example of English cite options APA style in DiKUL](image)

Faculty of Social Sciences students and staff are also eligible to use reference management software Endnote (more information [here](#)).
6 PRIOR TO SUBMISSION

Before submitting the text it is advisable to check the following: are the abbreviations uniform, have we consistently used the same type of quotation marks, have we inserted too many spaces, has any of the titles remained alone (unaccompanied by the text) in the last line of the previous page. The final glance should be reserved for the index page, which enables us to assess once more the accuracy, relevance of the subdivision, and cohesion in style and language of all titles. If needed, we can rearrange the central text, when the index page is not systematically structured or it reveals inbalances and incoherence. Prior to the submission we should also check whether the internet links that we referred to actually work.
7 REFERENCES


