IBS Mednarodna poslovna šola Ljubljana

Name and surname of the student

THE TITLE OF THE SEMINAR PAPER

Place, month YEAR

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# INTRODUCTION

One page of popular text on the topic discussed.

The titles and number of chapters and sub-chapters sensibly follow the mentor's guidelines and the final work of the individual.

# METHODOLOGY

## Problem definition

Text...

### Definition of the objectives of the final work

The number of sub-chapters is added mutatis mutandis according to the final work of the individual.

Table 2.1 Examples of how to use font sizes.

|  |  |  |  |
| --- | --- | --- | --- |
| Text type | Font size | Font format | The appearance of the font |
| Footnotes | 11 | Calibri | Normally |
| Summary | 12 | Calibri | *Italic* |
| Index title | 18 | Calibri |  Normally |
| Basic text,the content of the tables,Image titlestable headings,tags in pictures,Index content | 12 | Calibri | Normally |
| Subchapter titles | 14 | Calibri | Normally |
| Headings chief | 18 | Calibri |  Bold |
| The title of the final work | 26 | Calibri | BOLD |
| Table of Contents and Tables title, symbols used, and abbreviations | 14 | Calibri |  Normally |
| Title Literature and sources, annexes | 18 | Calibri |  Normally |

Example of reference to table (Table 2.1).

# THEORETICAL AXONS

Related to the topic of finishing work, description of the method, techniques, tools.

The number of sub-chapters is added mutatis mutandis according to the final work of the individual.

Example of a reference to an image (Picture 3.1).



Picture 3.1 Formatting a typical page.

Text...

# RESEARCH/DEVELOPMENT

The core text that includes the research instrument (e.g. survey), processes, data, user interface, conceptual solution.

The number of sub-chapters is added mutatis mutandis according to the final work of the individual.

# SOLUTION/PROTOTYPE ANALYSIS OR DEMONSTRATION OF IMPROVEMENT

Optional chapter - in case it is possible to demonstrate performance, improvement, test results.

The number of sub-chapters is added mutatis mutandis according to the final work of the individual.

## Subchapter – level 2

Text...

### Subchapter – level 3

Text...

# DISCUSSION

Mandatory for the 2nd cycle of study (MAG).

# FINISH

One page outlining which objectives have been achieved – in full/partially/zero.

LITERATURE AND SOURCES

|  |  |  |
| --- | --- | --- |
| **Resource type** | **List of literature** | **Quotation in text** |
| **Book**one author | Kotler, P. (2014). Kotler on Marketing: How to Create, Win, and Dominate Markets. New York: The Free Press. | (Kotler, 2014) Quotation in text |
| **Book**Two authors | Atrill, P. in McLaney, E. (2015). Management accounting for decision makers- (8th edition). Harlow: Pearson Education. | (Atrill in McLaney, 2015) |
| **Book**three to five authors | Feser, C., Rennie, M. in Chen Nielsen, N. (2018). Leadership at Scale: Better Leadership, Better Results. Boston: Nicholas Brealey Publishing. | First quote: (Feser, Rennie and Chen Nielsen, 2018)The following citations: (Feser et al. 2018) |
| **Book**six or more authors | Bexby, C., Nigel, E., Smith, K., Rodgers, G. A., Williams, H., et al. (2005). Referencing and plagiarism: A complete guide. London: Sage. | (Bexby et al., 2005) |
| **Book**The author of the book is not specified by the authors | Oxford Essential World Atlas (3rd ed.). (1996). Oxford: Oxford University Press. | (Oxford Essential World Atlas, 1996) |
| **Finishing work****Students** | Žnidaršič, J. (2021). The impact of reconciling work and family life on employee engagement at work (Doctoral dissertation). Maribor: Faculty of Organizational Sciences. | (Žnidaršič, 2021) |
| **Chapters in the Book of Oz. Proceedings** | Van de Vijver, F., in Leung, K. (2011). Equivalence and bias: A review of concepts, models, and data analytic procedures. V D. Matsumoto in F. Van de Vijver (ur.), Cross-cultural research methods in psychology (str. 17- 45). Cambridge: Cambridge University Press. | (From the Pond in Leung, 2006) |
| **Passwords in the encyclopedia** | Barber, C. (2009). Gender identity. V E. M. Anderman in L.H. Anderman (Eds.), Psychology of classroom learning: An encyclopedia (Vol. 1-2, str. 428-430). Detroit, MI: Gale- Cengage. | (Barber, 2009) |
| **Journal Articles**(vintage only) | Wibbens, P. D. (2021). The Role of Competitive Amplification in Explaning Sustained Performance Heterogeneity. Strategic Management Journal, 42, 1767-1959. | Wibbens, P.D. (2021) |
| **Articles in the newspaper** | Felc, M. (7/10/2009). They also explained the reasons for the backlog of cases. Delo, p. 7. | (Felc, 2009) |
| **Laws, regulations, etc.** | Library Law. (2001). Uradni list RS, (87). | (Law on Librarianship, 2001) |
| **Electronic resources** | **News or articles in electronic media – the author IS listed:**Jong de, B., Gillespie, N., Williamson, I., in Gill, C. (28. 7. 2020). Trust Consensus Within Culturally Diverse Teams: A Multistudy Investigation. Journal of Management. Pridobljeno 4. 10. 2021 na[*https://journals.sagepub.com/doi/full/10.1177/0149206320*](https://journals.sagepub.com/doi/full/10.1177/0149206320943658) [*943658*](https://journals.sagepub.com/doi/full/10.1177/0149206320943658) | (Jong et al., 2020) |
|  | **News or articles in electronic media – the author is NOT listed:**Governor Marko Kranjc is investigated by the police. (7. 9. 2011).SIOL net. Retrieved 07/09/2011 in http://www.siol.net/gospodarstvo/2011/09/guvernerja\_marka\_kranjca\_preiskuje\_policija.aspx  | (Governor MarkKranjca ..., 2011) |
|  | **Book:**Smith, B. (2016). Leadership: Discover the Qualities of Leaders and How to Use Them in Your Own Life for Ultimate Success.Obtained 4.10.2021 athttps://[www.barnesandnoble.com/w/leadership-](http://www.barnesandnoble.com/w/leadership-) benjamin- smith/1125304585; jsessionid=7A905657DB65A3D477D0 CF7DF5E07CFE.prodny\_store02-202?e=2940153565248 | (Smith, 2016) |
|  |  |
| **Documents and reports:** Organization for Economic Co-operation and Development. (2001). Trends in International Migration: Continuous Reporting System on Migration: Annual Report.Pridobljeno 24. 10. 2008 in <http://www.oecd.org/dataoecd/23/41/2508596.pdf> | Prva navedba: (Organizatio n for EconomicCo-operation and Development [OECD], 2001)The following indications: (OECD, 2001) |

TABLE OF PICTURES

[Figure 3.1 Designing a typical page. 3](#_Toc122604372)

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THESAURUS

Text...

ABBREVIATIONS AND ACRONYMS

Text...

##

ANNEX

* Annex 1 ... Title of Annex 1
* Annex 2 ... Title of Annex 2
* Annex 3 ... Title of Annex 3