AUTHOR GUIDELINES

1. General

Papers should be original scientific articles. Author of the submitted paper ensures that work is original and is not or will not be published in any other journal or publication. All submitted papers are subject to double-blind peer review by international review committee.

2. Technical recommendations

- Manuscript should be prepared as MS Word or RTF document.
- We accept only electronic submissions.
- Language of submitted papers is English.
- Articles must contain the following elements: article's main title; author's first and last names; author's working place, its address and e-mail; abstract in English (up to 3000 characters without spaces); keywords in English (no less 5); article (from 10 to 15 pages, including bibliography); summary (up to 9000 characters without spaces) and brief author's biography (up to 1000 characters without spaces).

3. Article

- Papers should contain from 10 to 15 pages including bibliography, notes and tables (without summary and brief author's biography). The paper must be formatted on A4 paper – portrait layout – with the following margins: left, right, top, bottom: 2.5 cm. **Do not add page numbering.**
- The point size should be 12 and the font should be Times New Roman.
- Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1, 1.2, etc. (the abstract and summary are not included in numbering). The chapter and subchapter text must be structured at a maximum of two levels.

3.1 Abstract

Abstract [font Times New Roman, size 12, italic, justified] is a component of the paper. It must be written in English and **cannot represent the introduction** of the paper. The abstract must contain these elements:

- Purpose;
- Design/methodology/approach;
- Findings;
- Research limitations/implications, practical implications;
- Originality/value.

The Abstract has to comprise to 3000 characters without spaces. Author has to define JEL (http://www.aeaweb.org/jel/jel_class_system.php) and UDC Classification (http://www.udcc.org/udcsummary/php/index.php).

3.2 Keywords

Include at least 5 keywords that accurately describe the manuscript's primary topic.

4. Quoting and paraphrasing in text

When referencing text, which is being summarised or quoted, enter (in the round parenthesis after the quotation) the surname of the author, year of publication and page of the relevant text (Merkač Skok, 2010, pp. 102–103).

When referencing web resources, you must enter the direct link in the parenthesis after the quotation (http://www.mp.gov.si/si/center_za_izobrazevanje_cip/).

When referencing text by authors, which had already summarised and used as a quotation in their work, enter in the parenthesis after the citation: the surname of the author of the original citation and the year of publication of the work which is being cited, followed by a semi colon and the name of the author whom you are quoting and the year of publication, which you examined and in which you discovered the referenced text, and the relevant page (Mulej, 1995; referenced by Likar, Križaj, Fatur, 2006, p. 155).
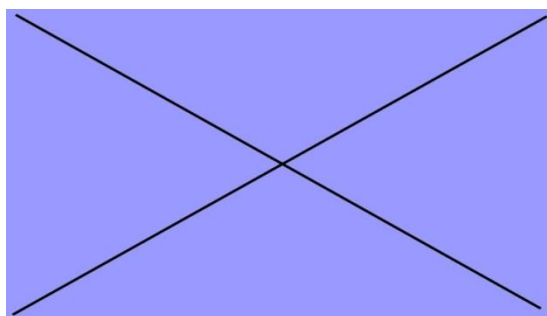
Authors can also be listed inline when appropriate, whereby – besides their surname – we also include the year and page in the parenthesis. In the event of the latter we do not list the information on the author, year of publication and pages where the referenced text is located at the end of cited/quoted work, since we would be unnecessarily repeating information which is already known (see Example below).

Example:
… as claimed by Hladnik (1994, p. 119): "One must be careful with quotations, since it could quickly occur that the original and independent thoughts disappear among a pile of quotations. Quotations are intended merely to separate the original from the non-original."

4.1 Tables and figures

The title and source of the figure/graph are entered below the figure/graph; the title and source of the table are entered above the table (see examples below).
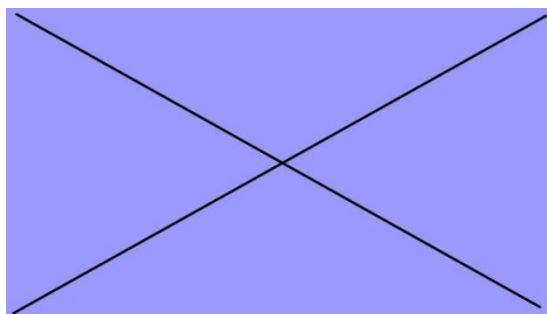

Figure/Graph 1: Figure/Graph title (source) [font Arial, size 11, center]
Example**:** Image/Graph 1: Net staff salaries (Kovač, 2005, p. 20)

Table 1: Table title (source) [font Arial, size 11, center]
<u>Example</u>**:** Table 1: Calculation of wages (Kovač, 2005, p. 20)

5. References

List of references must be listed as an autonomous final chapter. Specific units of sources must be numbered and listed in alphabetical order by the author surnames or by the publication title in the event of anonymous authors. Please ensure that every cited reference in text is also listed in chapter References and vice versa. For citing use APA style.

Units of referenced sources **<u>must not be grouped/divided</u>** by specific resource types. In the present template the sources are grouped by type to facilitate the preparation of your reference list.

Reference list must be listed according to the following instructions:

<u>1 Monograph</u>

    a) **One or two author(s)**

➡ **Surname, Name initial. (Year).** *Title: subtitle* **(edition). Location: Press.**

<u>Example:</u>
Hawking, S. (2002). *Vesolje v orehovi lupini*. Tržič: Učila International.

<u>Example:</u>
Haralambos, M. and Holborn, M. (1999). *Sociologija: teme in pogledi* (1st ed., 1st print). Ljubljana: DZS.

    b) **Three to six authors**

➡ **Surname, Name initial, Surname, Name initial, Surname, Name initial, Surname, Name initial and Surname, Name initial. (Year).** *Title: subtitle* **(edition). Location: Press.**

<u>Example:</u>
Kanič, I., Leder, Z., Ujčič, M., Vilar, P. and Vodeb, G. (2009). *Bibliotekarski terminološki slovar*. Ljubljana: Zveza bibliotekarskih društev Slovenije: Narodna in univerzitetna knjižnica.

c) More than six authors

➡ **Surname, Name initial et al. (Year).** *Title: subtitle* **(edition). Location: Press.**

Example:
Buble, M. et al. (2005). *Strateški menadžment*. Zagreb: Sinergija.

d) Anonymous authorship

➡ *Title: Subtitle* **(edition). (Year). Location: Press.**

Example:
Publication manual of the American Psychological Association (6th ed.). (2010). Washington, DC: American Psychological Association.

2 Monograph chapter, journal article

➡ **Author surname, Author name initial. (Year). Article title: Article subtitle. In Author name initial. Author Surname,** *Monograph title: monograph subtitle* **(edition) (p.). Location: Press.**

Example:
Biloslavo, R. (2007). Kultura organizacije. In A. Trnavčevič, R. Biloslavo, B. Snoj, V. Logaj and B. Kodrič, *Ko država šepeta: marketinška kultura v šoli* (pp. 29–56). Koper: Fakulteta za management; Ljubljana: Šola za ravnatelje.

➡ **Author surname, Author name initial. (Year). Article title: Article subtitle. In Editor name initial. Editor Surname (ed.),** *Journal title: journal subtitle* **(p.). Location: Press.**

Example:
Teršek, A. (2010). Je turizem (tudi) odraz našega etičnega sporazumevanja? = Is tourism (also) a reflection of our ethical self-understanding? In A. Brezovec and J. Mekinc (ed.), *Management, education and tourism: social responsibility for a sustainable development: 2nd International scientific conference, Portorož, 21–22 October 2010* (pp. 52–62). Portorož: Turistica.

3 Research reports

Print:
➡ **Author surname, Author name initial. (Year of publication).** *Title: subtitle* **(Research report no. XX). Location: Publisher.**

Example:
Resolucija o nacionalnih razvojnih projektih za obdobje 2007–2023 (Research report). Ljubljana: Urad Vlade RS za informiranje.

Web:

➡ **Author surname, Author name initial. (Year of publication).** *Title: subtitle* **(Research report no. XX). Location: Publisher. Retrieved DD.MM.YYYY from http:www.example.si/raziskovalno poročilo.pdf.**

Example:

Knaflič, L., Mirčeva, J. and Možina, E. (2001). *Temeljno znanje in spretnosti mladih, brezposelnih in staršev šolskih otrok* (Research report). Ljubljana: Andragoški center Slovenije. Retrieved 13.2.2012 from http://porocila.acs.si/datoteke/CELOTA18.pdf.

4 E-Books

➡ **Surname, Name initial. (Year).** *Title: subtitle* **(edition). Location: Press. Retrieved DD.MM.YYYY from http://www.example.si/example.**

Example:

Bennett, A. (2000). *How to live on twenty-four hours a day.* Retrieved 10.2.2012 from http://www.gutenberg.org/files/2274/2274-h/2274-h.htm.

5 Articles, columns and legislative acts

a) Newspaper article

➡ **Author surname, Author name initial. (DD.MM.YYYY). Article title: Article subtitle.** *Newspaper title: newspaper subtitle***, pages. doi number (if it is known).**

Example:

Hladnik - Milharčič, E. (20.11.2003). V senci Winstona Churchilla. *Delo*, p. 4.

b) Online newspaper article

➡ **Author surname, Author name initial. (DD.MM.YYYY). Article title: Article subtitle.** *Newspaper title: newspaper subtitle***. doi number (if it is known). Retrieved DD.MM.YYYY from http://www.example.si/example.**

Example:

Lončar, A. and Rednak, A. (10.2.2012). Lek povišal cene nekaterih zdravil brez recepta. *Finance*. Retrieved 10.2.2012 from http://www.finance.si/339961/Lek-povi%C5%A1al-cene-nekaterih-zdravil-brez-recepta.

c) Magazine article

➡ **Author surname, Author name initial. (Year). Article title: Article subtitle.** *Magazine title: magazine subtitle***, year(magazine serial no.), pages. doi number (if it is known).**

Example:

Bračič, B. (2003). Pošta nekoč in danes. *Gea*, 13(1), 14–23.

d) Online magazine article (including the magazines in databases)

➡ **Author surname, Author name initial. (Year). Article title: Article subtitle.** *Magazine title: magazine subtitle*, **year(magazine serial number), pages. doi number (if it is known). Retrieved DD.MM.YYYY from http://www.example.si/example.**

Example:
Lamers, M., Haase, D. and Amelung, B. (2008). Facing the elements: analysing trends in Antarctic tourism. *Tourism review*, 63(1), 15–27. Retrieved 10.2.2012 from http://www.emeraldinsight.com/journals.htm?issn=1660−5373&volume=63&issue=1&article id=1718926&show=html.

e) Contributions in formal documents and legislative acts

Document in printed form:
➡ **Name of the act. (Year).** *Formal document name,* **number, pages.**

Example:
Zakon o sistemu plač v javnem sektorju. (2002). *Official Gazette of the Republic of Slovenia*, no. 56, pp. 5879–5887.

Online document:
➡ **Name of the act. (Year).** *Formal document name*, **number. Retrieved DD.MM.YYYY from http://www.example.si/example.pdf.**

Example:
Zakon o delovnih razmerjih. (2002). *Official Gazette of the Republic of Slovenia*, no. 42. Retrieved 10.2.2012 from http://www.uradni-list.si/1/objava.jsp?urlid=200242&stevilka=2006.

6 Online sources

Author of the contribution is known:
➡ **Author surname, Author name initial. (Year of publication).** *Text/image title: text/image subtitle*. **Retrieved DD.MM.YYYY from http://www.example.si/example.**

Example:
Burger, B. (2001). *Željnske jame*. Retrieved 10.2.2012 from http://www.burger.si/Jame/ZeljnskeJame/ZeljnskeJame.html.

Author of text unknown:
➡ *Text/image title: text/image subtitle*. **(Year of publication). Retrieved DD.MM.YYYY from http://www.example.si/example.**

Example:
Peru. (2003). Retrieved 10.2.2012 from http://www.lonelyplanet.com/destinations/south_america/peru/.

6.   Summary

Summary (up to 9000 characters without spaces) should be listed at the end of the article.