

In accordance with Article 10 of the Charter of the Private Higher Education Institute Nova Univerza in Slovenia (clean copy of 10 June 2016), the Management Board of Nova Univerza in Slovenia adopted on 29th May 2017 the following

## **TECHNICAL INSTRUCTIONS FOR THE PREPARATION OF THESES**

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# 1 FORMATTING RULES

Paper size standard: A4.

Page orientation: portrait.

Margins: 2.54 cm (top, left and right) and 2.5 cm (bottom).

Text formatting:

Font: Arial is recommended.

Body text font size: 12 points, regular.

1.2 line spacing.

Alignment: justified.

Optional use of soft hyphens.

Paragraphs are separated by an empty line.

Proofreader:

The thesis must be proofread before being submitted for technical review; upon submission, a signed "Proofreader Statement" (see Appendix 4) must be enclosed.

Printing

Double-sided printing for soft-cover and hard-cover copies from the table of contents onwards (including the table of contents).

Binding:

a) Bachelor Thesis

Bachelor theses should be bound in dark-green cloth or a similar material (hard cover). The lettering on the cover should be embossed in silver.

b) Master's Thesis

Master's theses should be bound in dark-blue cloth or a similar material (hard cover). The lettering on the cover should be embossed in silver.

c) Doctoral Dissertation

Doctoral dissertations should be bound in black cloth or a similar material (hard cover). The lettering on the cover should be embossed in silver.

Page numbering:

The pages should be numbered consecutively from the first to the last page (bottom centre).

- The page number should not be printed on the (inside) title page.
- The Slovenian abstract should be numbered with a lowercase Roman numeral ii, the foreign-language abstract with a lowercase Roman numeral iii and the table of contents with lowercase numerals iv, v, etc.
- The remainder of the thesis (from the introduction to the conclusion) should be numbered with Arabic numerals (1, 2, 3, etc., the first page of the introduction being numbered with 1).

Length:

a) Bachelor Thesis

The usual length of a bachelor thesis is 90,000 to 120,000 characters without spaces (i.e. 45 to 60 pages of text). Any appendices do not count towards the length of the bachelor thesis.

b) Master's Thesis

The usual length of a master's thesis is 150,000 to 200,000 characters without spaces (i.e. 90 to 120 pages of text). Any appendices do not count towards the length of the master's thesis.

c) Doctoral Dissertation

The usual length of a doctoral dissertation is 250,000 to 350,000 characters without spaces (i.e. 150 to 210 pages of text).

## 2 THESIS STRUCTURE

Theses must be structured as described below. Structure refers to the composition, layout and integration of all the sections of a thesis. The structure of a thesis must include the following elements:

### 2.1. ABSTRACT

The abstract provides a clear overview of the full contents of the thesis. Its purpose is to provide the reader with basic information about the thesis. The abstract must be written in Slovenian and one of the world languages (usually in English – Abstract). The abstract should be up to 700 words long. About 5 keywords are listed at the bottom of the Slovenian and foreign-language abstracts.

### 2.2 TABLE OF CONTENTS

The table of contents presents the basic layout of the thesis and helps the reader find the required information in the thesis. The table of contents essentially provides a numerical and textual list of the sections and subsections contained in the thesis, allowing the reader to quickly find the page on which a given section or subsection is located.

### 2.3 INTRODUCTION

The introduction is a mandatory part of every thesis. It constitutes the opening section of the thesis and serves to present the thesis and its author to the reader. In the introduction, the author introduces the reader to the topic discussed in the thesis, familiarises them with the research question and subject matter, the hypothesis and the aims and objectives of their research, reviews the previous research and presents the scientific methodology used and the structure of the thesis. The introduction must concretise the statements made by the student in the explanations and working hypotheses given in their application. However, as opposed to the application, where the future tense was used, the introduction should be written in the past tense. An introduction should generally contain the following elements:

- a) Bachelor thesis introduction:
- A definition of the subject of the thesis.
  - The aims and objectives of the bachelor thesis. The work methodology.
  - A brief summary of each section.

The introduction should generally constitute 5-10% of the total length of the thesis.

- b) Master's thesis introduction:
- The research question and subject matter, including the hypotheses.
  - The aims and objectives of the research.

- A review of the previous research.
- The research methodology.
- A brief summary of each section.

The introduction should generally constitute 5-10% of the total length of the thesis.

- c) Doctoral dissertation introduction: see item b.

## 2.4 MAIN BODY

### 2.4.1 Bachelor thesis body

The body of a bachelor thesis generally encompasses a historical and theoretical part, an analytical and experimental part and a conclusion and future work part.

These parts of the body of the bachelor thesis constitute content sections that can be further divided into multiple sections and subsections, each having a heading of its own. It is advisable for the topic of the bachelor thesis to be covered in a total of up to five interconnected parts (sections), each of which can be further divided into up to three subsections.

The sections and subsections of the bachelor thesis should be numbered using the decimal (classification) system with up to four decimal units. The sections and subsections should be numbered according to the SIST ISO 2145 and SIST ISO 690 standards.

Example:

**1 SECTION** (14 points, uppercase letters, regular, bold)

**1.1 FIRST SUBSECTION** (12 points, uppercase letters, regular, bold)

**1.1.1 Second subsection** (12 points, lowercase letters, regular, bold)

***1.1.1.1 Third and every further subsection*** (12 points, lowercase letters, italic, bold)

The following rules apply in the numbering and formatting of bachelor thesis section headings:

- The heading of each section should be printed at the top of a new page.
- The section heading is followed by two empty lines and then by the text or the subsection heading printed in a new line.
- There should be two empty lines before the heading of the first and second subsection; there should be one empty line before the heading of the third and every further subsection.
- There should be one empty line after the heading of each subsection.
- Section and subsection headings (as well as pictures, tables, etc.) should be numbered with Arabic numerals.

The purpose of the historical and theoretical part is to present the development of the topic discussed in the thesis and the current theoretical knowledge about it.

The analytical and experimental part is the most important part of a bachelor thesis. In it, the student demonstrates their knowledge, experience, creativity and capacity for critical thinking. The student must be able to logically connect the relevant findings, facts, evidence and ideas in the definition of the topic of their bachelor thesis and draw the appropriate conclusions. They must do so independently, always remaining objective in their assessments, evaluations and suggestions and demonstrating their independence and responsibility by providing adequate arguments and substantiated evidence. In this part, the student incorporates the views, findings and formulations of others, making certain to properly cite the sources used.

The conclusion and future work part of the bachelor thesis must clearly, systematically and concisely present the relevant findings, information, observations and established facts discussed and explained in detail in the analytical and experimental part of the bachelor thesis. This part should not contain any quotations or footnotes. This part should also not be subdivided and numbered using the decimal system but is structured in paragraphs in chronological order according to the structure of the bachelor thesis.

### **Reference list**

**All the literature and sources used should be listed at the end of the bachelor thesis.** The references should be ordered alphabetically by the surname of the author and numbered consecutively. Sources should be divided into separate groups (e.g. monographs, articles in periodicals, legal sources). The list should contain a minimum of 10 units.

### **List of tables and figures (below the table of contents if required)**

The tables, charts, drawings, diagrams, charts, maps and other figures included in the bachelor thesis should be listed chronologically, divided into separate groups according to the type of figure.

### **List of acronyms and abbreviations (below the table of contents if required)**

Acronyms and their meanings should be listed separately.

### **List of Slovenian translations of foreign terms (below the table of contents if required)**

### **List of appendices (if any, below the table of contents if required)**

Questionnaires, analytical tables, documents used and other materials should be listed chronologically in a list of appendices at the end of the bachelor thesis.

### **Declaration of authorship and indication of the proofreader (before the abstracts)**

On the left side below the declaration, the student should indicate the place and date. On the right side, the student should write out their name and surname and make a vertical line, on which they should sign their name by hand.

See Appendix 3.

### **2.4.2 Master's thesis body**

A final master's thesis should comprise three parts, namely:

- a historical and theoretical, retrospective or explicative part;
- an analytical and experimental part;
- a conclusion and future work part.

This basic division of the master's thesis into three parts does not mean that the master's thesis should only consist of three sections with three headings. These parts only constitute individual content sections that are further divided into multiple sections and subsections, each with a heading of its own. This is true in particular of the analytical and experimental part, the most extensive part, in which the research question and subject matter are discussed and the hypotheses are proved. It is advisable for the topic of the master's thesis to be covered in a total of up to nine interconnected sections in addition to the introduction and conclusion.

The sections and subsections of the master's thesis should be numbered using the decimal (classification) system with up to four decimal units. The sections and subsections should be numbered according to the SIST ISO 2145 and SIST ISO 690 standards: 1, 1.1, 1.1.1, 2, 2.1, 2.1.1, etc.).

The analytical and experimental part is the most important part of a master's thesis. In it, the student demonstrates their knowledge, skill, creativity, capacity for critical thinking, research experience and motivation. The student must be able to logically connect the relevant findings, facts, evidence and ideas in the definition of the research problem and draw the appropriate conclusions. They must do so independently, always remaining objective in their assessments, evaluations and suggestions and demonstrating their independence and responsibility by providing adequate arguments and substantiated evidence. In the main body, the student incorporates the views, findings and formulations of others, making certain to properly reference the sources used.

The conclusion section of the master's thesis must indicate:

- The research results obtained and objectives achieved.
- The confirmation or rejection of the hypotheses or the answer to the research question.
- The contribution of the research to the science or profession.

- The applicability of the research results.

The conclusion and future work part of the master's thesis must clearly, systematically and concisely present the relevant findings, information, observations and established facts discussed and explained in detail in the analytical and experimental part of the master's thesis, where the hypothesis is either proved or disproved. This part should not contain any quotations or footnotes. This part should also not be subdivided and numbered using the decimal system but is structured in paragraphs in chronological order according to the structure of the master's thesis.

### **Reference list**

A list of sources used in the master's thesis should be included at the end, with the references arranged into groups, ordered alphabetically by the surname of the author and numbered consecutively. The list should contain a minimum of 50 units, at least 1/5 of which should be the work of foreign authors.

### **List of tables and figures (below the table of contents if required)**

The tables, charts, drawings, diagrams, charts, maps and other figures included in the master's thesis should be listed chronologically, divided into separate groups according to the type of figure.

### **List of acronyms and abbreviations (below the table of contents if required)**

Acronyms and their meanings should be listed separately.

### **List of Slovenian translations of foreign terms (below the table of contents if required)**

### **Appendices (if any)**

Questionnaires, analytical tables, documents used and other materials should be listed chronologically in a list of appendices at the end of the master's thesis.

### **Declaration of authorship and indication of the proofreader (before the abstracts)**

On the left side below the declaration, the student should indicate the place and date. On the right side, the student should write out their name and surname and make a vertical line, on which they should sign their name by hand.

See Appendix 3.

### 2.4.3 Doctoral dissertation body

Doctoral dissertations must include:

a) The title:

A doctoral dissertation is the result of the independent research work of a student at the conclusion of their studies. Students propose the topics of their doctoral dissertations by themselves in agreement with their mentor. The topic must pertain to the professional or scientific field that the student has been studying. The topic must reflect the content of the doctoral dissertation.

b) An explanation of the topic:

In this part of the proposal, the student explains the topic of the doctoral dissertation, highlights the most relevant facts relating to the topic of the doctoral dissertation and briefly summarises the process of the preparation of the doctoral dissertation.

c) The research problem, subject matter and hypotheses:

Under this heading, the student defines the area that is discussed in the doctoral dissertation and to which the research problem pertains. The definition of the problem must be clear and precise. This section may also include an explanation of the dimensions of the problem and the significance of its solution. A properly defined research problem and subject matter serve as a basis for defining the working hypotheses (research questions). The student should also define the main assumptions or hypotheses (research questions) in this part. The definition of the assumptions or hypotheses (research questions) and limitations constitutes the beginning of the research of the topic. The assumptions are important, as it is nearly always impossible in researching a certain problem to take into consideration all the factors affecting it. Students should therefore base their work on assumptions that will facilitate their research work. For instance, the assumption that many of the factors affecting their research problem are invariable makes students' work easier because it allows them to focus on a narrower area or even an individual case. The assumptions or hypotheses must be clearly defined.

The limitations in the research of the problem may also be included in the doctoral dissertation. Limitations may include issues due to limited access to data, trade or state secrets, a lack of professional literature, the unwillingness of the responsible people to cooperate, etc.

d) The aims and objectives of the research:

The aims of a doctoral dissertation derive from the research problem. The fundamental aim of every doctoral dissertation is finding the answer to the basic hypothesis (research question). The student should explain the purpose of researching the problem and answer the question of why they have chosen to research this very topic they have chosen. The aims, which can differ greatly, are based on the research problem chosen by the student for their doctoral dissertation

and must answer the question of how the proposed research will change the profession.

The objectives of a doctoral dissertation explain what the student must accomplish to achieve the aim of their research. There can be several objectives, which can be further divided into sub-objectives. Students should define research questions to which they will attempt to provide substantiated answers in their research and the formulation and written presentation of the results of their research.

e) A review of previous research:

In this part, the student describes the previous research in the area discussed in the doctoral dissertation. Previous research may include articles, documented events, statistical data, monographs, documents, etc. The student may also highlight how their research will differ from the previous research.

f) The research methodology:

A doctoral dissertation proposal must also specify the methods that will be used by the student to achieve the objectives of their doctoral dissertation. The student will attempt to solve the chosen problem, research the chosen subject matter and prove the chosen working hypothesis (research question) using the chosen methods. Students most often use one primary scientific research method as well as a number of other, secondary methods. The student should not only enumerate the methods but also specify where and how each method will be used.

g) An overview of the planned structure:

Under this heading, the student should briefly outline the table of contents (sections and subsections).

h) The expected research results:

In this part of the dissertation proposal, the student describes the expected research results that will supposedly contribute to the understanding of certain findings.

i) The expected contribution to the science and profession:

In this part of the dissertation proposal, the student states the most relevant results of the research that are expected to contribute to the science and profession.

j) The application of the research results:

Under this heading, the student briefly outlines the potential applications of the research results.

k) Reference list (at least 100 units):

In the last item of the proposal, the student should list all the sources (separately). Doctoral dissertation proposals should include approximately 100 units, predominantly foreign and original works.

### 3 DOCUMENTATIONAL BASIS OF THE THESIS MANUSCRIPT

The documentational basis of the thesis manuscript refers to the citation and referencing of literature and figures, and footnotes.

Glossary according to the Cambridge Advanced Learners Dictionary & Thesaurus:

- quotation: a phrase or short piece of writing taken from a longer work of literature, poetry, etc. or what someone else has said;
- reference: a writer or a book, article, etc. that is mentioned in a piece of writing, showing you where the person writing found their information;
- footnote: a note printed at the bottom of a page that gives extra information about something that has been written on that page.

#### 3.1 CITATION

When writing a thesis, it is important to strictly separate one's own text from the text, findings, thoughts, ideas, data, illustrations, etc., of others. The author of the thesis may use other authors' definitions of concepts, scientific facts, ideas, data, information, illustrations, etc., but they must always clearly indicate the source and the author in the prescribed manner. This is done using properly cited quotations. Quotation is understood as the verbal or written repetition of the parts of a text or the words of another word for word in a manner allowing the quotation to be checked. Quotation has multiple purposes. The student uses quotations to illustrate a certain notion that serves to support their own idea by referring to a certain authority. When quoting, the student must make sure that the text which is taken from an external source or is a direct quotation is clearly set apart from the remaining text.

Students also often use quotations to support their own counter-arguments against the ideas of another author. If certain words or parts of a quotation are omitted, they should be replaced by an ellipsis. Care must be taken to ensure that the original author's ideas are not changed in such elliptical quotations. If the text is printed in italics or boldface, the student must preserve the formatting in their quotation. If the student wishes to highlight a quotation with italics or boldface, they must indicate this in a footnote (e.g. 'underscored by the author of the thesis').

Essential quotations and quotations in professional works that are primarily intended for foreign readers may be left in their original language. In this case, the foreign-language quotation must be translated and the translation must be included in a footnote. When quoting text, the student must take ensure that the volume of text from external sources is appropriate in consideration of the results of their own research and findings. Quotations must be properly incorporated into the text and must relate to the topic of the thesis.

Quotations of the words of other authors must be enclosed in quotation marks and the source must be properly cited after the quoted text. When the student interprets a longer passage of text in their own words and style (paraphrasing), they must indicate the source from which the paraphrased text was taken. Failure to cite other authors and their works is considered plagiarism (intellectual theft).

There are a number of citation styles or systems.

**Nova Univerza in Slovenia uses the APA citation style<sup>1</sup> (citing at the end of the sentence in round brackets).**

**Exceptionally and in agreement with the mentor, a student may use the OSCOLA citation style in theses discussing legal topics.<sup>2</sup>**

### 3.2 REFERENCES AND NOTES

References and notes should be given in footnotes in regular 10-point font. Footnotes should be included at the bottom of the page, separated from the main text with a vertical line (the length of the separator line is up to 1/5 of the length of the width of the text). The footnote and the location in the text to which the footnote refers should be designated with a unique number. Footnotes should always be on the same page and numbered with the same number as the corresponding reference numbers in the text. Footnotes should be numbered consecutively from the beginning to the end of the text. Footnotes are numbered with Arabic numerals. Footnotes should generally be numbered consecutively in chronological order from the beginning to the end of the thesis, without parentheses.

**Two types of footnotes are generally used, namely:**

- **Explanatory notes:** these notes serve as an additional explanation of certain parts of explanations, data, information, observations, facts or findings within the text.
- **Comparative notes:** these notes serve to reference other parts of the same source or other bibliographic units that deal with identical or similar issues. This includes all mentions of URLs.

Rules for writing citations, references and notes:

- The name of the author is given first, followed by the year of publication of the work and the page from which the quotation is taken: Jerovšek, 2006, p. 37.

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<sup>1</sup> More information on the APA citation style can be found on websites, e.g. <http://trexler.muhlenberg.edu/>, <http://web.calstatela.edu/library/guides/3apa.pdf>.

<sup>2</sup> More information on the OSCOLA citation style can be found on websites, e.g. <https://www.law.ox.ac.uk/research-subject-groups/publications/oscola>.

- If there are two authors, both of their names are given: Jerovšek and Čebulj, 1995, p. 125. If there are three authors, all of their names are given: Jerovšek, Čebulj and Jambrek, 1995, p. 125.
- If there are more than three authors, the name of the first author is given: Jerovšek et al., 1995.
- When referencing a certain idea without quoting, the source is cited as follows: See Jambrek, 2007, p. 123.
- The observations of other authors (e.g. Jerovšek) cited in the work of another author (e.g. Čebulj) can also be cited. In this case, the citation is given for the secondary and not the original source. The name of the original author is given first, followed by "IN:" and the name of the author of the secondary source: Jerovšek IN: Čebulj, 1998, p. 20.
- In general references to a certain author or work, only the name of the author and the year of publication are given: Jambrek, 2005. Such references should be used sparingly.
- When summarising or paraphrasing the text of another author, the text is not enclosed in quotation marks and is cited as follows: From Jambrek, 1998, p. 62.
- If multiple works written by the same author and published in the same year are cited, they are ordered alphabetically within the same year by adding a corresponding lowercase letter to the year of publication: Jambrek, 1996a, p. 101.
- If the name of the author is already included in the signal phrase introducing the paraphrased text, only the year of publication and the page of the source are given: Jambrek (2006, p. 307) shares this opinion, claiming that ...
- When citing laws, regulations, etc., the abbreviation of the law, regulation, etc., is given, followed by the article referenced: ZLS, Article 34.
- When citing anonymous sources, such as the Statistical Yearbook (Statistični letopis – SL), the abbreviation or label of the source is given, followed by the year of publication and the page: SL, 1995, p. 57.
- When citing sources published online, the same rules as for printed sources (author, year, page) apply wherever possible. As the author or title is often not indicated in online sources, the address of the online source or the name of the holder of the copyrights, moral rights or material rights is given instead.
- If no page number is indicated in the online source, it is omitted. At the end of the citation, the note 'e-source' is added in parentheses.
- Online PDF documents are cited in the same manner as printed sources: Grum, 2010, p. 13. If the pages are not numbered, the author should count the pages by themselves and include the page number in square brackets. At the end of the citation, the note 'e-source' is added in parentheses.
- Sources that were accessed online but are also published in printed form (e.g. a book, article, etc.) should be cited as if the original (printed) version were used.

- If the same citation is repeated, “Ibidem” is added to each subsequent citation and different page numbers are given if need be.

### 3.3 REFERENCE LIST

The reference list must include all the sources used in any way in writing the thesis. This does not include sources that are merely mentioned in the thesis. The sources should be arranged into groups. The references listed within each group should be ordered alphabetically according to the surnames of their authors and numbered consecutively. If a given work has up to three authors, all three authors should be given in the reference list item. If a work has more than three authors or is anonymous, its full title should be given.

The section should be numbered and entitled: REFERENCE LIST. The reference list should be further divided into the following subsections:

#### 3.3.1 Independent publications

The following is given:

**Surname, abbreviated name. (year of publication). Title of work. Place of publication: Name of publisher.**

*Example:*

Novak, M. (2010). *Uvod v pravo*. Nova Gorica: Evropska pravna fakulteta.

If there are three authors:

Avbelj, M., Črnčec, D. and Letnar Černič, J. (2012). *Izzivi moderne države*. Brdo pri Kranju: Fakulteta za državne in evropske študije.

If there are more than three authors:

Avbelj, M. et al. (2012). *Izzivi moderne države*. Brdo pri Kranju: Fakulteta za državne in evropske študije.

If the source is anonymous, the reference begins with the title:

*Example:*

*Statistični letopis RS* (1995). Ljubljana: Statistični urad Republike Slovenije.

\* Examples of footnote citations:

(Novak, 2010, p. 19).

(see *Statistični letopis*, 1995, pp. 23–25).

### 3.3.2 Articles in journals

Scientific publications in Slovenian or a foreign language in printed journals or published in electronic form have priority. Electronic versions of articles are referenced as shown below using the available data. The doi: xx.xxxxxxxxxxxxxx or the URN/URL if known, and the date of access are included at the end.

**Surname, abbreviated name. (year). Title of article. *Title of journal*, year of publication, volume number, issue number, pages.**

*Examples:*

Jambrek, P. (2012). Pravice do svobode izobraževanja, do svobode znanosti in umetnosti ter do avtonomije univerze. *Dignitas*, vol. 14, n. 55/56, pp. 3–11. URN:NBN:SI:spr-PFDPDLU7.

Djinovič, M. and Geisler, R. (2011). Novi kodeks dobrih poslovnih običajev v prometu z nepremičninami. *Pravna praksa*, vol. 30, n. 38, pp. 2–8.

Tratar, B. (2010). Bistvo prava je uresničevanje pravičnosti v družbi. *Polet: magazin Dela in Slovenskih novic*, vol. 9, n. 42, pp. 12-15.

Daly, M. (2006). EU social policy after Lisbon. *Journal of common market studies (JCMS)*, vol. 44, n. 3, pp. 461-481. URL: <http://eucenter.wisc.edu/OMC/New%20OMC%20links/daly%20social%20policy%20after%20lisbon%20JCMS%202006.pdf>, xx.xx.2016.

\* Examples of footnote citations:

(Jambrek, 2012, p. 9).

(from Djinovič and Geisler, 2011, pp. 4–5).

(see Daly, 2006, p. 472)

### 3.3.3 Contributions or chapters in books or collections

If the source is a contribution in a book or collection with multiple authors, the surname and name of the author of the contribution or chapter and the title of the contribution are given first. This is followed by “IN:”, the title of the book or collection, a slash, and the abbreviation ed. (“editor”). The place of publication, the name of the publisher and the year of publication are then given, followed by the pages on which the contribution or chapter is printed.

**Surname, abbreviated name. (year of publication). Title of contribution. IN: Title of publication / ed. name and surname of editor. Place of publication: name of publisher. Pp. from-to.**

*Examples:*

Jambrek, P. (2011). Usoda demokratičnih dejanj v diktaturi. *IN: Challenges of contemporary international law and international relations* / ed. Miha Pogačnik. Nova Gorica: Evropska pravna fakulteta. Pp. 39-60.

Bembič, L. (2006). Vloga slovenskih organov v zvezi s postopki pred Sodiščem ES v Luksemburgu. *IN: Dnevi slovenskih pravnikov 2006 od 12. do 14. oktobra, Portorož*. Ljubljana: Gospodarski vestnik. Pp. 1092-1100.

*\* Examples of footnote citations:*

(Jambrek, 2011, p. 49).

(see Bembič, 2006, pp. 1095–1097).

### 3.3.4 Legal sources

**Title of law. Publication, amendments.**

*Examples:*

Kazenski zakonik. Official Gazette of the Republic of Slovenia, No. 54/2015 of 20 July 2015.

Zakon o javnih uslužbencih. Official Gazette of the Republic of Slovenia, No. 63/07 – official consolidated text, 65/08, 69/08 – ZTFI-A, 69/08– ZZavar-E and 40/12– ZUJF.

Obligacijski zakonik. Official Gazette of the Republic of Slovenia, No. 97/07 – official consolidated text and 64/16 – Constitutional Court decision.

Odlok o oglaševanju. Official Gazette of the Republic of Slovenia, No.10/2011.

United Nations Convention on the Law of the Sea (UNCLOS), with annexes I–VI (MKZNPMP), Montego Bay, Jamaica, 1982. UL SFRJ – Mednarodne Pogodbe.

1936 Montreux Convention. URL: <http://cil.nus.edu.sg/1936/1936-convention-regarding-the-regime-of-he-straits/> XX.XX.2016 (date of access).

Zakon o duševnem zdravju. Official Gazette of the Republic of Slovenia, No. 77/2008.

Commission Regulation (EC) No. 1737/2005 of 21 October 2005 amending Regulation (EC) No. 1726/1999 as regards the definition and transmission of information on labour costs. OJ L 279/11, 22 October 2005.

Council Directive 75/117/EEC of 10 February 1975 on the approximation of the laws of the Member States relating to the application of the principle of equal pay for men and women. OJ L 45, pp. 19–20.

### 3.3.5 Court cases

Name of **decision**: type of court (abbreviation), reference number, date of issue, location in the collection in which the decision was published (if at all), or name of journal. If the decision was published in an online collection of decisions, the online source is given.

#### **Examples:**

HC RS, II Ips 108/2007, 16 July 2009,  
[http://www.sodisce.si/znanje/sodna\\_praksa/vrhovno\\_sodisce\\_rs/61585/](http://www.sodisce.si/znanje/sodna_praksa/vrhovno_sodisce_rs/61585/), last  
accessed on 20 January 2010.

If the year of issue is already indicated in the reference number, the date of issue may be omitted. If the year in the reference number and the year of issue differ, both should be given. The type of court should not be specified with an abbreviation but should be given in full in the reference list. Only the court case documents actually used in the thesis should be referenced.

#### **Examples of various methods of referencing according to the primary source:**

##### \* Examples of footnote citations:

(Decision of the Court, ref. no. C-31/78 – Bussone).

(Order of the KHC, ref. no. Cp 508/2011).

(Order of the Constitutional Court of the Republic of Slovenia, ref. no. U-I-236/08, 4 August 2010).

(Decision of the Supreme Court of the Republic of Slovenia, ref. no. X Ips 203/2014, 13 November 2008).

##### *Examples of citations in literature:*

(Decision of the Supreme Court of the Republic of Slovenia, ref. no. X Ips 203/2014, 13 November 2008).

### 3.3.6 Online sources

Scientific articles, books, chapters and parts of collections that are published and accessible in electronic form, are referenced according to the parameters for individual types of material. At the end, the appropriate full title of the document is given – URN/URL (Uniform Resource Name/Uniform Resource Locator). This means that the author (if known) is given first, followed by the address of the source and the date of publication (if known). No page numbers are given for online sources, except for PDF documents. The date on which the document was found and accessed is given after the URL.

**Before submitting the thesis, you must check if all URLs are working. Whether URLs are working will also be checked during the technical review of the thesis.**

***Example of an e-article:***

**Surname, abbreviated name. (year). Title of article. *Title of journal*, vol., n., p. Date of online publication (if known). URL: \_\_\_\_, xx.xx.2016 (date of access – CURRENT YEAR).**

**Example of website:**

**Surname, abbreviated name. (year). *Title*. Date of online publication (if known). URL: \_\_\_\_, xx.xx.2016 (date of access – CURRENT YEAR).**

*Examples:*

Lain, C. (2016). Upside-down judicial review. *The Georgetown Law Journal*, vol. 101, pp. 113-183.

URL: [http://papers.ssrn.com/sol3/papers.cfm?abstract\\_id=1984060](http://papers.ssrn.com/sol3/papers.cfm?abstract_id=1984060) xx.xx.2016.

Svetlič, R. (2009). Medkulturno kazensko pravo – projekt 21. stoletja? *Anthropos*, vol. 41, n. 3/4, pp. 119-134.

URL: [http://www.anthropos.si/anthropos/2009/3\\_4/06\\_svetlic.pdf](http://www.anthropos.si/anthropos/2009/3_4/06_svetlic.pdf). xx.xx.2016

*Evropska centralna banka išče kandidate za pripravništvo*. (2017). URL: <http://www.pf.um.si/obvestila/priloznost-evropska-centralna-banka-isce-kandidate-za-pripravnistvo/>, 12 January 2017.

**\* Examples of footnote citations:**

(Novak, 2010);

(Lain, 2016);

(from Svetlič, 2009, pp. 119–121).

***A few more examples:***

*Razvoj podeželja*. Kmetijsko gozdarska zbornica Slovenije. URL: <http://www.kgzs.si/gv/razvoj-podezelja.aspx>. Xx.xx.2016

If the author of the work or the holder of the moral copyright is not known, the address of the source and the holder of the material copyright (company, institution, etc.) are given instead.

***Example:***

*Establishing professional and impartial administration*. OECD. 25 November 1999.

URL: <http://www.oecd.org/puma/sigmweb/acts/act4.htm>. xx.xx.2016

**\* Examples of footnote citations:**

(Establishing professional and impartial administration, 1999, e-source).

### 3.4 LIST OF TABLES AND FIGURES

The table of contents is followed by the list of used charts, figures, tables, etc. An individual list should be structured so that the items are listed consecutively in order of their appearance in the text. The consecutive number, title and page number of each figure should be indicated in the list, which should be formatted similarly to the table of contents.

Figures are tables, charts, schematics, maps, photographs, diagrams and other materials used by the author to support the text and present complex concepts to the reader more clearly and easily.

Tables are systematic arrangements of data on the characteristics of the studied phenomena obtained through collection, grouping and processing. They are suitable for displaying processed numerical data obtained by conducting surveys or experiments or using other data collection methods.

Charts are used to clearly illustrate and demonstrate phenomena by means of symbols and geometric shapes. Charts allow the reader to easily see the relationships, correlations and functional connections between the studied data or factors of a process.

Schematics are predominantly used in scientific and technical fields. They most often present objects in an orthogonal projection, accompanied by the relevant data and calculations.

Maps are special figures that are used predominantly in transport and traffic sciences to illustrate the location of individual countries, roads, routes, etc.

Photographs are mainly used in works dealing with transport and traffic to show various vehicles, manipulation equipment, container terminals, sea ports, harbours, etc.

Diagrams are used instead of long descriptions to present and demonstrate relationships, complex procedures, phenomena, etc.

A picture is an area in which an illusion of actual natural phenomena is created through a specific arrangement of shapes and colours.

Pictures and other figures used in theses should be numbered with consecutive numbers and titled (e.g. 'Figure 1: Draft certificate of graduation'). They should be positioned in the appropriate location within the text and referenced in the text with

their respective number (e.g. 'as shown in Figure 1'). Pictures should be centre-aligned.

Each picture should have:

- a consecutive number (e.g. Figure 7, Figure 8, etc.),
- a title printed in boldface lowercase letters,
- a body (the picture with the data or information),
- a reference to the source from which the picture was taken or adapted. The source can also be the author's own work. If it is an online source, the URL is given.

If necessary, any notes, abbreviations or symbols that explain, supplement or further clarify the contents of a picture should be included below the body of the picture.

Example:

Figure 1: Draft certificate of graduation.<sup>3</sup>



Source: website of the Graduate School (given in a footnote), (2016).

Source: Benko, 2015, p. 7.

Source: author.

Any lines in pictures should be at least 0.5 points thick and the size of any text should be at least 10 points (as shown in the example above).

The above instructions for pictures apply with the necessary modifications to tables and other figures. With tables, the head of the table should be positioned at the top in the central part of the table, followed by the body. The contents of individual columns should be indicated in the head (top section) of the table. The text in the head should be centre-aligned and the text of the first column should be left-aligned. The values in the other columns should be right-aligned.

<sup>3</sup> Source: www.fds.si (2016).

Example:

Table 1: Elective courses.

ZAP. ŠT.	PREDMET	PREDAVANJA (ŠT. UR)	KT
1	Upravni sistemi	20	3
2.	Etika v upravi	20	3
3.	Financiranje in upravljanje EU-projektov	20	3
4.	Javno-zasebno partnerstvo	20	3
5.	Obrambni in varnostni sistem	20	3

Source: Fakulteta za državne in evropske študije (2016, p. 17).

### 3.5 LIST OF ACRONYMS AND ABBREVIATIONS

The list of tables and figures is followed by a list of acronyms and abbreviations. The acronyms and abbreviations used in the thesis should be listed alphabetically. The meaning of the acronym or abbreviation should be given next to the acronym or abbreviation.

*Example:*

ZUP - Zakon o splošnem upravnem postopku

### 3.6 LIST OF SLOVENIAN TRANSLATIONS OF FOREIGN TERMS

The language of the terms used should be indicated, followed by a list of terms and their translations in the format 'term – Slovenian translation'. The list should primarily include foreign terms that are not yet in general use.

*Example:*

Translations from English

ability test – test sposobnosti

knowledge test – test znanja

## 4 THESIS FORMATTING

### 4.1 BACHELOR THESIS FORMATTING

#### 4.1.1 Cover page

The following lettering should be printed in uppercase letters at the top centre of the cover page of the bachelor thesis:

NOVA UNIVERZA IN SLOVENIA  
GRADUATE SCHOOL OF GOVERNMENT AND EUROPEAN  
STUDIES

or

NOVA UNIVERZA IN SLOVENIA  
EUROPEAN FACULTY OF LAW

The following should be printed at the centre of the page in uppercase letters:

**TITLE OF THE BACHELOR THESIS**

There should be an empty line directly below the title, followed by the type of thesis printed in uppercase letters:

**Bachelor Thesis**

This is followed by an empty line, and below it the name and surname of the candidate. At the bottom of the page, the place and year of submission of the bachelor thesis should be printed at the centre of the page in uppercase letters. The font size should be 16 points, except for the title of the thesis, which should be printed in 18-point font.

Example: see Appendix 1.

#### **4.1.2 Title page**

The following lettering should be printed in uppercase letters at the top centre of the title page:

NOVA UNIVERZA IN SLOVENIA  
GRADUATE SCHOOL OF GOVERNMENT AND EUROPEAN  
STUDIES

or

NOVA UNIVERZA IN SLOVENIA  
EUROPEAN FACULTY OF LAW

The following should be printed at the centre of the page in uppercase letters:

**TITLE OF THE BACHELOR THESIS**

There should be an empty line directly below the title, followed by the type of thesis printed in uppercase letters:

## BACHELOR THESIS

In the bottom left section, the text 'Candidate:' should be printed in lowercase letters, followed to the right by the name and surname of the candidate and below it their enrolment number. This is followed by the study programme (e.g. University study programme Public Administration – 1st cycle). Below the study programme, the text 'Thesis advisor:' should be printed, followed to the right by the academic and professional title and the name and surname of the student's mentor (e.g. 'prof. dr. Janez Čebulj'), which should be aligned with the name of the candidate.

At the bottom of the page, the place and year of submission of the thesis should be printed at the centre of the page in lowercase letters.

Example: see Appendix 2.

## 4.2 MASTER'S THESIS FORMATTING

### 4.2.1 Cover page

The following lettering should be printed in uppercase letters at the top centre of the cover page of the master's thesis:

NOVA UNIVERZA IN SLOVENIA  
GRADUATE SCHOOL OF GOVERNMENT AND EUROPEAN  
STUDIES

or

NOVA UNIVERZA IN SLOVENIA  
EUROPEAN FACULTY OF LAW

The following should be printed at the centre of the page in uppercase letters:

**TITLE OF THE MASTER'S THESIS**

There should be an empty line directly below the title, followed by the type of thesis printed in uppercase letters:

## Master's Thesis

This is followed by an empty line, and below it the name and surname of the candidate. At the bottom, the place and year of submission of the master's thesis should be printed in lowercase letters.

Example: see Appendix 1.

### 4.2.2 Title page

The following lettering should be printed in uppercase letters at the top centre of the title page:

NOVA UNIVERZA IN SLOVENIA  
GRADUATE SCHOOL OF GOVERNMENT AND EUROPEAN  
STUDIES

or

NOVA UNIVERZA IN SLOVENIA  
EUROPEAN FACULTY OF LAW

The following should be printed at the centre of the page in uppercase letters:

TITLE OF THE MASTER'S THESIS

There should be an empty line directly below the title, followed by the type of thesis printed in uppercase letters:

MASTER'S THESIS

In the bottom left section, the text 'Candidate:' should be printed in lowercase letters, followed to the right by the name and surname of the candidate and below it their enrolment number. This is followed by the study programme (e.g. Master's study programme Government and European Studies, Master's study programme Public Administration – 2nd cycle, Master's study programme International and Diplomatic Studies, etc.). Below the study programme, the text 'Thesis advisor:' should be printed, followed to the right by the academic and professional title and the name and surname of the student's mentor (e.g. 'prof. dr. Janez Čebulj'), which should be aligned with the name of the candidate. At the bottom of the page, the place and year of submission of the thesis should be printed at the centre of the page in lowercase letters.

Example: see Appendix 2.

## **4.3 DOCTORAL DISSERTATION FORMATTING**

### **4.3.1 Cover page**

The following lettering should be printed in uppercase letters at the top centre of the cover page of the doctoral dissertation:

NOVA UNIVERZA IN SLOVENIA  
GRADUATE SCHOOL OF GOVERNMENT AND EUROPEAN  
STUDIES

or

NOVA UNIVERZA IN SLOVENIA  
EUROPEAN FACULTY OF LAW

The following should be printed at the centre of the page in uppercase letters:

**TITLE OF THE DOCTORAL DISSERTATION**

There should be an empty line directly below the title, followed by the type of thesis printed in uppercase letters:

**Doctoral Dissertation**

There should be an empty line directly below the type of thesis, followed by the name and surname of the candidate. At the bottom, the place and year of submission of the doctoral dissertation should be printed in lowercase letters.

Example: see Appendix 1.

### **4.3.2 Title page**

The following lettering should be printed in uppercase letters at the top centre of the title page:

NOVA UNIVERZA IN SLOVENIA

# GRADUATE SCHOOL OF GOVERNMENT AND EUROPEAN STUDIES

or

## NOVA UNIVERZA IN SLOVENIA EUROPEAN FACULTY OF LAW

The following should be printed at the centre of the page in uppercase letters:

### TITLE OF THE DOCTORAL DISSERTATION

There should be an empty line directly below the title, followed by the type of thesis printed in uppercase letters:

### DOCTORAL DISSERTATION

In the bottom left section, the text 'Candidate:' should be printed in lowercase letters, followed to the right by the name and surname of the candidate and below it their enrolment number. This is followed by the study programme (e.g. Doctoral study programme International and Diplomatic Studies or Doctoral study programme Public Administration). Below the study programme, the text 'Thesis advisor:' should be printed, followed to the right by the academic and professional title and the name and surname of the student's mentor (e.g. 'prof. dr. Janez Čebulj'), which should be aligned with the name of the candidate. At the bottom of the page, the place and year of submission of the dissertation should be printed at the centre of the page in lowercase letters.

Example: see Appendix 2.

## 5 RESPECT FOR COPYRIGHT AND PLAGIARISM PREVENTION AT NOVA UNIVERZA IN SLOVENIA<sup>4</sup>

All theses submitted at Nova Univerza in Slovenia must comply with the Slovenian copyright legislation in force, namely with:

**The Copyright and Related Rights Act (Official Gazette of the RS, No. 16/07 – official consolidated text, 68/08, 110/13, 56/15 and 63/16 – ZKUASP).**

A thesis is an individual intellectual creation and must therefore be personal and original; it must contain individual features or, in other words, be unique. It must not consist only of copyright and unprotected works (quotations and abstracts) **without including the student's own thoughts, observations, opinions, analyses, critical observations, etc.**

When preparing the thesis, the student shall draw from the multitude of existing copyrighted and other works or sources. They must be used in accordance with the following documents:

- Respect for copyright and plagiarism prevention at Nova Univerza in Slovenia;
- Technical instructions for the preparation of theses, particularly regarding the citing, summarising and documenting of sources.

The student must be the author of the thesis. The mentor guides students, advises them, and gives them instructions and suggestions for making changes and corrections to the thesis. The mentor should not be directly involved in the student's creative process. The mentor's thoughts and suggestions may serve only as material for the student's new or broadened ideas. The mentor is neither the author nor the co-author of the student's thesis.

It is the student's responsibility to respect copyrights when preparing the thesis; the mentor helps or guides them in the process. Their responsibility must be clearly distinguished: while preparing the thesis, the student must use the copyrighted works of other authors consistently and correctly, and abide by the rules of copyright law, whereas the mentor must assist them by guiding and directing them, and pointing out mistakes.

The mentor should encourage the student to make sure that the volume of original text is appropriate in consideration of the topic and contents of the thesis. The degree

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<sup>4</sup> This document has been prepared based on the legislation in force, the website [www.plagiarism.org](http://www.plagiarism.org), and other relevant working documents of Slovenian universities and of the Intellectual Property Institute.

of individuality is hard to define in general, which is why the mentor (in addition to the student) must judge how much original text is necessary and appropriate in proportion to the entire text of the thesis. The mentor should pay attention to the respect for copyright, especially to the proper citing of references. During the final review of the thesis, the mentor once again checks if the thesis is suitable from the aspect of copyright law.

When the mentor begins working with the student, they make certain that the student is familiar with the Graduate School's policy regarding copyright protection and plagiarism prevention, and with the consequences of copyright violation. Among other things, the mentor must inform the student that when a thesis is submitted it is appropriately checked using software for the detection of academic plagiarism. If the report on similarities with other texts shows:

- 25% or less for the 1st cycle, or 20% or less for the 2nd and 3rd cycle, the thesis is suitable for defence;
- from 26% to 40% for the 1st cycle, or from 21% to 35% for the 2nd and 3rd cycle, a technical assistant must send the originality report (similarities with other texts) by email to the mentor and candidate. The candidate must correct the thesis and eliminate potential flaws (incorrect citations, summarising, removing copied paragraphs, etc.) within a reasonable deadline, and resend the thesis to the technical assistant for technical review to be re-checked. If the thesis is again unsuitable as regards similarities with other texts, the technical assistant informs the mentor and the Associate Dean for Academic and Student Affairs of this, who then take appropriate action;
- 41% or more for the 1st cycle, or 36% or more for the 2nd and 3rd cycle, the technical assistant must inform the mentor and the Associate Dean for Academic and Student Affairs of this, who then take appropriate action;
- the aforementioned percentages are raised by 10 percentiles if the student's previous works were used in writing the thesis.

Plagiarism is the representation of the work of another author as one's own original work without citing the real author or the source. If plagiarism is detected in a submitted thesis, disciplinary proceedings may be initiated against the student.

**Forms of plagiarism in a thesis may include:**

- **a student labelling the work of another author under their own name.**

Example: a student signs a seminar paper or thesis written by another author (or several sections of different seminar papers or theses) with their own name and submits it as their own original work.

**- when citing (quoting and summarising), the student does not give the name of the (real) author.**

Example: a student includes a paragraph in the thesis which has been copied from a book but does not mention the book's author as its author, but instead presents it as an original piece of text.

**Plagiarism is also:**

- the appropriation and representation of other people's ideas or words as one's own;
- stealing and publication of other people's ideas and words as one's own;
- presenting an idea or product which has been taken from an existing source by another author as new and original, i.e. as one's own, without giving the name of the real author or without citing the source;

Self-plagiarism, reuse of significant, identical, or nearly identical portions of one's own work without acknowledging that one is doing so or citing the original work, is not allowed. Self-citing, copying students own texts with appropriate citation, should not exceed 10%.

**Before confirming the suitability of the thesis for defence, the mentor is obligated to ensure compliance with the Technical instructions for the preparation of theses. The mentor is obligated to request a plagiarism report, fill out the Thesis Suitability Statement and send it to the Student Affairs Office of the Graduate School.**

When suspecting plagiarism, we follow four steps, which are explained in greater detail below:

- step 1: identifying plagiarism;
- step 2: confirming the suspicion of plagiarism;
- step 3: assessing the gravity of plagiarism; and
- step 4: taking action in the event of confirmed plagiarism.

***Actions of the Thesis Defence Committee***

An instance of plagiarism may also be discovered by a member of the Thesis Defence Committee (hereinafter: Defence Committee). In such cases, it is recommended that they inform another member of the Defence Committee of their findings. The Committee (both members unanimously, or only one member) may take the following actions based on the assessment of the gravity of plagiarism:

- When the gravity of the instance of plagiarism as regards quantity and content is great (“a severe violation”), the Defence Committee establishes prior to the official start of the defence (either a few days prior or upon the hour scheduled for the start of the defence) that not all of the conditions for defence have been met and the defence does not begin. In the defence minutes, the Committee states that the defence was not carried out due to suspected plagiarism and proposes the initiation of disciplinary proceedings.

- When the gravity of the instance of plagiarism as regards quantity and content is small (“a minor violation”), the Committee carries out the defence, but discovers minor errors in the thesis and demands that the student supplements the thesis or eliminates the errors. The student is informed of the requested changes and the deadline (a maximum of 30 days) directly at the defence (orally), and both are entered in the defence minutes. The minutes are submitted to the Student Affairs Office of the Graduate School, which delivers it to the student. The Defence Committee shall review the corrections within seven days after receiving them.

A. If the corrections are suitable, the Defence Committee supplements the defence minutes with the final thesis grade and with a decision on successful thesis defence.

B. If the student fails to submit a corrected thesis within the agreed deadline or if the Defence Committee determines that the errors have not been eliminated, the Defence Committee supplements the defence minutes with an unsatisfactory (5) final thesis grade. The Chairman of the Committee submits the supplemented minutes to the Student Affairs Office of the Graduate School, which informs the student of their (un)successful defence and thesis grade.

### ***Actions of third parties***

An instance of plagiarism may also be discovered by others (e.g. Associate Dean, technical assistants in the Student Affairs Office or in the library). In such cases, the mentor is informed of the suspected plagiarism. Potential evidence is attached to the notice or the notice mentions where such evidence can be found.

The notice is sent to the Associate Dean in charge of education, for information purposes only.

The mentor takes one of the above-mentioned actions:

- talks to the student during regular mentoring sessions;
- requests the initiation of disciplinary proceedings;
- carries out the defence, but demands that the thesis be appropriately corrected and supplemented.

***Discovering plagiarism after graduation***

If after a successful thesis defence or after the graduation ceremony, there are reasonable grounds for suspecting that the student's thesis is plagiarism (in its entirety or only in part), we inform the Associate Dean in charge of education of this, who then initiates the proper proceedings in accordance with the regulations in force.

**These instructions will enter into force and begin to apply on the day after their adoption by the Management Board of the NU. Students who have registered their thesis topic prior to the adoption of these instructions may use the old instructions until 30 September 2017.**

Date: 29<sup>th</sup> May 2017

Chairman of the Management Board of Nova Univerza in Slovenia  
prof. dr. Peter Jambrek

Appendix 1

**NOVA UNIVERZA IN SLOVENIA  
GRADUATE SCHOOL OF GOVERNMENT AND EUROPEAN STUDIES**

**TITLE OF THESIS**

**Bachelor Thesis**

**Name and Surname**

**Place, 2017**

Appendix 2

NOVA UNIVERZA IN SLOVENIA  
GRADUATE SCHOOL OF GOVERNMENT AND EUROPEAN STUDIES

TITLE OF THESIS

BACHELOR THESIS

Candidate: Name and Surname  
Enrolment No.:  
Study  
programme:  
Thesis advisor: prof. dr. Name and Surname

Place, 2017

## Appendix 3

**Declaration of authorship and indication of the proofreader**

I hereby confirm that:

- this thesis is solely the result of my own research;
- this thesis has been revised as requested by my mentor and the thesis committee;
- I have made certain that the works and views of other authors that I have used in this thesis have been referenced in accordance with the instructions of the Graduate School;
- I am aware that plagiarism – presenting the original work or idea of another, whether in the form of a quotation, paraphrase or graphical representation, as my own work or idea – is punishable by law (Copyright and Related Rights Act (ZASP) – Official Gazette of the Republic of Slovenia Nos. 21/1995, 9/2001, 30/2001 – ZCUKPIL, 43/2004, 17/2006, 114/2006 – ZUE, 139/2006, 68/2008, 10/2013, 56/2015 and 63/2016);
- the electronic version of this thesis is identical to the printed version and that I give my consent to the publication of the thesis online;
- the thesis has been proofread by \_\_\_\_\_.

Place and Date

Name and Surname

(handwritten signature)

## Appendix 4

**Language editor's confirmation**

The undersigned \_\_\_\_\_,  
(name and surname and professional title)

Born \_\_\_\_\_, confirm that this final paper entitled \_\_\_\_\_

\_\_\_\_\_  
Authored by \_\_\_\_\_,  
(name and surname)

Was written in a gramatically and linguistically correct manner.

Place and date, \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(editor's signature)