

GUIDELINES FOR STUDENTS WRITING THEIR THESES AT THE FIRST AND SECOND CYCLE OF STUDY

The completion and defence of the final thesis is the end of your studies at the IBS International Business School. The procedure for completing the thesis is described in the "Regulations on the Graduation Procedure for the First and Second Degree Study Programmes of IBS International Business School Ljubljana (hereinafter referred to as the "Instructions")".

Please read the instructions before you start preparing your final work.

The guidance for students is in two parts:

I. PREPARING YOUR FINAL THESIS - FREQUENTLY ASKED QUESTIONS AND ANSWERS (FAQ)

- How do I choose a supervisor and a topic for my final thesis?
- What are the compulsory elements of a thesis?
- What should the table of contents of the thesis with commentaries include?
- How to write a summary?
- How to write an introduction?
- How to write a conclusion?
- What are the language instructions?
- What if the thesis is in a foreign language?
- What is the format of the final thesis?
- How to write abbreviations and acronyms?
- How to number pages, chapters, figures, tables, equations, footnotes and sources?
- How to cite sources?
- What about copyright?
- What about the annexes and printing of the thesis?
- How to prepare my thesis presentation for the defence?
- What about submitting the defence documentation?

II. THESIS PROPOSALS

II.1 Final thesis templates for level 1 studies



II.2 Final thesis templates for level 2 studies

I. PREPARING THE FINAL THESIS - COMMON QUESTIONS AND ANSWERS (FAQ)

1. How do I choose a supervisor and a topic for my final thesis?

To help you choose a supervisor and a thesis topic, you can consult the list available on the [IBS website](#). You can find a tutor according to your field of study and arrange a specific topic for your final thesis outside the list of topics offered. It is important that you choose a topic that interests you. In agreement with your supervisor, you may also have a co-mentor for your thesis when the topic is interdisciplinary. Once you and your supervisor have agreed on this, you should submit your thesis.

2. What are the compulsory elements of a thesis?

- a. Cover page (cover)
- b. Inside front page
- c. Next inside front page
- d. Thanks to
- e. Title of work, keywords, abstract in Slovene
- f. Title of work, keywords, English summary
- g. Declaration of authorship of the thesis
- h. Declaration of identity of the printed and electronic form of the thesis
- i. Decision on the temporary unavailability of the thesis
- j. Table of contents
- k. The content of the final thesis
- l. Index of images
- m. Index of graphs
- n. Table of contents
- o. Sources and literature
- p. Annexes to the final work
- q. Symbols and abbreviations used

3. What does the table of contents of the thesis with commentaries include?

An outline of the content of the final thesis is presented, which is adapted in a meaningful way according to the individual study programmes and the themes of the final theses. The table of contents of the final thesis follows the IMRAD structure (I=Introduction, M=Methodology, R=Chapters 3, 4 and 5, D=Chapters 6 and 7).

- 1 Introduction (1 page of popular text on the topic)
- 2 Methodology (1-2 pages for level 1 (VS), up to 5 pages for level 2 Study (MAG))
 - 2.1 Problem definition (What is the problem of the thesis? Why "someone's headache"?)
 - 2.2 Definition of the aims of the thesis (The aims can be listed in bullet points: The objectives of the final thesis are to study ..., to produce ..., to develop ..., to test ...)
 - 2.3 Expected results of the thesis (Optional if the aims of the thesis are works under 2.2 defined with sufficient precision)
 - 2.4 Methods, techniques and tools used
 - 2.5 Relevant prior research (Optional for Level 1 (VS), compulsory for 2nd cycle (MAG))
- 3 Theoretical background (Related to the topic of the thesis, description of the method, techniques, tools)
- 4 Research/development (Core text including the research instrument (e.g. survey), processes, data, user interface, conceptual solution)
- 5 Solution/prototype analysis or demonstration of improvement (*Optional section)
 - where performance, improvement, test results can be demonstrated)
- 6 Discussion (Optional for 1st cycle (VS and UN), compulsory for 2nd cycle Study (MAG))
- 7 Conclusion (1 page, outlining which objectives have been achieved - fully/partially/not at all)

Literature and



resources Index

Index of tables

Glossary

Abbreviations and
acronyms Annexes

4. How to write a summary?

The abstract should contain a brief description of the content of the thesis. It should include the purpose of the thesis, the area of the thesis, the methods used, the main results of the thesis, conclusions and recommendations.

Example: the final thesis/research deals with/addresses/focuses on (important parts of the title) ... In the abstract, present what has been done, e.g. a) the theoretical background is shown/technique/tool is presented, b) ... is investigated/developed, c) the experiment consisted of ...
d) the main conclusions of the thesis.

It should be written in Slovenian and English. Keywords should be 3 to 5 words.

The abstract should be approximately 1/3 to 1/2 page for level 1 and 1 page for level 2 degree (MAG)

5. How to write an introduction?

The introduction is the first chapter of the final thesis. The introduction provides an introduction to the field of work the student wishes to explore. It consists of 1 page of popular text on the topic, the motivation for the chosen thesis and an introduction to the area the student will be researching. The student places the area of the thesis in a broader context, highlighting the broader issues that the topic of the thesis touches upon. The content is supported by possible statistical data, thus highlighting the breadth and relevance of the thesis topic both in Slovenia and abroad.

6. How to write a conclusion?

The Conclusion is the last chapter of the final thesis. In it, you start by describing what you have done in your thesis and what its main contributions are. You give an objective assessment of the results and relate them to the problem posed in the introduction. You describe why the contributions of the thesis are important, what their potential applications are and what could be improved.

7. What are the language instructions?

The final thesis should be written in accordance with the spelling rules of the Slovene language.

- Keep sentences short, simple and easy to understand.
- Write your final work in an impersonal way, using the first person plural ('we did', 'we have done').
- When introducing new terms, make sure they are precisely defined.
- Use established professional terminology.
- For professional terms that do not yet have a Slovenian translation, work with your mentor to find the appropriate Slovenian translation.

The written work should be reviewed by a proofreader before submission. The tutor has the right to ask the candidate to correct any text that is not spelling acceptable.

8. What if the thesis is in a foreign language?

The thesis, written in a foreign language, must include:

- the title of the thesis in Slovenian and in a foreign language,
- an extended abstract in Slovene, which must comprise at least 5% of the entire work (from the first to the last chapter, excluding the list of sources and annexes),
- the final thesis must be proofread by an English-language proofreader.

The assignment must be formatted in accordance with the Guidelines for Level 1 and Level 2 Final Theses.

The language of the thesis and the thesis defence is defined in more detail in Article 10 of the Guide.

9. What is the format of the final thesis?

Blue with silver lettering is recommended for the cover of the final part. The name of the student/author should appear on the spine (side) of the hardback copy of the thesis.

The text should be written in Calibri proportional font size or in a font appropriate to the field of the thesis. It must not be altered in the work. The font colour is black. The font size for the text should be twelve (12) points. Footnotes should be in eleven (11) point font. The minimum font size for the contents of tables and figure captions shall be ten (10) point.

Write your thesis abstract in *italics*. Examples of font sizes are given in the table below.

Table 9.1: Examples of font sizes.

Text type	Font size	Font format	Font appearance
Footnotes	11	Calibri	Normal
Summary	12	Calibri	Lying
Title Table of Contents	18	Calibri	Normal
Basic text, table contents, figure captions table headings, figure captions, contents of the table of contents	12	Calibri	Normal
Sub-chapter headings	14	Calibri	Normal
Chapter headings	18	Calibri	Krepko
Title of the thesis	26	Calibri	Krepko
Title Index of figures and tables, symbols and abbreviations used	14	Calibri	Normal
Title Literature and sources, Annexes	18	Calibri	Normal

Page format

The page size should normally be A4. The body text should be justified on both sides.

The margins of the text should be 30 mm from the page edge at the top and bottom, 35 mm on the left (inside) side and 25 mm on the right (outside) side, as shown in Figure 1.

Line spacing should be 1.5 lines (or 18 point line height). Spacing between sub-chapter headings, figures, tables or equations and the text should be one or two blank lines, depending on the length and appearance of the page.

Chapter and sub-chapter headings should be left-aligned; first-level chapters should be start on a new page. Figure and table headings should be centre-aligned.

Only the pagination is in the footer and the document header is empty.

Format of figures and tables

Image captions or descriptions should appear below the image. Table headings should appear above the tables. Tables and figures should be positioned so that they are referred to first in the text. You should refer to each figure and table at least once.

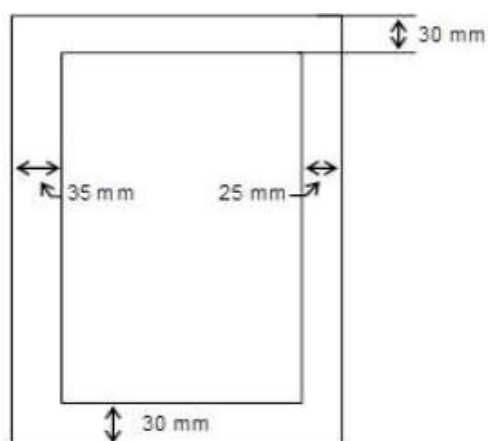


Figure 9.1: Design of a typical page.

10. How to write abbreviations and acronyms?

Avoid using abbreviations and acronyms when writing keywords and abstracts. Unless they are very well established, do not use them in headings either. Give the meaning of abbreviations and acronyms when they first appear in the text.

Example: among the publications regularly published by the Statistical Office of the Republic of Slovenia (hereinafter SURS) are the Statistical Yearbook, the Monthly Statistical Review and the Statistical Information.

If a large number of abbreviations are used in the text, it is useful to prepare a list of abbreviations with appropriate explanations, after the list of figures and tables. The list should give the literal meaning of each abbreviation, but not an explanation of the concept the abbreviation represents. If the abbreviation originates from a foreign language, please also provide the most authoritative translation of its meaning in the Slovene language, both in the list of abbreviations and when the abbreviation is first mentioned in the text.

Example:

EMN: Unique national identification number

PE: Business Unit

SQL: Standard query language

11. How to number pages, chapters, figures, tables, equations, footnotes and sources?

Pagination

The initial pages of the final part (except the title page and the first inner page, which should not be numbered), up to the first chapter only (Introduction), should be numbered below (in the footer), consecutively with Roman numerals (i, ii, iii, iv, etc.), and all subsequent pages consecutively with Arabic numerals, starting with 1.

Numbering of chapters

Chapters should be numbered consecutively. The first chapter should be marked 1 INTRODUCTION and the last chapter should be marked _ CONCLUSION, where the corresponding chapter number is the sequence number. Chapter headings should be written in left-aligned, capital letters. The space between the chapter heading and the text should be one blank line.

Each chapter may have sub-chapters, which are numbered with two Arabic numerals separated by a full stop. The first number shall be the sequence number of the chapter and the second number shall be the sequence number of the subchapter within the chapter. The designation 3.2 indicates that it is the second subchapter of Chapter 3. The title of the sub-chapter should be in a smaller font (see table). There should be one blank line between the last text, the sub-chapter title and the body of the sub-chapter.

We recommend that the text of the final thesis should not be broken down beyond the third level of sub-chapters. If you do introduce further sub-chapters, omit one line, number and print the sub-chapter title. The spacing between the title and the text of the subchapter is 1,5 lines or 18 points.

Numbering figures, tables and equations

Figures, tables and equations are numbered with two Arabic numerals separated by a full stop. The first number is the sequence number of the chapter and the second number is the sequence number of the figure, table or equation in the chapter (e.g. Figure 2.8 indicates that it is the eighth figure in Chapter 2). Number equations with right-justified numbers in parentheses. In the text, refer to the relevant figures, tables or equations by name and number (e.g. Figure 2.8, Table 1.4 or (2.3) in the case of an equation).

Numbering of footnotes and sources

Footnotes should be numbered¹ and the text of the footnote should appear at the bottom of the page on which the footnote appears.



¹ Write the note at the bottom of the page on which you are quoting it.

12. How to cite sources?

All literature and sources used and referred to in the text should be recorded in the list of sources. Sources are an important part of the thesis for the reader and should be listed fully and accurately. The sources listed are not checked by libraries, so they will be published as given by the author. Please list exactly those sources that you refer to in the text. However, you must refer to all the sources you have used in your work. Deficiencies in the citation of sources reduce the value of the thesis.

For references, use APA 6.

The following are the information you need to provide for the sources and the separators you use to distinguish them from each other. Examples of how to cite sources are also given.

Table 12.1: Examples of references to sources

Type of source	List of literature	In-text citation
Books one author	Kotler, P. (2014). <i>Kotler on Marketing: How to Create, Win, and Dominate Markets</i> . New York: The Free Press.	(Kotler, 2014) In-text citation
Books two authors	Atrill, P. and McLaney, E. (2015). <i>Management accounting for decision makers- (8th edition)</i> . Harlow: Pearson Education.	(Atrill and McLaney, 2015)
Books three to five authors	Feser, C., Rennie, M. and Chen Nielsen, N. (2018). <i>Leadership at Scale: Better Leadership, Better Results</i> . Boston: Nicholas Brealey Publishing.	First citation: (Feser, Rennie and Chen Nielsen, 2018) (Feser et al. 2018)
Books six or more by	Bexby, C., Nigel, E., Smith, K., Rodgers, G. A., Williams, H., et al. (2005) <i>Referencing and plagiarism: A complete guide</i> . London: Sage.	(Bexby et al., 2005)
Books no author of the book by	<i>Oxford Essential World Atlas (3rd ed.) (1996)</i> . Oxford: Oxford University Press.	(Oxford Essential World Atlas, 1996)

Finishing works students	Žnidaršič, J. (2021). The impact of work-life balance on employees' commitment at work (Doctoral dissertation). Maribor. organisational sciences.	(Žnidaršič, 2021)
Chapters in a book or proceedings	Van de Vijver, F., and Leung, K. (2011). Equivalence and bias: A review of concepts, models, and data analytic procedures. In D. Matsumoto and F. Van de Vijver (eds.), Cross-cultural research methods in psychology (pp. 17- 45). Cambridge: Cambridge University Press.	(Van de Vijver and Leung, 2006)
Encyclopaedia entries	Barber, C. (2009). Gender identity. In E. M. Anderman and L. H. Anderman (Eds.), Psychology of classroom learning: An encyclopedia (Vol. 1-2, pp. 428-430). Detroit, MI: Gale-Cengage.	(Barber, 2009)
Articles in the journal (year only)	Wibbens, P. D. (2021). The Role of Competitive Amplification in Explaining Sustained Performance Heterogeneity. Strategic Management Journal, 42, 1767-1959.	Wibbens, P. D. (2021)
Articles in the newspaper	Felc, M. (10.7.2009). The reasons for the backlog of cases are also explained. Delo, p. 7.	(Felc, 2009)
Laws, regulations, etc.	Law on Librarianship (2001). Official Gazette of the Republic of Slovenia, (87).	(Law on librarianship, 2001)
Electronic resources	News or articles in the electronic media - the author IS listed: Jong de, B., Gillespie, N., Williamson, I., and Gill, C. (28.7.2020). Trust Consensus Within Culturally Diverse Teams: A Multistudy Investigation. Journal of Management. Retrieved October 4, 2021 from https://journals.sagepub.com/doi/full/10.1177/0149206320943658	(Jong et al., 2020)
	News or articles in the electronic media - author NOT listed: Governor Mark Kranjc is under investigation by the police (7 September 2011). SIOL net. Retrieved 7 September 2011 from http://www.siol.net/gospodarstvo/2011/0	(Governor Mark Kranjca ..., 2011)



	<p><u><i>9/governor marko kranjc is investigated by p olication.aspx</i></u></p>	
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	<p>Books:</p> <p>Smith, B. (2016). Leadership: Discover the Qualities of Leaders and How to Use Them in Your Own Life for Ultimate Success. Retrieved 4 October 2021 from https://www.barnesandnoble.com/w/leadership-benjamin-smith/1125304585;jsessionid=7A905657DB65A3D477D0CF7DF5E07CFE.prodny_store02-atgap02?ean=2940153565248</p>	<p>(Smith, 2016)</p>
	<p>Documents and reports:</p> <p>Organisation for Economic Co-operation and Development. (2001) Trends in International Migration: Continuous Reporting System on Migration: Annual Report. Retrieved 24 October 2008 from http://www.oecd.org/dataoecd/23/41/2508596.pdf</p>	<p>First citation: (Organisation for Economic Co-operation and Development [OECD], 2001) (OECD, 2001)</p>

13. What about copyright?

By signing the Declaration of Authorship of the Final Thesis, the author of the final thesis transfers to IBS International Business School the gratuitous, non-exclusive, spatial and temporal unlimited right to store the final thesis in electronic form, the right of reproduction and the right to make the final thesis available to the public on the World Wide Web. By signing the same declaration, the author of the final work also acknowledges that the work will be deposited/published and made available to the general public under the terms of the Creative Commons BY-NC-ND licence, which means that readers are allowed to reproduce without modification, distribute, rent and make available to the public the original work itself, provided that they credit the author and that no commercial use is made of the work:



The author of the thesis may choose a more permissive form

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² See <https://creativecommons.org/choose/>



Attribution + sharing on the same terms

This licence allows users to reproduce, distribute, lease, publicly perform and adapt the copyright work and adaptations of the copyright work, provided that they credit the author and redistribute the copyright work/ adaptation under the same conditions. Commercial exploitation will also be allowed for new works resulting from the transformation. The only difference from the BY NC SA licence is that here commercial exploitation of the work/reworking is also allowed.



Attribution + Non-commercial

This licence allows users to reproduce, distribute, lease, communicate to the public and adapt the copyright work and adaptations thereof on a non-commercial basis, but they must indicate the author. This licence differs from the BY NC ND licence in that it allows the work to be transformed and altered. It differs from the BY NC SA licence in that it does not require licensing of the copyright work/reworking of the work under the same conditions.

14. What about the annexes and printing of the thesis?

The annexes do not form part of the thesis, but are attached to the thesis.

Annexes contain information that is necessary for a complete presentation of the work, but which, if included in the text, would distract from the main topic and thus interfere with the flow of the final work's message. Appendices include longer mathematical exercises, plans, longer computer print-outs, results of measurement methods, etc.

Number the annexes in the title with capital letters A, B, C, D ... It is advisable to include them in the table of contents.

Use a computer to write and edit your thesis. Printing should be done single-sided



using a laser or equivalent printer. Printing on a dot matrix printer is not allowed due to inadequate quality.



If colour photographs, figures or diagrams are included in the text of the final thesis, these pages must be printed using a colour laser or equivalent printer. Use good quality paper (80-100 g) for printing.

15. How to prepare the thesis presentation for the defence?

The PowerPoint template for the thesis defence is published on the [IBS website](#).

16. What about submitting the defence documentation?

The submission of the defence dossier starts with the consent of both the mentor and the co-mentor,

if appointed.

Before binding the final thesis, the student must send the final thesis in a Word file for technical review by email to: referat@ibs.si together with a scan of the final thesis decision.

After the technical examination, the student must submit the final thesis in electronic form to the following e-mail address: referat@ibs.si

After submitting the pdf version in the Digital Library, the student activates the plagiarism program and the plagiarism report is sent to the student, the mentor and the co-mentor (if appointed) by e-mail. On the basis of the report, the mentor and the co-mentor sign a Declaration of Acceptability of the final thesis.

The received Similar Content Detector Report should be sent to referat@ibs.si in order to verify the correctness of the electronic submission and to complete the submission to the Digital Library.

Before submitting the documentation for the defence, the student must visit the IBS library to obtain a confirmation that he/she has returned all the books he/she has borrowed. Of course, the receipt will be issued if the books have actually been returned. Even a student who has never registered at the IBS library must obtain a certificate, as this measure was necessary to recover the books.

In order to submit a defence dossier, the student must:



- have completed all the study requirements of the programme you are enrolled in,



- the thesis topic must be valid (the validity period of the topic must not have expired).

The student submits it to the **office** (not to the tutor):

- **three (3) bound copies of the final thesis** (one (1) compulsory hardbound copy for the library,
two (2) copies bound in a spiral).

At the end of all of them, **there must be a** Declaration of Authorship of the thesis and a Decision on the temporary unavailability of the thesis - if you have been granted temporary unavailability, as stipulated in Article 12 of the Guidelines on the Procedure for the Preparation and Defence of the Thesis in First- and Second-Level Degree Study Programmes. The thesis **must be accompanied by a** declaration of authorship of the thesis.

- A statement of the suitability of the thesis (**must be signed by** the supervisor at the time of submission and **is not bound** into the thesis).
- Declaration on the publication of personal data (not linked to the thesis).
- **library certificate.**

In case the student has also undertaken additional activities related to his/her studies at IBS during the course of his/her studies, he/she may submit an Application for Additional Information about the Student related to his/her studies at IBS, which will be included in the Diploma Supplement, which will be presented to the student at the award ceremony of his/her final diploma.

The student is informed in writing of the date and time of the defence and the members of the committee.

Ljubljana, 03.01.2023



II. THESIS PROPOSALS

II.1 Final thesis templates for level 1 studies

IBS, International Business School

Name and surname of the student

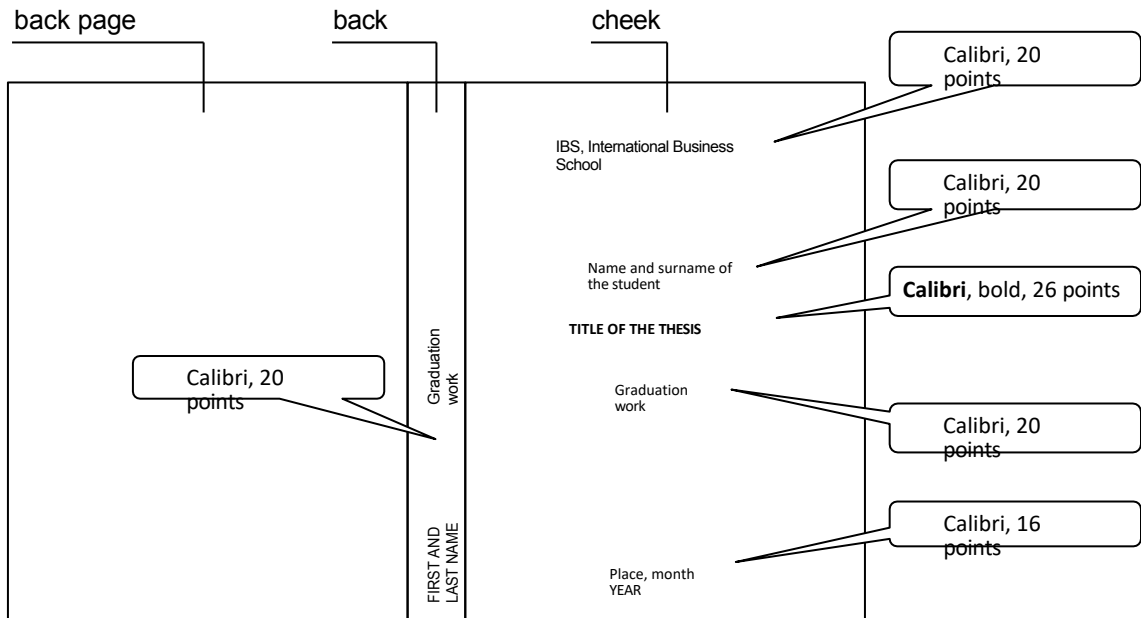
TITLE OF THE THESIS

Graduation work

Place, month
YEAR

OUTER COVER OF THE FINAL THESIS FOR IBS STUDENTS

Blue with silver lettering is recommended for the cover of the final part. The name of the student/author and 'Thesis' should appear on the spine (side) of the hardback copy of the thesis.





IBS, International Business School

Name and surname of the student

TITLE OF THE THESIS

Graduation work

Place, month
YEAR



IBS, International Business School

TITLE OF THE THESIS

Graduation work

Student: Name and surname

Study programme: type of study programme³

name of the study
programme

Mentor(s): title and name

Mentor(s): title and name

Lecturer(s): name and surname, title

CC ...⁴

³ higher professional education

⁴ Creative Commons licence, see Guidelines for students writing their theses at first and second level of study

Thanks to

I would like to thank my mentor XY...

Thank you to Mr XY from ABC for his help and advice in the final thesis ... (if applicable).
someone from the company can also help).

I would also like to thank proofreader XY, who proofread my master's thesis.

Any special thanks ...

Title of the thesis

Keywords: word1, word2, word3 (maximum 5)

Summary

The abstract should be approximately 1/3 to ½ of a page.

The abstract should contain a brief description of the content of the thesis. It should include the purpose of the thesis, the area of the thesis, the methods used, the main results of the thesis, conclusions and recommendations.

Title of the thesis in English

Keywords: word1, word2, word3 (max 5)⁵

Abstract

English translation of the summary.

⁵ In English.

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1 INTRO DUCTI ON

One page of popular text on the topic.

The titles and number of chapters and sub-chapters follow the guidelines of the supervisor and the final work to the individual.

2 METHODOLOGY

2.1 Problem definition

Text ...

2.1.1 Defining the aims of the thesis

The number of sub-chapters is added as appropriate to the final work of the individual.

Table 2.1 Examples of font size usage.

Text type	Font size	Font format	Font appearance
Footnotes	11	Calibri	Normal
Summary	12	Calibri	<i>Lying</i>
Title Table of Contents	18	Calibri	Normal
Basic text, table contents, figure captions table headings, figure captions, contents of the table of contents	12	Calibri	Normal
Sub-chapter headings	14	Calibri	Normal
Chapter headings	18	Calibri	Krepko
Title of the thesis	26	Calibri	Krepko
Title Index of figures and tables, symbols and abbreviations used	14	Calibri	Normal
TitleLiterature and sources, Annexes	18	Calibri	Normal

Example of a table reference (Table 2.1).

3 THEORETICAL FOUNDATIONS

Related to the topic of the thesis, description of the method, techniques, tools.

The number of sub-chapters is added as appropriate to the final work of the individual.

Example of a figure reference (Figure 3.1).

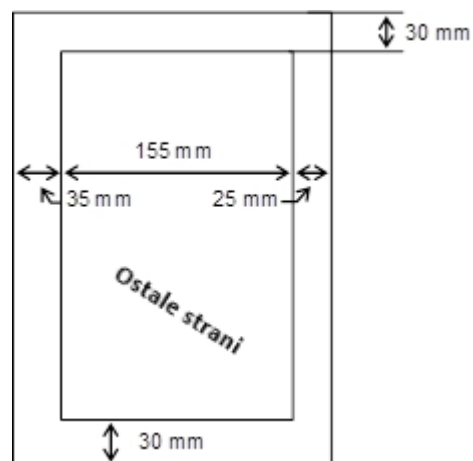


Figure 3.1 Design of a typical page.

Text ...

4 RESEARCH/DEVELOPMENT

The core of the text, which includes the research instrument (e.g. survey), processes, data,

user interface, conceptual solution.

The number of sub-chapters is added as appropriate to the final work of the individual.

5 ANALYSIS OF THE SOLUTION/PROTOTYPE OR DEMONSTRATION EDUCATION

Optional section - if performance, improvement, results can be demonstrated testing.

The number of sub-chapters is added as appropriate to the final work of the individual.

5.1 Subchapter - Level 2

Text ...

5.1.1 Subchapter - Level 3

Text ...

6 DISCUSSION

Compulsory for the 2nd cycle (MAG).

7 CONCLUSION

One page to show which objectives have been achieved - fully/partially/not at all.

LITERATURE AND RESOURCES

Type of source	List of literature	In-text citation
Books one author	Kotler, P. (2014). <i>Kotler on Marketing: How to Create, Win, and Dominate Markets</i> . New York: The Free Press.	(Kotler, 2014) In-text citation
Books two authors	Atrill, P. and McLaney, E. (2015). <i>Management accounting for decision makers- (8th edition)</i> . Harlow: Pearson Education.	(Atrill and McLaney, 2015)
Books three to five authors	Feser, C., Rennie, M. and Chen Nielsen, N. (2018). <i>Leadership at Scale: Better Leadership, Better Results</i> . Boston: Nicholas Brealey Publishing.	First citation: (Feser, Rennie and Chen Nielsen, 2018) (Feser et al. 2018)
Books six or more by	Bexby, C., Nigel, E., Smith, K., Rodgers, G. A., Williams, H., et al. (2005) <i>Referencing and plagiarism: A complete guide</i> . London: Sage.	(Bexby et al., 2005)
Books no author of the book by	Oxford Essential World Atlas (3rd ed.) (1996). Oxford: Oxford University Press.	(Oxford Essential World Atlas, 1996)
Finishing works students	Žnidaršič, J. (2021). <i>The impact of work-life balance on employees' commitment at work (Doctoral dissertation)</i> . Maribor. organisational sciences.	(Žnidaršič, 2021)
Chapters in a book or proceedings	Van de Vijver, F., and Leung, K. (2011). Equivalence and bias: A review of concepts, models, and data analytic procedures. In D. Matsumoto and F. Van de Vijver (eds.), <i>Cross-cultural research methods in psychology</i> (pp. 17- 45). Cambridge: Cambridge University Press.	(Van de Vijver and Leung, 2006)
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	<p>Documents and reports:</p> <p>Organization for Economic Co-operation and Development. (2001) Trends in International Migration: Continuous Reporting System on Migration: Annual Report. Retrieved 24 October 2008 from http://www.oecd.org/dataoecd/23/41/2508596.pdf</p>	<p>First citation: (Organization for Economic Co-operation and Development [OECD], 2001) (OECD, 2001)</p>
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EXPLANATORY

Text ...

ABBREVIATIONS AND ACRONYMS

Text ...

ANNEXES

- Annex 1 ... Title of Annex 1
- Annex 2 ... Title of Annex 2
- Annex 3 ... Title of Annex 3