IBS Mednarodna poslovna šola Ljubljana

Name and surname of the student

THE TITLE OF THE SEMINAR PAPER

Place, month YEAR

INDEX

[1 INTRODUCTION 1](#_Toc162516544)

[2 METHODOLOGY 2](#_Toc162516545)

[2.1 Problem definition 2](#_Toc162516546)

[2.1.1 Definition of the objectives of the final work 2](#_Toc162516547)

[Bold 2](#_Toc162516548)

[Normally 2](#_Toc162516549)

[Normally 2](#_Toc162516550)

[3 THEORETICAL AXONS 3](#_Toc162516551)

[4 RESEARCH/DEVELOPMENT 4](#_Toc162516552)

[5 SOLUTION/PROTOTYPE ANALYSIS OR DEMONSTRATION OF IMPROVEMENT 5](#_Toc162516553)

[5.1 Subchapter – level 2 5](#_Toc162516554)

[5.1.1 Subchapter – level 3 5](#_Toc162516555)

[6 DISCUSSION 6](#_Toc162516556)

[7 FINISH 7](#_Toc162516557)

[LITERATURE AND SOURCES 1](#_Toc162516558)

[TABLE OF PICTURES 4](#_Toc162516559)

[ABBREVIATIONS AND ACRONYMS 4](#_Toc162516560)

[ANNEX 1](#_Toc162516561)

# 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 titles  table 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 |

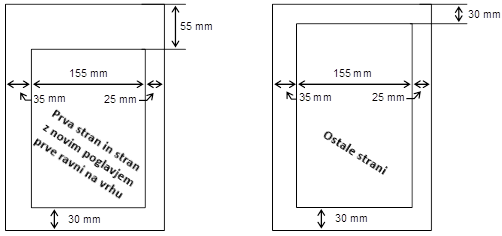
Example of reference to table (Table 2.1).

# 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 Mark  Kranjca ..., 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 at  https://[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 Economic  Co-operation and Development [OECD], 2001)  The following indications: (OECD, 2001) |

TABLE OF PICTURES

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

TABLE OF CONTENTS

[Table 2.1 Table heading 2](#_Toc122604376)

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