



UNIVERSITY OF LJUBLJANA
BIOTECHNICAL FACULTY

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

Tomaž BARTOL, Karmen STOPAR, Nataša SIARD,
Jerneja BOGATAJ, Lina BURKAN MAKIVIĆ, Simona JUVAN,
Darja VRANJEK, Maja PETEH

Ljubljana

The instructions for the preparation of final written works at the Biotechnical Faculty include all additions from the issue of the first electronic version to the present day. 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

© Biotechnical Faculty, last changes to content: August 2021

FOREWORD

The purpose of the instructions is to standardise the preparation of final written works at the Biotechnical Faculty. We have followed international standards in the preparation of the instructions. The updated instructions replace older publications (Hočevár et al., 1992; Bartol et al., 2001, 2010). The revision of the instructions was done in cooperation with the librarians of the Biotechnical Faculty.

In order to avoid the instructions becoming too extensive and thus confusing, we have included certain details and prescribed elements that relate only to individual study programmes or study cycles in a special document - **Supplement to the Instructions**.

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.

TABLE OF CONTENTS

	FOREWORD	III
	TABLE OF CONTENTS	IV
1	GENERAL PART	1
1.1	BIBLIOGRAPHIC DESCRIPTION OF THE WORK	1
1.2	DESIGNING THE TEXT	2
1.2.1	Sheet and margins	2
1.2.2	Line spacing and font	2
1.2.3	Page numbering	2
1.2.4	Design of tables and figures	3
1.2.5	Equations and formulas	4
1.2.6	Page header (<i>pagina viva</i>)	4
2	EDITING INDIVIDUAL PAGES AND SECTIONS	5
2.1	INITIAL GENERAL PAGES	5
2.1.1	Cover	5
2.1.2	Cover page	5
2.1.3	Dedications, sayings	6
2.1.4	Corrections	6
2.1.5	Mentorship	6
2.1.6	Key words documentation (KWD)	7
2.1.7	Ključna dokumentacijska informacija (KDI)	8
2.1.8	Table of contents	8
2.1.9	Lists of tables, figures and annexes	9
2.1.10	Abbreviations and symbols	9
2.1.11	Glossary	9
2.2	TEXT	9
2.2.1	Structure of the work and sections	9
2.2.2	Citing references in the text	11
2.2.3	Citing references in the References section	13
2.3	ACKNOWLEDGEMENTS AND ANNEXES	16

1 GENERAL PART

The general part of the instructions lists the recommendations for the layout of the text and those elements of the written work that appear several times in the text or are used when entering data in various electronic collections and catalogues.

1.1 BIBLIOGRAPHIC DESCRIPTION OF THE WORK

Key words documentation (KWD) and Ključna dokumentacijska informacija (KDI) are intended for the systematic bibliographic presentation of the work (Sections 2.1.6 and 2.1.7).

Table 1: Naming of the forms of the final works of different study cycles (the place of use is in the brackets)

Code (KWD, KDI)	English name (cover, cover page, KWD)	Slovenian name (cover page, KDI)	Slov. and Eng. abbreviation (page header)
Dd	Doctoral dissertation	Doktorska disertacija	Dokt. disertacija Doct. dissertation
Du2	M. Sc. Thesis (Master Study Programmes)	Magistrsko delo (Magistrski študij – 2. stopnja)	Mag. delo M. Sc. Thesis
Du1	B. Sc. Thesis (Academic Study Programmes)	Diplomsko delo (Univerzitetni študij – 1. stopnja)	Dipl. delo (UN) B. Sc. Thesis
Dv1	B. Sc. Thesis (Professional Study Programmes)	Diplomsko delo (Visokošolski strokovni študij – 1. stopnja)	Dipl. delo (VS) B. Sc. Thesis

Du1 – various naming variants (B.Sc. project, B.Sc. seminar) for students enrolled in 1st Bologna cycle study programmes before 2013/2014

Table 2: Slovenian and English names of departments and study programmes at the Biotechnical Faculty

Institution - Slovenian	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

1.2 DESIGNING THE TEXT

Final works can be printed either single-sided or double-sided, on which the margin setting and page numbering (Sections 1.2.1 and 1.2.3) depend. If printed double-sided, the section Introduction starts on the front (odd) page of the sheet.

1.2.1 Sheet and margins

The final work should be printed on a white A4 sheet (210 x 297 mm). The top margin is 35 mm, the bottom margin is 30 mm, outer 25 mm, inner 30 mm (or 25 mm for shorter final works of the 1st study cycle that are not bound between hard covers). For hard-bound final works printed double-side, the outer and inner margins may be of equal width (30 mm). These margins refer to the distance between the edges of the text and the edges of the sheet.

Above the top edge of the text is the page header (*pagina viva*). The top margin of the page header is approximately 15 mm from the edge of the sheet.

With the approval of the study commission, students may also prepare M.Sc. thesis in A3 format, taking into account the slightly modified design instructions in the **Supplement to the Instructions**.

1.2.2 Line spacing and font

We recommend a line spacing that captures about 40 lines of text per page (e.g. 1.15 points). If the work is extensive, line spacing may be single-spaced. Paragraphs are separated by a blank line. The font of the text itself is in normal style, the letters are black and 12 points in size in Times New Roman font, the alignment is justified on both sides.

The titles of the tables and figures, as well as the elements in the tables or figures, are written in the same font, but we recommend a size of 10 points to visually separate them from the rest of the text. The page header should also have a size of 10 points or smaller if the title is longer.

Latin scientific names (genus and species) should always be written in slanted font (*italics*). This font for Latin names is also used in titles, page headers, abstract, etc. Consult with the supervisor for a more accurate description of Latin scientific names.

1.2.3 Page numbering

The initial general pages are numbered with Roman numerals from the Mentorship page (page II) to the Introduction section. Sequential numbering with Arabic numerals begins with the Introduction section and ends with the References section.

Page numbers are in the upper right-hand corner if the final work is single-sided, or centred at the bottom of the page if the work is double-sided. Acknowledgements and annexes are not numbered by page.

1.2.4 Design of tables and figures

According to the standard, the uniform term “figure” is intended for images, drawings and photographs, as well as graphic images (charts). The titles of tables are written above the tables and the titles of figures below them. Both are numbered separately and consecutively.

A common design of tables and figures is recommended (example Table 3, Figure 1). The columns and rows are not separated unnecessarily by drawn borders.

Table 3: Daily intake of selenium in the edible portion (100 g) of various meat products (Petrič, 2010: 12)

Type of meat product	Selenium content in the edible portion ($\mu\text{g}/100\text{ g}$)	Selenium content in the edible portion according to the daily intake $50\ \mu\text{g}/\text{day}$ (%)
Cooked prosciutto	6.8	13.6
Classic hot dog	3.4	6.8
Karst prosciutto	13.2	26.5

When tables or figures are taken from other sources, the information about them is given in brackets right after the title of the table or figure. For larger works, add the information for the page on which the cited reference contains the table or figure used (for example, Table 3, Figure 1). The source from which the tables or figures are taken are indicated in the References section, in accordance with the reference listing instructions.

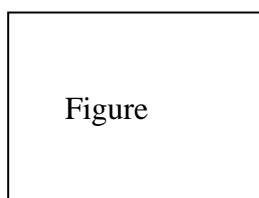


Figure 1: Figure title (Bartol, 2005: 17)

If the table is longer than one page, write “Continuation” at the bottom of the first page and “Continuation of Table 1” at the top left of the next page. Then enter the line with the table header again on the next page, at the beginning of the continuation. Each figure and table must be fully described (units given, abbreviations explained), so that no reading of other text is necessary for understanding.

1.2.5 Equations and formulas

Equations and formulas are written in their own lines, marked on the far right with three dots and numbered with the number in brackets.

For example:

Equation or formula ... (1)

Equations or formulas in the text of the final work are numbered in a common order; we refer to them with a number in brackets. Consult with the supervisor about a more precise transcription.

1.2.6 Page header (*pagina viva*)

The page header contains abbreviated bibliographic information about the work and it is repeated on every page. It starts with the Mentorship page (section 2.1.5) and usually ends with the final page.

For example:

Surname N. Title of the final work ... logically shortened.
M.Sc. Thesis. Ljubljana, Univ. of Ljubljana, Biotechnical Faculty, Department or Study programme, 2021

The page header has always two lines, the letters are 10 points in size (smaller in exceptional cases), and there is a thin full line below that spans the entire width of the text. The first line includes the surname and abbreviation of the author's first name, as well as the title of the final work with a period at the end. If the title is long, it is logically shortened, but keeping the first and last words of the title. The second line is indented approximately below the third letter of the first line; the abbreviated form of the final work is entered as shown in Table 1. The place, the name of the institution (university, faculty, department/study programme) and the year follow. For studies of the 3rd Bologna cycle, the university and faculty are entered without the department.

2 EDITING INDIVIDUAL PAGES AND SECTIONS

2.1 INITIAL GENERAL PAGES

2.1.1 Cover

The title is written with **bold** letters of 18 point size, all other elements with non-bold letters of 16 points. All elements are centre aligned.

Institution name

The full name of the institution where the work is defended should be written in capital letters 30 mm below the top of the cover. Each element (university, faculty, department/study programme) is written in a new line. The university and the faculty without department/study are written in 3rd Bologna cycle studies.

Author's name and surname

The author's name is given in lowercase and the surname in capital letters. In the case of a change of surname prior to the defence of the thesis, the surname officially in force at the time of the defence must be given (report the change to the student affairs office).

Final work title

The title of the final work is written in capital letters and bold. It is separated from the first and last name by three blank lines.

Final work form

The form of the final work (doctoral dissertation, M.Sc. thesis, B.Sc. thesis) is written in capital letters (separated from the title with two blank lines) and in the case of 1st and 2nd cycle study write in the next line the study programme in lowercase letters (Table 1; e.g. Master Study Programmes).

Place and year of defence

Write the place in lowercase letters and separate it from the year by a comma. The lower margin is 30 mm.

2.1.2 Cover page

On the cover page, all the elements of the cover are centre aligned, in the same order and font, but with all the letters in only 12 point size, except for the English and Slovenian titles, which are bold and in 14 point size. In contrast to the cover, the titles are written in two languages,

and each title is followed in the next line by the form of the final work and the study cycle in English or Slovenian (Table 1). Students of the 3rd Bologna cycle can find additional information in the **Supplement to the Instructions**.

2.1.3 Dedications, sayings

If we want to write a dedication, thought, saying or verse in the work, it must be written on a special page after the cover page. The page with the dedication is not numbered. For sayings, the source is given in brackets.

2.1.4 Corrections

If necessary, insert a correction note page (*errata - corrigenda*) with corrections that slipped through the revision before binding, just after the cover page, but do not count or number it, as it is not an element of every final work. Indicate the pages and lines (tables, figures) of incorrect data, as well as the incorrect and correct data. Even in electronic form, the corrections are in a separate document.

For example:

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

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

2.1.5 Mentorship

This is the first page to have a page header, numbered with the Roman numeral II. Since this page has no title, it is not included in the Table of contents.

This page first indicates the study programme to be concluded. Students of the 3rd Bologna cycle can find additional information in the **Supplement to the Instructions**. In the final works of the research type, the institutions (faculties, departments, chairs, institutes ...) where the research, experiments, chemical analyses and the like were carried out are indicated.

Supervisor and co-advisor (if appointed) are next indicated, and the reviewer.

Then line by line the members of the "Evaluation and Defence Committee:" are written. In each case, the function (president, member), the academic title as well as the first name and last name are written in the first line, and the institution from which the member comes is written in the second line.

For example:

President: Prof. Dr. Name SURNAME

University of Ljubljana, Biotechnical Faculty, Department of Wood Sciences

Then the “Defence Date:” is written, and a place is provided for entering the date.

Finally, the first and last names of the author are written at the bottom right and a space is provided for a signature.

2.1.6 Key words documentation (KWD)

The page is intended for the bibliographic presentation of the final work in English. It takes up only one page.

- DN Code of the work (Table 1) – Dv1/Du1/Du2/Dd
- DC Decimal classification – enter the UDK (or GDK) – specified by INDOC
- CX Classification terms – enter the terms or keywords in English separated by commas
- AU Author – enter the last name in capital letters, followed by a comma and first name in lowercase letters.
For example: SURNAME, Name, BSc in Agriculture - Animal Production
- AA Secondary authors – enter the last and the first name of the supervisor and the co-advisor (if appointed) and include an explanation (supervisor) or (co-advisor) in brackets.
For example: SURNAME1, Name1 (supervisor), SURNAME2, Name2 (co-advisor)
- PP SI-1000 Ljubljana, Jamnikarjeva 101
- PB Institution - enter the unabbreviated title of the institution in English, namely the university, the faculty and the department/study programme; students of the 3rd Bologna cycle see the **Supplement to the Instructions**.
For example: University of Ljubljana, Biotechnical Faculty, Department of Agronomy, Master Study Programme in Agronomy
- PY Publication year – enter the year of defence
- TI English title – the final work title in capital letters
- DT Document type – enter the form of the final work in English (Table 1).
For example: M.Sc. Thesis (Master Study Programmes)
- NO Enter the number of pages of the Roman and Arabic pagination (separated by a comma), the number of tables, figures, annexes and references. Use English abbreviations.
For example: XI, 25 p., 7 tab., 5 fig., 14 ann., 20 ref.
- LA Original language of the final work – abbreviation of the language, English: en, Slovenian: sl
- AL Abbreviations of the languages of the abstracts, separated by a slash: en/sl
- AB The abstract should contain about 200 words and should always be written without paragraphs. The abstract summarizes the text of the final work, including the purpose and methods, and highlights in particular the results and conclusions. We only indicate those quantitative and qualitative data that are relevant to the understanding of our research. Commonly known facts are not summarized here. We consistently use only one term for a given concept. We only use standard acronyms or

abbreviations; less familiar ones, such as the names of organizations, are explained in brackets first time they are used in the abstract. If a term or phrase is repeated several times, present a selected abbreviation or letter in brackets when first mentioned, and then use it throughout the abstract.

2.1.7 Ključna dokumentacijska informacija (KDI)

This page is intended for the systematic bibliographical presentation of the final work in Slovenian. It is titled KLJUČNA DOKUMENTACIJSKA INFORMACIJA with centred alignment in capital letters. As KWD (section 2.1.6) it consists of only one page.

- ŠD Code of the work – same as in KWD (DN)
- DK Decimal classification – same as in KWD (DC)
- KG Classification terms – enter the Slovenian terms or keywords separated by commas
- AV Author – same as in KWD (AU); for final works of the 2nd and 3rd Bologna cycle, indicate all previously acquired titles in full
- SA Secondary authors – enter the last and the first name of the supervisor and co-advisor (if appointed) and include an explanation (mentor) or (somentor) in brackets. For example: SURNAME1, Name1 (mentor), SURNAME2, Name2 (somentor)
- KZ SI-1000 Ljubljana, Jamnikarjeva 101
- ZA Unabbreviated title of the institution in Slovenian – university, faculty, department or study, study programme; students of the 3rd Bologna cycle see the **Supplement to the Instructions**.
For example: Univerza v Ljubljani, Biotehniška fakulteta, Oddelek za agronomijo, Magistrski študijski program 2. stopnje Agronomija
- LI Publication year – enter the year of defence
- IN Slovenian title – the final work title in capital letters
- TD Final work form – enter the form of the final work in Slovenian (Table 1).
Example: Magistrsko delo (Magistrski študij – 2. stopnja)
- OP The same as in KWD (NO) with Slovenian abbreviations.
For example: XI, 25 str., 7 pregl., 5 sl., 14 pril., 20 vir.
- IJ Original language of the final work – abbreviation of the language, English: en, Slovenian: sl
- JI Abbreviations of the languages of the abstracts, separated by a slash: en/sl
- AI Abstract in Slovenian, written according to the same principles as the English abstract – KWD (AB)

2.1.8 Table of contents

Table of contents may contain more than one page. On the first page, centre aligned, TABLE OF CONTENTS is written in capital letters. It contains the titles of all the sections or sub-

sections of the final work, including the titles of the initial Roman numbered general pages. It is written in a 12-point font size.

2.1.9 Lists of tables, figures and annexes

We arrange these lists sequentially and title them accordingly in capital letters: LIST OF TABLES, LIST OF FIGURES, etc. As a rule, each list starts on a new page, except for shorter final works in the 1st Bologna cycle.

2.1.10 Abbreviations and symbols

The page (if any) should be titled in capital letters ABBREVIATIONS AND SYMBOLS and centre aligned. Symbols and abbreviations are explained in a list on this page (or further pages). Commonly known symbols (e.g. standard units of measure) are not explained. Also explain on this page abbreviations that you have formed yourself and that are used throughout the following text. Also explain the abbreviation in brackets in the text itself when first used.

2.1.11 Glossary

The page (if any) should be entitled GLOSSARY in capital letters and centre aligned. The glossary describes in detail terms specific to our research.

2.2 TEXT

2.2.1 Structure of the work and sections

The initial general pages and tables of contents (lists) are followed by the text. The pages are numbered consecutively with Arabic numerals. Final works may be experimental or theoretical; the latter are based only on a review of publications. Each thesis should have Introduction and a final Conclusions section. In the theoretical design, the introductory section introduces the starting point and it is followed by a central part of the text consisting of freely designed and titled sections in agreement with the supervisor. The initial introductory section and the final conclusions section must carefully and clearly summarise the essential information.

If the final work is based on an experiment, it is structured according to the standard international principle of IMRAD (Introduction, Material/Methods, Results and Discussion). The introductory section defines our research problem (the reason for the research) and states a working hypothesis and the purpose of the research. Independent sections covering the Literature review, Material and methods, Results, Discussion and Conclusions follow. If necessary and in agreement with the supervisor, the Results and Discussion sections may be combined into a joint Results and discussion section. The supervisor is consulted on the exact

structure, as well as on the most appropriate hierarchical layout of the individual sections or sub-sections.

A specific example of structuring is the doctoral dissertation. Further regulatory elements are contained in the **Supplement to the Instructions**.

The structure and numbering of the main sections of the text in experimental works are usually as follows:

- 1 INTRODUCTION**
- 2 LITERATURE REVIEW**
- 3 MATERIAL AND METHODS**
- 4 RESULTS**
- 5 DISCUSSION** (or a joint section: **RESULTS AND DISCUSSION**; upon agreement with the supervisor)
- 6 CONCLUSIONS**
- 7 SUMMARY**
- 8 REFERENCES**

As a rule, each of the main section starts on a new page, except for shorter final works of the 1st Bologna cycle.

Sections and sub-sections are numbered with Arabic numerals. Hierarchical levels are separated by composite numbers with an intermediate dot, with no dot at the end of the composite number (e.g. **3.2.3 Field experiments**). For section and sub-section titles, we use alternating capital and lowercase letters, and bold and regular letters for visual recognition, which also applies to the Table of contents. From the fourth level onwards, if exceptionally necessary, only lowercase non-bold letters are used. Section titles are written in the same way as the rest of the text in 12 point size.

The text is usually divided into the following hierarchical units:

- 1 SECTIONS**
- 1.1 SUB-SECTIONS
- 1.1.1 Further sub-sections**
- 1.1.1.1 Further sub-sections

Summary or summaries follow the section Conclusions. Extended Slovenian summary is mandatory in all final works written in English (or any other foreign language). For the different final works, the requirements are as follows:

1st cycle final works (B. Sc. Theses):

- Language of thesis Slovenian: no summary in any language

- Language of thesis English (or other foreign language): extended Slovenian summary (length is agreed with the supervisor)

2nd cycle final works (M. Sc. Theses):

- Language of thesis Slovenian: Slovenian and English summary (two pages are recommended, English summary can be longer)
- Language of thesis English (or other foreign language): English summary (two pages are recommended) and extended Slovenian summary (length is agreed with the supervisor)

3rd cycle final works (Doctoral dissertations):

- Language of thesis Slovenian: Slovenian and English summary (two pages are recommended, English summary can be longer)
- Language of thesis English: English summary and Slovenian summary (at least 8 pages long)

Summaries are titled accordingly (e.g. 7.1 SUMMARY, 7.2 POVZETEK). The main results are presented only in the text, without tables and figures. Summarize all elements of the IMRAD structure, but without specifically titled sections.

The final section in the text of all forms of final works is References, a list of cited literature, which is the last numbered section.

2.2.2 Citing references in the text

As a rule, we summarize information from a particular source in our own words. To quote literally, the quote is in quotation marks. All cited references must, in principle, be checked in primary (full) form, listed according to the instructions below, and listed systematically in the final section References (section 2.2.3). The use of abstracts from bibliographic databases alone is not sufficient.

For in-text citations, the principle of listing last names and years applies. If there are two authors, both last names are listed and separated by the word “and”. If there are more authors, the first is given and then “et al.” is added. When you use an author as the source of a longer cited text, indicate at the beginning of such a text what will apply to that author.

The rules of citing tables and figures are already covered in the section 1.2.4 (Design of tables and figures).

Examples of citing in the text

The following examples show possible ways to cite. The year is written after the comma or in brackets, and multiple citations are separated by a semicolon.

... Novak et al. (2008) and Abbott (2004) believe that...

... Hočevar and Tortič (2013) state that in the pre-Dinaric mountain old growth forests...

... mainly by rural sociologists (Barbič, 2008; Černič-Istenič, 2013)...

When citing a source that is the work of two authors with the same last name, add the abbreviations of the names. Abbreviations of names are also added when two different authors with the same last name are cited for the same year.

... Kappes J. M. and Kappes J. (2006) note that...

... Pettersson J. (2008) claims that..., but some other research shows (Pettersson M. F., 2008) that...

If multiple works by the same author are cited from the same year, they are marked consecutively in lowercase letters, without spaces, after the year. These lowercase letters after the year are also added in the References list. If we cite sources by the same author published in different years, we write the author only once and separate the years by a comma.

... in subsequent measurements (MacFarland, 2007a, 2007b, 2015), the results are ...

With monographs (books), often only one information from the monograph is used. To make it easier to check this information later, we indicate the page where the information is located.

... MacFarland (2007a: 178), however, only noticed this at an altitude of 2500 m.

With publications where authors are not indicated, we refer to the title, i.e. according to the first word or words of the title. They are also classified under the title in the References section. When citing multiple works from the same year that begin with the same words (e.g. policies), use as many words as necessary to distinguish them. If the title is abbreviated, include three periods (with a space before the periods) and the year of publication. Standards are cited by numbers.

... we used the formulas (Manual ..., 2007).

... the plant protection product must not be used (Prohibition Policy ..., 2005).

... The Animal Protection Act (2007) specifies ...

... complied with the international standards (ISO 7144, 2000; ISO 7160, 2004).

Indirect citation

An example of indirect citing is an author citing another author, which is used only when there is no other option. This particularly applies to M.Sc. thesis and Doctoral dissertations. It is imperative to discuss such a method with your supervisor.

We indicate the author and the year referring to the original source that we did not obtain, as well as the author and year citing that original source. The two items are separated by “as cited in”. When we use multiple citations from the same source, we add the source repeatedly or we

choose a writing style that ensures the best possible clarity. In the References section (section 2.2.3) at the end of the final work, we list only the secondary reference, that is the source we checked and used as the source of the citation.

... noticed this much earlier (Peterson, 1960, as cited in Martinez, 2008; Grimaldi et al., 1961, as cited in Martinez, 2008).

or

... Peterson (1960, as cited in Martinez, 2008) and Grimaldi et al. (1961, as cited in Martinez, 2008) noticed this much earlier.

2.2.3 Citing references in the References section

The final numbered section References contains a list of cited sources. The references are arranged alphabetically and chronologically (the older ones first) by the first author or title (for references without known authors). For multi-line references, the subsequent lines are indented to approximately below the third letter of the first line. We write the web addresses of Internet sources (URL) in a new line and they should not be underlined.

Below you find some examples.

Articles in journals

Elements of reference: author(s), year of publication, title of article, journal title, journal volume, journal number (issue), length of article (pages from-to). For some journals, only the number is given without the volume (or vice versa). In the References section, all authors are always indicated. Journal titles are written out in full, they are not abbreviated.

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

Stres B. 2010. Antibiotic-resistant soil bacteria in high-altitude (5000-6000 m) soils of the Himalaya. *Acta agriculturae Slovenica*, 96, 2: 81-86

Articles form journals published in an electronic form only

Willemse J., van Wezel G. P. 2009. Imaging of *Streptomyces coelicolor* A3(2) with reduced autofluorescence reveals a novel stage of FtsZ localization. *PLoS ONE*, 4, 1: e4242, doi: 10.1371/journal.pone.0004242: 5 p.

Scientific and professional books (monographs) in full

These are books where one author or more authors wrote the entire book. Elements of reference: author(s), year of publication, book title, edition (if any), book collection and numbering (if any), location of the publisher, publisher, number of pages with the abbreviation p.

Klopčič M., Hamoen A., Bewley J. 2011. Body condition scoring of dairy cows. Ljubljana, Biotechnical Faculty, Department of Animal Science: 43 p.

Kumar D., Gupta P. 2017. Rural marketing: challenges and opportunities. 1st ed. New Delhi, Sage Publications: 536 p.

Book chapters

These are books where the authors are indicated in individual chapters. Such books usually have an editor, who is indicated separately. Elements of reference: author(s), year of publication, chapter title, book title, edition (if any), editor(s), location of the publisher, publisher, length of the chapter (pages from-to). The chapter title is separated from the book title using the abbreviation In:, and the editor(s) are indicated by ed(s).

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. 2nd ed. Caballero B., Trugo L. C., Finglas P. M. (eds.). Amsterdam, Academic Press: 718-726

Contributions presented at congresses (meetings)

Elements of reference: author(s), year of publication, paper title, title of the contribution, congress title, place and date of the congress, editor(s) (if listed), location of the publisher, publisher (of the proceedings, e.g. a particular faculty, an association ...), length of the contribution (pages from-to). Due to the rules of referencing, the year is repeated twice - as the year when proceedings were published and the year of the congress organization. If the contributions from the congress are published in the journal, the elements about the congress can be omitted and the contributions are listed as articles in journals.

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, 31 May - 4 June 2003. Javornik B., Luthar Z. (eds.). Ljubljana, Genetic Society of Slovenia: 269-270

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

These are the publications where the authors are not indicated. Elements of reference: publication title, year of publication, edition (if any), editor(s) (if any), location of the publisher, publisher, number of pages with the abbreviation p.

Annual report 2007. 2007. Wien, Bundesforschungs - und Ausbildungszentrum für Wald, Naturgefahren und Landschaft: 68 p.

FAO biosecurity toolkit. 2007. Rome, Food and Agriculture Organization of the United Nations: 128 p.

Such documents are referred to in the text as follows: (Annual ..., 2007; FAO ..., 2007).

Regulations

The elements of reference in the official gazettes are the title of the regulation, year, name and number of the official gazette, pages (from-to).

Commission Regulation (EC) No 757/2007 of 29 June 2007 concerning the permanent authorization of certain additives in feeding stuffs. 2007. Official Journal of the European Union, L 172: 43-46

Such documents are referred to in the text as follows: (Commission Regulation (EC) No. 757/2007 ..., 2007).

Standards and patents

Elements of reference in standards: standard number, title, year and number of pages.
Elements of reference in patents: patent author(s), year of application or publication, title, code and number of pages.

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.

Such documents are referred to in the text as follows: (ISO 7218 ..., 2007; Shipton in Kirby, 2009).

Internet sources

Elements of reference (if known): author(s) (persons or institutions), year, document title, place and institution (publisher or owner of the website), URL, date (day the document was saved). As far as possible, we only cite copyrighted documents or documents from institutions. Information from unsigned sources can be very unreliable. All electronic sources must be stored or printed as future proof of the reference; documents on the Internet may disappear or change after a period of time. In principle, we do not use open sources that are difficult to verify (e.g. Wikipedia), except after consultation with the supervisor. If the age of the document or text is not known, we indicate the year in which we saved the document when citing it in our text.

Timber structures. Handbook 1. 2008. Ostrava, Fakulta stavebni: 243 p.
http://fast10.vsb.cz/temtis/documents/handbook1_final.pdf (5 Aug. 2009)

Pedigree pigs. British Pig Association.
<http://www.britishpigs.org.uk/pedigree.htm> (15 Sept. 2014)

Such documents are referred to in the text as follows: (Timber structures, 2008; Pedigree pigs, 2014).

Other digital (electronic) sources

Digital or electronic documents usually have the bibliographic characteristics of monographs (books), so the bibliographic data are classified similarly. When documents are paged, the pages are indicated and the digital or electronic format is added at the end, e.g. CD, DVD.

Čufar K. 2009. Wood anatomy: instructions for laboratory work. Ljubljana, Biotechnical Faculty, Department of Wood Science and Technology: CD

Gunning B. E. S. 2009. Plant cell biology: information for students and a resource for teachers. Berlin, Heidelberg, Springer: DVD

References to personal and unpublished sources

In exceptional cases, we may refer to information received orally from individuals via e-mail or other means. In the case of such references, it is mandatory to obtain permission from the author stating that he/she agrees with the publication of the information. In such a case, we indicate the author of the information, year, freely named subject of the interview or message, the place and institution where the author can be reached and in brackets the information that it is a personal source, and the date of the information provided. A similar indication applies in the case of a printout from a database. If reference is made to a paper that was presented at a conference, but not published, "personal source" or "not published" is mandatory in brackets.

van Liere D. 2020. The information on wolf situation in The Netherlands. Almen, CABWIM (personal source, 10 Oct. 2020)

Janeš M., Zorc M., Renčelj A., Čubrić Čurik V., Dovč P. 2016. Population structure of the Tibetan terrier. In: Livestock Genomics Conference, Cambridge, 14-16 Sept. 2016 (not published)

The authorship of an unpublished photography is indicated in the title of the figure, and we do not list such photographs in the References section. Include the last name of the author of the photo, the initials of the first name, and the year the photo was taken (if known). We do not indicate the authorship of our own photos.

Figure 1: Pasture on Velika planina mountain (photo: Novak A., 2015)

2.3 ACKNOWLEDGEMENTS AND ANNEXES

We place the acknowledgements and annexes after the last numbered section References and add pagina viva (section 1.2.6).

The annexes are intended to present additional information, whose purpose is mainly informative, e.g. detailed calculations or derivations of equations, larger tables, structures, etc. Annexes shall be marked sequentially in capital letters, such as Annex A, Annex B, etc. The title of the annex follows in the next line. Both elements are centre aligned. An annex under the same sequential letter may extend over several pages and each new annex begins on a new page. If the individual annexes are extensive and need to be further subdivided (e.g. to facilitate reference in the final work), these subdivisions are marked with numbers (e.g. Annex A1, Annex A2 ...).