



UNIVERSITY OF LJUBLJANA
BIOTECHNICAL FACULTY

**INSTRUCTIONS FOR THE PREPARATION OF
UNDERGRADUATE AND POSTGRADUATE
WORKS AT THE BIOTECHNICAL FACULTY**

Ljubljana, 2012

Original title: NAVODILA ZA PRIPRAVO DIPLOMSKIH IN PODIPLOMSKIH
IZDELKOV NA BIOTEHNIŠKI FAKULTETI

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1 INTRODUCTION

The purpose of the instructions is to unify the form of written undergraduate and postgraduate works at the Biotechnical Faculty on conclusion of study programs (based on the Bologna modernization). In writing the instructions, we took into account international standards and arranged the computer processing of the literature. The instructions supplement previous publications “Navodila za oblikovanje pisnih diplomskih in podiplomskih izdelkov na Biotehniški fakulteti Univerze v Ljubljani” (Hočevar et al., 1992; Bartol et al., 2001). The latter are still used for creating works under previous study programs. The origin of the following translation is “Navodila za pripravo diplomskih in podiplomskih izdelkov na Biotehniški fakulteti” (Bartol et al. 2010).

2 GENERAL

We make recommendations for the computer design of texts and those elements of equipping works that occur several times in works or are used in the transfer of data on the work into various electronic collections and catalogues.

2.1 TYPES OF DOCUMENTS

Desig.	Slovene name of work	Abbreviation	English name of work
Dd	Doktorska disertacija	Dokt. disertacija	Doctoral Dissertation
Du2	Magistrsko delo (Magistrski študij - 2. stopnja)	Mag. delo	M.Sc. Thesis (Master Study Programmes)
Du1	Diplomsko delo (Univerzitetni študij - 1. stopnja)	Dipl. delo (UN)	B.Sc. Thesis (Academic Study Programmes)
Dv 1	Diplomsko delo (Visokošolski strokovni študij - 1. stopnja)	Dipl. delo (VS)	B.Sc. Thesis (Professional Study Programmes)

2.2 SLOVENE AND ENGLISH NAMES OF DEPARTMENTS AND STUDY PROGRAMS AT THE BIOTECHNICAL FACULTY

Institution - Slovene	Institution - English
Univerza v Ljubljani	University of Ljubljana
Biotehniška fakulteta	Biotechnical Faculty
Oddelek za agronomijo	Department of Agronomy
Oddelek za biologijo	Department of Biology
Oddelek za gozdarstvo in obnovljive gozdne vire	Department of Forestry and Renewable Forest Resources
Oddelek za lesarstvo	Department of Wood Science and Technology
Oddelek za krajinsko arhitekturo	Department of Landscape Architecture
Oddelek za živilstvo	Department of Food Science and Technology
Oddelek za zootehniko	Department of Animal Science
Študij biotehnologije	Academic Study in Biotechnology
Študij mikrobiologije	Academic Study in Microbiology

2.3 BIBLIOGRAPHICAL DESCRIPTION OF ELEMENTS

These elements or abbreviations are mainly used in citing bibliographic data in a work.

English title	Eng. desig.	Slov. desig.
Pages	p.	str.
Tables	tab.	pregl.
Figures (graphs, drawings, photos, maps etc.)	fig.	sl.
Annexes	ann.	pril.
References (cited and other references)	ref.	vir.

2.4 DESIGNING TEXTS (FORMATTING)

Paper size and page margins

White paper size A4 (210 x 297 mm). Upper margin - 35 mm, lower - 30 mm, internal - 30 mm, external - 25 mm.

Line spacing and font

We recommend spacing that allows around 40 lines of text. Paragraphs should have an empty line between them. Font should be Times New Roman (normal), letters should be black, 12 point size. The running head (pagina viva), headings and elements to tables and figures should be 10 point with single spacing. Text should be aligned to both margins.

Page number

The beginning of the front matter should be numbered with Roman numerals from II onwards. Consecutive numbering with Arabic numerals starts with the chapter Introduction and ends with the chapter References. Page numbers are written on the bottom of the page, centered. Acknowledgements and annexes do not have page numbers.

Tables and figures

Titles of tables are written above the table, captions to figures (drawings, photographs, graphic pictures or graphs etc.) below the figure. A uniform design of tables is recommended.

Table 1: Estimated daily intake of selenium with a standard portion (100 g) of various meat products

Type of meat product	Content of Se in a standard portion ($\mu\text{g}/100\text{ g}$)	Percentage of Se taken with a standard portion in relation to daily intake of $50\ \mu\text{g}/\text{day}$ * (%)
Cooked smoked ham	6.8	13.6
Classical hotdog	3.4	6.8
Karst smoked ham	13.2	26.5

*Based on reference values of food intake (2004) the recommended daily intake of selenium is from 30 to 70 μg

Tables and figures should be centered. Tables and figures should be numbered separately. If an individual table is taken from another source, the source should be cited. Data of the

page in the cited source on which the table that has been used is located must be added in brackets immediately after the title of the table or figure (Table 1).

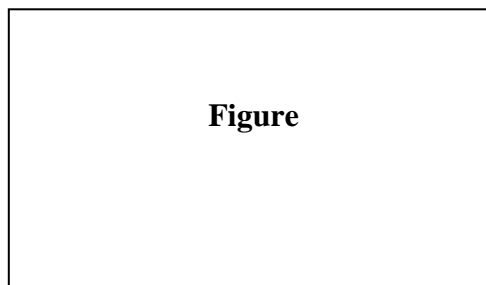


Figure 1: Types and signs of strains of probiotic microorganisms (Bartol, 2005: 17)

The source of tables or figures taken over should also be cited in the chapter References, in line with instructions for citing references. Columns and lines in tables should not be separated with drawn edges unless this is necessary. In postgraduate works, titles of all original tables and figures should be written bilingually, in English and Slovene, but only the English title given in the index of tables and figures. If a table is longer than one page, at the end of the first page of the table, lower right, should be written »continued« and on the following page, upper left, »continuation of Table 1. Title of table«. In such a case the title is written again on the next page at the start of the continuation. Each figure and table should be fully equipped (citation of the units, explanation of abbreviations) so that the body of the text need not be read for understanding.

Equations and formulae

Equations and formulae should be written on a line on their own, indented several places and marked with three dots and numbered in brackets on the extreme right.

equation or formula ... (1)

Equations or formulae are numbered consecutively in the body of the text and they should be referred to with the aid of the number in brackets. Discuss more precise notation with your supervisor.

Running head - Pagina viva

The running head is repeated in the same form on each page of the written work, starting with the section Supervisors (or Key Words Documentation). It covers two lines 8 to 10 point letters and below must be a thin solid line covering the entire width of the text. The surname and initials of the author's name and the title of the work, concluded with a full stop, are written on the first line. If the title is long, it may be logically shortened but in such a way that it includes both the first and the last words. The second line is indented by three spaces to the right, the type of document is abbreviated, as shown in sub-section 2.1.

This is followed by the place, name of the institution (university, faculty, department/study program) and year (with postgraduate works, the university and faculty are written without the department).

Surname N. Title of final work ... sensibly abbreviated.

B.Sc. Thesis. Ljubljana, Univ. of Ljubljana, Biotechnical Faculty, Department or Study Program, 2010

Footnotes

Footnotes are written at the bottom of the page in 10 point characters.

Abstract

In the abstract, the text of the work is summarized, including the aim and methods, in particular stressing the results and conclusions, in an informative manner, i.e., with carefully selected data. Generally known facts are not stated. The same term must consistently be used for the same concept. Numbers are not written in words. Standard initials or abbreviations are used, less well-known, e.g., the name of an organization, must be explained in the abstract in brackets on their first use. If such a concept or word group is repeated several times, a selected abbreviation or letters is presented at its first mention, which is then used throughout in the abstract. The abstract should contain approximately 200 words and is written without paragraphs.

3 LAYOUT OF INDIVIDUAL PAGES AND SECTIONS

3.1 FRONT MATTER

All pages, including the chapter **Acknowledgements** (3.3) should be equipped with the running head; the front matter up to the unit **Glossary** (3.1.9) is numbered with Roman numerals. With the units **Key Words Documentation** (3.1.5) and **Ključna dokumentacijska informacija** (3.1.6) ensure that each is only one page in length. If further units (**index, abbreviations, glossary**, see 3.1.7 to 3.1.10) take up more than one page, the pages are numbered consecutively. The **Title Page** (3.1.2) after the front cover is considered the first, but it is not numbered. **Corrections** (3.1.3) are not counted and not numbered. Numbering with the Roman numeral II starts with unit **Supervisors** (3.1.4.) or **Key Words Documentation** (3.1.5) in some cases. Headings of the front matter pages are centered.

3.1.1 Front Cover

The title is written in 18 point, all other elements in 16 point characters. All elements are centered.

Title of the institution

The full title of the institution at which the work is to be presented (defended) is written in upper case, approximately 30 mm below the upper margin of the front cover. Each element (university, faculty, department/study program) is written on a new line (with postgraduate works, the university and faculty are written, without the department).

Name and surname of author

The name of the author is given in lower case, with the first letter capitalized and the surname in upper case. If a change of surname occurs before the defence, the surname that is officially in use at the time of the defence is stated in full.

Title of the work

The title of the work in Slovene is written in upper case and bold type. It is separated from the name and surname with three empty lines, 12 point size. There is no full stop after the title. It is followed by five empty lines, 12 point size.

Type of document

The type of document (doctoral dissertation, professional study programmes) is written in lower case letters and the type of study written on the following line (with professional study programmes). See chapter 2.1.

Place and year of defence

The place is written in lower case letters, with a capital first letter, the year of defence with Arabic numerals and separated with a comma. The lower margin is 30 mm.

3.1.2 Title Page ... counted but not numbered ... page I

The title page is the first counted page (I) from the special system of Roman numerals for the front matter, **but the number of the page is not written**. The elements from the front cover are repeated in the same order and in the same style of letters but with all letters 12 point, except for the title, which is 14 point (upper case, bold). The type of document follows each title individually in the following line (and type of study program with undergraduate works) in Slovene or English.

3.1.3 Corrections (Corrigenda/Errata) ... not counted, unnumbered (not a mandatory page)

Such a page with the correction of possible mistakes (*errata – corrigenda*) that were overlooked before binding, is inserted as necessary subsequently, immediately after the title page but is neither counted nor numbered because it is not an element of every work. The page and line (table, figure) of incorrect data is stated, together with the mistake and the correct data.

p. 12, line 12: instead of 5 kg read 15 kg

p. 14, Tab. 3 (column 10, line 7): instead of 5 kg read 15 kg

3.1.4 Supervisors ... numbered, running head from here on ... page II

The page is counted as the second page of the front matter and the first numbered, with the Roman numeral II. This is also the first page fitted with the running head. This page does not have a title/heading and is not included in the Table of Contents.

On this page, first are cited all institutions (faculties, departments, chairs, institutes etc.) in which essential research, experiments, chemical analyses, statistical processing, computer processing and similar were carried out. If part of the research was carried out abroad, the original name of the foreign institution should be stated.

Data follow on approval of the work and on the appointment of supervisors and co-supervisors, if the study commission also appointed the latter.

The unit “Commission for assessment and defence:” is then noted. The members of this commission are written consecutively on a new line, starting with the president. In each case, on the first line is written the function (president, member), academic title and name and surname and on the second line, the institution from which the member comes.

Example:

President: Prof. Dr. Name SURNAME

University of Ljubljana, Biotechnical Faculty, Department of Wood Sciences

The unit “Date of defence:” is written and then the date itself of the defence or an empty space left for subsequent entry of the date.

Then follows the declaration: The work is the result of my own research work. I agree with publishing of my work in full text on the internet page Digitalna knjižnica Biotehniške fakultete. I declare that the text in the electronic version is identical to the printed one.

At the end, lower right, is entered the name and surname and a space left for the signature.

3.1.5 Key Words Documentation (KWD)

The page is intended for systematic bibliographic presentation of the work and covers only one page. In the event of an exceptionally large number of elements, the space between lines and the letters in the abstract are reduced so that it does not exceed a single page. This also applies for KDI (3.1.6).

- DN abbreviated designation of a document Dv1/Du1/Du2/Dd (See 2.1)
- DC decimal classification - using UDC (or FDC) – specified in INDOC
- CX classification terms – enter terms or keywords, separated with a slash without spaces
- CC classification code – entry by agreement in the department (not compulsory)
- AU author – enter surname and name. The surname is written first in upper case, followed by a comma and the name in lower case. With postgraduate works, all previously obtained titles are stated in full.
Example: SURNAME, Name
- AA secondary authors – enter the surname and name of the supervisor and co-supervisor in the same way as with the author, but without academic titles, since they are already given under supervisors (3.1.4). Secondary authors are separated with a slash without spaces.
Example: SURNAME1, Name1 (supervisor)/SURNAME 2, Name2 (co-supervisor)
- PP enter the postal address of the institution – department in which study is taking place
Example: SI-1000 Ljubljana, Jamnikarjeva 101
- PB enter the full title of the institution (University, Faculty, Department or Study Program)
Example: Univerity of Ljubljana, Biotehcnical faculty, Department of Forestry and Renewabale Forest Resoruces
- PY year of publication – enter the year of the defence
- TI original title – enter it in upper case letters
- DT type of document - enter the type of document in full (doctoral dissertation, professional study programmes). With B.Sc. theses, state in brackets what kind of study is involved.
- NO notes – in this field enter the pages of Roman and Arabic pagination (separated by commas), the number of tables, figures, maps, annexes and references
example: XI, 25 p., 7 tab., 5 fig., 14 ann., 20 ref.
- LA original language – abbreviation of the language - Slovene: sl, English: en
- AL abbreviation of languages of abstracts, separated with a slash: sl/en
- AB The abstract should contain approximately 200 words.

3.1.6 Ključna dokumentacijska informacija (KDI)

The page is intended for bibliographic presentation of the product in Slovene. It takes up only a single page.

The same explanation as with the English KWD. Numbering is with Roman numerals.

ŠD	document code- enter the abbreviated designation of the document Dd/Du2/Du1/Dv
DK	decimal classification – according to UDK or GDK
KG	classification terms – enter terms or keywords, separated with a slash (CX)
KK	classification code – enter in agreement with the department (CC)
AV	author – your surname and name as with KWD (AU)
SA	additional authors – enter the surname and name of the supervisor (mentor) and co-advisor (somentor), as with KWD (AA)
KZ	place of publication – as with KWD (PP)
ZA	publisher – enter the full name of the institution in Slovene, to wit, university, faculty and department or study program (PB) Example: Unvierza v Ljubljani, Biotehniška fakulteta, Oddelek za gozdarstvo in obnovljive gozdne vire
LI	as with KWD (PY)
IN	Slovene title – original title translated into Slovene, written in upper case (TI)
TD	document type – enter the type of document, in Slovene
OP	notes – in this page enter the last numbered pages of Roman and Arabic pagination (separated with commas), number of tables, figures, annexes and references. Use Slovene abbreviations (see 2.3) example: XI, 25 str., 7 pregl., 5 sl., 14 pril., 20 vir.
IJ	language (same as with KWD - LA)
JI	language of abstract (same as with KWD - AL): sl/en
AI	Slovene abstract – written by the same principles as the English abstract

3.1.7 Table of contents

The table of contents contains titles of all chapters or sub-chapters in the work. KDW, KDI and all indexes and lists from the front matter are also included in the table of contents.

3.1.8 Lists of tables, figures, annexes

Lists are consecutively in order and suitably titled (INDEX OF TABLES, INDEX OF FIGURES, etc.). Abbreviations for tables (Tab. 1:), figures (Fig. 1:) are used in the list.

3.1.9 Glossary (concepts, abbreviations, symbols)

A short descriptive explanation of concepts that are believed to be specific to the research field and thus need interpretation. These concepts should be explained on first use in the body of the text itself. Less well-known symbols and abbreviations should also be

explained. Generally familiar symbols (for example standard measuring units) are not explained. Recommendations from international ISO standards are used for symbols. If the international standard does not cover the symbols used, as necessary cite the source of the recommended symbols (e.g., local or national standard such as DIN, NF etc.). This should be explained in the text itself on first use of the abbreviation. Abbreviations should be listed in alphabetical order.

3.2 TEXT (Body)

The body of the work itself follows the front matter and table of contents. Numbering is consecutive with Arabic numerals. Works can be experimental or theoretical. Each work should have an initial chapter Introduction and final chapter Conclusions. With a theoretical project, the starting point is presented in the introductory chapter, followed by the main body of the text, consisting of individually organised and headed chapters, as agreed with the supervisor. Essential information must be carefully and clearly summarized in the initial introductory and final concluding chapter. If the work is based on experiments or tests (mainly in professional study programs), it is structured according to the standard international principle IMRAD (Introduction, Materials/Methods, Results and Discussion). In the introductory chapter, the research problem is defined (reason for the research), a working hypothesis posed and the aim of the research. Then follow independent chapters Review of publications, Material and methods, Results, Discussion and Conclusions. As necessary and in agreement with the supervisor, the chapters Results and Discussion can be combined into a common chapter, Results with discussion.

With postgraduate works, Conclusions are followed by a Summary, which is written in English and Slovene but can also be in another foreign language, although English is compulsory. Summaries are suitable headed (e.g., 7.1 Summary, 7.2 Povzetek, 7.3 Resumé/Zusammenfassung). The most important results are presented only in words, without tables or figures. All elements of the IMRAD structure are summarised but without individually headed chapters. Two pages are recommended for each summary but the English summary may also be longer, so that the research is presented in it more thoroughly. If the work has been written in English, at least eight pages are envisaged for the Slovene summary. The concluding chapter with all types of work is followed by a review or list of the literature, References, which is numbered as the last chapter.

Structure and numbering of chapters of the text with experimental works

1 INTRODUCTION

2 LITERATURE REVIEW

3 MATERIAL AND METHODS

4 RESULTS

5 DISCUSSION (or joint chapter: Results with discussion; in agreement with supervisor)

6 CONCLUSION

7 SUMMARY (only with postgraduate works)

8 REFERENCES

Chapters can be divided as necessary into further hierarchical units:

- 4 RESULTS AN DISCUSSION**
- 4.1 RESULTS OF MEASUREMENTS
- 4.1.1 Measurements A ...**
- 4.1.1.1 Measurements A, method 1 ...
- 4.1.2 Measurements B ...**

Numbering is with Arabic numerals. Hierarchical levels are distinguished with composite numbers, with points in between (without a point at the end of the composite number). With chapter and sub-chapter headings, for optical ease of recognition of the level, an alternation of upper and lower case letters is used and bold and normal type, which also applies to the table of contents. From level four onwards, if exceptionally such is required, only lower case, non-bold letters are used. Chapter headings, and the text itself, are written in 12-point.

Review of publications (citing references)

With experimental works, publications are given (they are already cited in previously published literature on the theme) in a separate second chapter. These publications or references are systematically given in the final chapter References. With theoretical tasks, consult with the supervisor about a review of publications or the disposition of citations in chapters. In citations, always use the principle of citing surnames and date of publication. If there are two authors, both surnames are written, separated by “and”. If there are more than two authors, the first surname is written, followed by “et al.” (et alii).

Use a comma before the date; separate different references with a semi-colon.

- ... Novak et al. (2008) and Abbott (2004) believe that ...
- ... The Golgi vesicles that create the cell membrane (Van Damme et al., 2007) ...
- ... dealt with mainly by rural sociologists (Barbič, 1993; Černič-Istenič, 2003) ...

If references are cited that are the work of two authors with the same surname, the initials are also given. Initials are also cited when two different authors with the same surname are cited.

- ... Kappes J. M. and Kappes J. (2006) find that ...
- ... Pettersson J. (2007) claims that ..., although other studies (Pettersson M.F., 1991) show that ...

If a number of works by the same author from the same year are cited, they are designated successively with a lower case letter after the date (without a space). These printed letters are also written in the final list References. If work by the same author from different years is cited, the author is written only once, but the dates are separated by a comma.

... MacFarland (1974a) first observed this at an altitude of 2500 m. He also found new information in the same year (MacFarland, 1974b; Krueger et al., 1974) ...

... Later measurements gave different results (MacFarland, 1977a, 1977b, 1989).

With monographs, often only one set of data is used. In such a case, for easier subsequent verification of such data, the page on which it is located is cited.

... MacFarland (1974b: 178) only observed this at an altitude of 2500 m.

Publications in which the authors are not mentioned are cited by title, i.e., the first word or words from the title. They are also cited in the chapter References by title. If more than one unit from the same year starting with the same words is cited (e.g., regulations) in order to facilitate understanding, as many words are used as required to distinguish them. When a title is abbreviated, three dots and the year of publication are given. Standards are cited by number.

... and phytopharmaceutical means may not be used (Commission Regulation..., 2005) ...

... and we used the formula (Manual ..., 2007) ...

... we took into account international standards (ISO 7144, 2000; ISO 7160, 2004) ...

The writing style must be uniform in experimental chapters, Material and methods, Results with discussion and Conclusions. The first person plural is normally used, e.g.: " ... we used the following chemicals for the analyses ...", "... so we conclude that in the following experiments ...".

Case of a secondary citation, when an author is cited citing another author. The supervisor must be consulted about such a citation.

... (Pasteur, 1875, cit. by Raspor et al., 2002)...

3.3 REFERENCES

The numbered chapter References comes at the very end of the work, and presents the bibliography or list of literature. The numbering depends on the organization of the previous chapters. If a particular reference is used in the work, it must be read in the original version. The use only of summaries from bibliographic collections is not sufficient. References are listed in alphabetical order of first author of the cited document or the title of the work (with publications that do not have known authors). In the next line, the source is inset approximately three spaces. Web addresses of internet references (URL) are written on an individual line so that they are not split. URL addresses should not be underlined, so that the original symbols are easily visible.

Articles in journals

- Blasco E., Gonzalez-Olabarria J. R., Rodriguez-Veiga P., Pukkala T., Kolehmainen O., Palahi M. 2009. Predicting scenic beauty of forest stands in Catalonia (North-east Spain). *Journal of Forestry Research*, 20, 1: 73-78
- Čater M. 2010. Osmotic component of water potential and stress adaption of adult Pedunculate oaks (*Quercus robur* L.) in stands with different tree density. *Zbornik gozdarstva in lesarstva*, 92: 33-38
- Stres B. 2010. Antibiotic-resistant soil bacteria in high-altitude (5000-6000 m) soils of the Himalaya. *Acta agriculturae Slovenica*, 96, 2: 81-86

Elements of a citation: author(s), year of publication, title of article, title of the journal, year of journal (volume), number/issue of journal: pages of article (pages from-to). Some journals only have a number, without a year (or the reverse). All authors are always cited in the list of references. The names of journals should be written in full, not abbreviated.

Scientific and professional books (monographs) in entirety

- Ferry N., Gatehouse A.M.R. 2009. Environmental impact of genetically modified crops. Wallingford, CABI: 409 p.
- Klopčič M., Hamoen A., Bewley J. 2011. Body condition scoring of dairy cows. Domžale, Biotechnical Faculty, Department of Animal Science: 43 p.
- Velayudhan S.K. 2007. Rural marketing: targeting the non-urban consumer. 2nd ed. New Delhi, Sage Publications India Pvt: 249 p.

In a case in which one author or a number of authors wrote the entire book, the elements of the citation are: author(s), year of publication, title of book/subtitle (if there is a subtitle), edition (if applicable), place of publication, publisher, number of pages in total, with the English abbreviation 'p.'

Book chapters

- Bazzaz F.A. 1987. Allocation of resources in plants: state of the science and critical questions. In: Plant resource allocation. Bazzaz F.A., Grace J. (eds). San Diego, Academic Press: 1-38
- Bishop S.C., Karamichou E. 2009. Genetic and genomic approaches to improving sheep meat quality In: Improving the sensory and nutritional quality of fresh meat. Kerry J. P., Ledward D. (eds.). Cambridge, Woodhead Publishing: 249-263
- Richards E., Fearon A.M. 2003. Butter: the product and its manufacture. In: Encyclopedia of food sciences and nutrition. Vol. 2. Caballero B., Trugo L.C., Finglas P.M. (eds.). 2nd ed. Amsterdam, Academic Press: 718-726

In a case in which one author or several authors wrote only individual articles (chapters) in a book, and such books normally also have an editor, who is cited individually, the elements of the citation are: author(s), year of publication, title of article, title/subtitle of book, editor(s), edition (if applicable), place of publication, publisher, extent of article (pages from-to). The title of the book is separated from the title of the article with the abbreviation In:, and the editor(s) are presented with ed. or eds.

Contributions presented at meetings

Rudolf Piliš K., Bohanec B. 2003. Onion (*Allium cepa* L.) breeding using protoplast culture as a tool for genetic manipulation of male sterility. In: Proceedings of Genetika 2003. 3rd Congress of the Genetic Society of Slovenia with International Participation, Bled, May 31-June 4, 2003. Javornik B., Luthar Z (eds.). Ljubljana, Genetic Society of Slovenia: 269-270

Elements of the citation: author(s), year of publication, title of contribution, title of meeting or congress, place and date of meeting or congress, place of publication, editors (if they are stated), publisher (organiser, publisher of book of papers, e.g., a specific faculty, society etc.), number of pages. Because of the rules, the date is given twice, as the year of organisation of the congress and the year of issue of the congress publication.

Contributions to meetings published in journals

Such references are cited as articles in journals, data on the meeting may be omitted.

Reports, reviews, manuals ... (references without authors)

Annual report 2007. 2007. Wien, Bundesforschungs- und Ausbildungszentrum für Wald, Naturgefahren und Landschaft (BFW): 68 p.
 FAO biosecurity toolkit. 2007. Rome, Food and Agriculture Organization of the United Nations: 128 p.
 Microcel. Chiarificante adsorbente attivo per mosti e vini. 1997. Brescia, AEB SpA: 20 p. (User manual)
 Wildlife management techniques manual. 1980. Schemnitz S.D. (ed.). Washington, D.C., The Wildlife Society: 686 p.

Even if data on the year is contained in the title, the date must be written again for the sake of bibliographic consistency of citation. A report for a particular year may be published the same or following year. For citing this kind of electronic documents see the sub-section: Other digital references.

Regulations

Commission Regulation (EC) No 757/2007 of 29 June 2007 concerning the permanent authorization of certain additives in feedingstuffs. 2007. Official Journal of the European Union, 50, L172: 43-46
 Sklep o določitvi cene za enoto obremenitve okolja z emisijo ogljikovega dioksida za leto 2009. 2009. Ur. l. RS, št. 16/09

Elements of the citation with the Official Gazette are the number of the regulation, the year and number of the Official Gazette, pages. If a number of variants of a regulation are cited (example: Protection of Animals Act), then only the last year is given in the citation (Protection of Animals Act, 2007 or Act ..., 2007).

Standards and patents

- ISO 21887. Durability of wood and wood-based products - Use classes. 2007: 6 p.
 ISO 11799. Information and documentation - Document storage requirements for archive and library materials. 2003: 15 p.
 ISO 7218. Microbiology of food and animal feeding stuffs - General requirements and guidance for microbiological examinations. 2007: 10 p.
 Shipton J., Kirby J. 2009. A meal kit. UK patent application GB 2 458 730 A: 24 p.

Elements with standards: Number of standard, year and title and no. of pages. Elements with patents: author of patent, year of application or publication, title of patent, name, abbreviation or number of patent and number of pages.

Digital references on the internet

- Bartol T., Juvan S. 2000. Agrothesaurus: flora et fauna: index plantarum et animalium Latinus-Slovenicus-Britannicus. Ljubljana, Biotehniška fakulteta.
<http://www.agroweb.bf.uni-lj.si/geslovník.htm> (15th July 2009)
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In the body of the work, such a document is referred to as follows: (FAOSTAT, 2012).

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3.4 ACKNOWLEDGMENTS and ANNEXES

Acknowledgments are placed after the last numbered chapter, References. Annexes are intended for the presentation of additional data, the purpose of which is predominantly informative, e.g., more detailed calculations or derivation of equations, more extensive tables, lists, structures etc. Annexes are designated consecutively with upper case letters, e.g., Annex A, Annex B etc. Under the designation for the annex is written also the title of the content of the annex, which is separated from the designation for the annex by one line. An annex with the same consecutive letter can cover more than one page but each new annex begins on a new page. Titles are centered at the top of the page. Annexes do not have numbered pages. Pagina viva is not required with annexes.