



UNIVERSITY OF LJUBLJANA
BIOTECHNICAL FACULTY

SUPPLEMENT TO THE INSTRUCTIONS
FOR THE PREPARATION OF FINAL WRITTEN
WORKS AT THE BIOTECHNICAL FACULTY

Ljubljana

The content is in accordance with the following regulations:

- Rules on B.Sc. and M.Sc. theses
- Rules on procedures for obtaining a PhD title at the Biotechnical faculty

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FOREWORD

The Supplement to the Instructions supplements the document **Instructions for the preparation of final written works at the Biotechnical Faculty**, which generally defines and prescribes the form of final works at the Biotechnical Faculty.

The Supplement to the Instructions includes specific details and prescribes elements that relate only to individual study programmes or study cycles. In doing so, we wanted to avoid the basic instructions becoming too extensive and thus confusing.

In addition to the two documents (Instructions and Supplement), which are freely available on the BF libraries website (<https://www.bf.uni-lj.si/en/about-the-faculty/libraries/services/review-of-written-graduation-and-postgraduation-thesis/>), templates provided by the departmental libraries in accordance with the prescribed instructions may also be helpful in preparing the final work.

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1 ADDITIONAL ELEMENTS IN 3RD BOLOGNA CYCLE FINAL WORKS (DOCTORAL DISSERTATIONS)

For the final works of 3rd Bologna cycle studies, in most study programmes, only the name of the university and the faculty are written on the cover and cover page.

The cover

UNIVERSITY OF LJUBLJANA
BIOTECHNICAL FACULTY

The cover page

UNIVERSITY OF LJUBLJANA
BIOTECHNICAL FACULTY

The **EXCEPTION** is the cover page for the **interdisciplinary doctoral programme in Biomedicine:**

UNIVERSITY OF LJUBLJANA
BIOTECHNICAL FACULTY
INTERDISCIPLINARY DOCTORAL PROGRAMME IN BIOMEDICINE
SCIENTIFIC FIELD MICROBIOLOGY / GENETICS

Page II (Mentorship)

The preparation of the Mentorship page is presented in the general **Instructions for the preparation of final written works** in Chapter 2.1.5. Use the prepared text below, copy the date from the document approving the thesis topic and select your study programme.

Based on the Statute of the University of Ljubljana and the decision of the Biotechnical Faculty senate, as well as the decision of the Commission for Doctoral Studies of the University of Ljubljana adopted on “*date*” it has been confirmed that the candidate meets the requirements for pursuing a PhD in the interdisciplinary doctoral programme in Biosciences, Scientific Field Agronomy/Agrifood Microbiology/Animal Science/Biology/Bioinformatics/Bioengineering in Health Sciences/Cell Sciences/Biotechnology/Economics of Natural Resources/Food Science/Horticulture/Landscape Architecture/Managing of Forest Ecosystems/Nanosciences/Nutrition/Protection of the Natural Heritage/Wood and Biocomposites. Prof. Dr. “*name*” is appointed as supervisor.

or

... in the interdisciplinary doctoral programme in Biomedicine, Scientific Field Microbiology / Genetics.

or

... in the interdisciplinary doctoral programme in Environmental Protection.

or

... in the interdisciplinary doctoral programme in Statistics.

Page III (Key words documentation)

At the **PB** marking, the following is stated:

University of Ljubljana, Biotechnical Faculty, Interdisciplinary Doctoral Programme in Biosciences, Scientific Field Agronomy/Agrifood Microbiology/Animal Science/Biology/Bioinformatics/Bioengineering in Health Sciences/Cell Sciences/Biotechnology/Economics of Natural Resources/Food Science/Horticulture/Landscape Architecture/Managing of Forest Ecosystems/Nanosciences/Nutrition/Protection of the Natural Heritage/Wood and Biocomposites

or

University of Ljubljana, Biotechnical Faculty, Interdisciplinary Doctoral Programme in Biomedicine, Scientific Field Microbiology/Genetics

or

University of Ljubljana, Biotechnical Faculty, Interdisciplinary Doctoral Programme in Environmental Protection

or

University of Ljubljana, Biotechnical Faculty, Interdisciplinary Doctoral Programme in Statistics

Stran IV (Ključna dokumentacijska informacija)

At the **ZA** marking, the following is stated:

Univerza v Ljubljani, Biotehniška fakulteta, Interdisciplinarni doktorski študijski program Bioznanosti, znanstveno področje agronomija/agroživilska mikrobiologija/znanost o živalih/biologija/bioinformatika/bioinženiring v zdravstvu/znanosti o celici/biotehnologija/ekonomika naravnih virov/živilstvo/hortikultura/krajinska arhitektura/upravljanje gozdnih ekosistemov/nanoznanosti/prehrana/varstvo naravne dediščine/les in biokompoziti

or

Univerza v Ljubljani, Biotehniška fakulteta, Interdisciplinarni doktorski študijski program Biomedicina, znanstveno področje mikrobiologija/genetika

or

Univerza v Ljubljani, Biotehniška fakulteta, Interdisciplinarni doktorski študijski program Varstvo okolja

or

Univerza v Ljubljani, Biotehniška fakulteta, Interdisciplinarni doktorski študijski program
Statistika

2 THE LOGO OF THE CO-FINANCER OF THE DOCTORAL STUDENT IF THE CO-FINANCER REQUIRES THIS INDICATION

At its 7th session on 27 May 2013, the Senate of the Biotechnical Faculty decided that the indication of the logo of the co-financier should be indicated in doctoral dissertations in the section Acknowledgements.

3 PREPARING A DOCTORAL DISSERTATION

The structure and numbering of the main sections of the text are usually as follows in doctoral dissertations:

KEY WORDS DOCUMENTATION (KWD)

KLJUČNA DOKUMENTACIJSKA INFORMACIJA (KDI)

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

LIST OF ANNEXES

ABBREVIATIONS AND SYMBOLS

1 INTRODUCTION PRESENTING THE PROBLEMS, OBJECTIVES AND HYPOTHESES / SCIENTIFIC ISSUES

2 LITERATURE REVIEW

3 MATERIAL / SUBJECT OF THE RESEARCH AND METHODS

4 RESULTS

5 DISCUSSION (or a joint section: **RESULTS AND DISCUSSION**; upon agreement with the supervisor)

6 CONCLUSIONS

7 SUMMARY (POVZETEK)

7.1 SUMMARY

7.2 POVZETEK (obligatory summary in Slovenian, at least 8 pages long)

8 REFERENCES

4 ADDITIONAL INSTRUCTIONS FOR CREATING A DOCTORAL DISSERTATION FROM ARTICLES

The doctoral dissertation may consist of the articles by the candidate in the field of the dissertation that have been published or accepted for publication in journals indexed by SCI, SSCI, or AHCI. For accepted but not yet published scientific works, the candidate must declare in writing that the version in the doctoral dissertation is identical to the accepted version (BF Senate decision of December 17, 2012, January 8, 2013, and May 27, 2013).

When preparing such a thesis, it is necessary to follow the **Instructions for the preparation of final written works** as much as possible, while additionally following the prescribed structure of the document presented below.

KEY WORDS DOCUMENTATION (KWD)

KLJUČNA DOKUMENTACIJSKA INFORMACIJA (KDI)

TABLE OF CONTENTS

TABLE OF CONTENTS OF SCIENTIFIC WORKS (indicated according to the instructions for citing articles)

LIST OF TABLES (from Introduction, Discussion and Conclusions, but not from articles)

LIST OF FIGURES (from Introduction, Discussion and Conclusions, but not from articles)

LIST OF ANNEXES (mandatory annexes are consents from publishers to publish articles in the print and electronic versions of the doctoral dissertation)

ABBREVIATIONS AND SYMBOLS (from Introduction, Discussion and Conclusions, but not from articles)

1 INTRODUCTION PRESENTING THE PROBLEMS, OBJECTIVES AND HYPOTHESES / SCIENTIFIC ISSUES

A presentation of the issue and hypothesis. This section should contain at least 10 pages of the text.

2 SCIENTIFIC WORKS

2.1 TITLE OF THE FIRST SCIENTIFIC ARTICLE IN THE ENGLISH LANGUAGE

The information about the article is given according to the examples. The abstract in the English language follows.

Example of a published article:

Klančnik A., Piskernik S., Jeršek B., Smole Možina S. 2010. Evaluation of diffusion and dilution methods to determine the antibacterial activity of plant extracts. *Journal of Microbiological Methods*, 81: 121–126

An example of an accepted but not yet published article:

van Liere D., Dwyer C., Jordan D., Premik-Banič A., Valenčič A., Kompan D., Siard N. 2016. Farm characteristics in Slovene wolf habitat related to attacks on sheep. Applied Animal Behaviour Science, accepted for publication

I declare that the version in the doctoral dissertation is identical with the accepted version.

We insert the original article on the following pages so that the page header and numbering continue. In order to maintain readability, it is necessary to ensure that the inserted articles are saved in the highest possible resolution.

2.2 TITLE OF THE SECOND SCIENTIFIC ARTICLE IN THE ENGLISH LANGUAGE

....

If the candidate also has unpublished works, the outline of the sections is as follows:

2 SCIENTIFIC WORKS

2.1 PUBLISHED SCIENTIFIC WORKS

2.1.1 Title of the first scientific article in the English language

2.1.2 Title of the second scientific article in the English language

....

2.2 ADDITIONAL SCIENTIFIC WORK

2.2.1 Title of the additional work

This includes unpublished works that are crucial for the doctoral dissertation. As a rule, it includes all IMRAD elements.

3 DISCUSSION AND CONCLUSIONS

3.1 DISCUSSION

3.2 CONCLUSIONS

At least 10 pages of text are recommended for this section.

4 SUMMARY

4.1 SUMMARY

4.2 POVZETEK

The summary must be written in **English and Slovenian**. The Slovenian summary should be at least 8 pages long. This summary should summarise the introduction, hypotheses, methods, conclusions and results, as well as professional terminology from the scientific field of the dissertation should be used.

5 REFERENCES

Only sources from the Introductions, Discussion, and Conclusions are cited, not from articles.

ACKNOWLEDGEMENTS

ANNEXES

Mandatory annexes are consents from publishers for the re-publication of articles in the print and electronic versions of the doctoral dissertation (decision of the BF Senate of 27 May 2013). Some publishers provide a pre-prepared consent form.

5 PREPARING DOCUMENTS IN A3 FORMAT FOR THE DEPARTMENT OF LANDSCAPE ARCHITECTURE

In accordance with the policy on M.Sc. theses and following the approval of the Commission for 1st and 2nd cycle studies of the Department of Landscape Architecture, students may **exceptionally** prepare M.Sc. thesis in A3 format. When preparing such a final work, it is necessary to follow as much as possible the **Instructions for the preparation of final written works**, which are slightly modified because of the different format.

Cover and cover page

The text is centred on the right side of the A3 format.

Text layout

The pages follow as required by the instructions:

- If the text is in single column, place it on the right side of the A3 page (e.g. the Mentorship page, Key words documentation, etc.).
- The tables of contents (lists) follow in two columns.
- The text is written in three columns or as agreed with the supervisor

Page header (pagina viva)

We write it left-justified in one line over the entire A3 page.

Example of an M.Sc. thesis for the Department of Landscape Architecture:

<https://repozitorij.uni-lj.si/Dokument.php?id=129715&lang=slv>

or

<https://repozitorij.uni-lj.si/Dokument.php?id=129712&lang=slv>