

Instructions for completing the paper template

IBS International Scientific Conference 2027 – IBS Word template for scientific papers

All formatting (fonts, sizes, colours, spacing, indents, heading numbering, header and footer) is already set and locked in the template. You only need to type or paste your text and apply the appropriate style to each paragraph. Please do not unlock the template or change its formatting.

1 Before you start

- Save the template under a new name, e.g. **“Surname – paper – Conference IBS 2027.docx”** (surname of the first author).
- Use Microsoft Word (Windows or macOS). Other programs (Google Docs, LibreOffice, Pages) do not preserve the template’s protection and fields.
- The paper should be **6 to 8 pages** long, excluding references. The structure follows IMRaD: introduction, method, results and discussion, conclusion.

2 Page 1 – Slovenian part

Page 1 contains input fields. Click the instruction text in a field (the whole field is selected) and type over it or paste your text. Formatting is applied automatically, even when you paste text from another document.

Field	What to enter
Naslov prispevka (Title)	Title in Slovenian. The title is automatically copied into the page header.
Avtorji (Authors)	First name and surname of all authors, separated by commas (e.g. Ana Novak, Marko Kos). Capital letters are applied automatically.
Ustanova (Affiliation)	Affiliation(s) of the authors in Slovenian.
E-naslovi (E-mail)	E-mail addresses of the authors, separated by commas.
Povzetek (Abstract)	Structured abstract in one paragraph, 150 to 250 words (purpose, method, findings, contribution).
Ključne besede (Keywords)	In the blue column: 3 to 5 keywords , separated by commas.

3 Page 2 – English part

Page 2 has the same fields in English: Title, authors, Affiliation, e-mail addresses, Abstract and Keywords. **Enter the authors and e-mail addresses again** – they are not copied to the English page automatically.

4 Page header

On the text pages the header reads “Surname I., Surname I.: Title of the paper”. The title is copied automatically from page 1; enter the shortened author names yourself:

1. Double-click the header on page 3 (odd page, logo on the right) and type e.g. “Novak A., Kos M.” in the field.
2. Repeat on page 4 (even page, logo on the left) – odd and even pages each have their own header.
3. Double-click the page body to close the header.

If the title in the header does not refresh, click in the header and press F9. A very long title will wrap onto two lines, which is correct.

5 Text of the paper

From page 3 onwards there is sample text that demonstrates all styles. Replace it with your own text and delete any remaining sample text at the end.

Pasting text

Paste text from other documents **as plain text**: right-click → Paste Options → **Keep Text Only** (or Ctrl + Shift + V). Then apply a style to each paragraph in the Styles pane (Home → Styles; open the pane with Ctrl + Alt + Shift + S).

Important: Do not add empty lines for spacing, do not use spaces or tabs for indentation and do not type chapter numbers manually – all of this is handled by the styles.

Template styles

Only the template styles are available. Built-in style names are shown in the language of your Word (Slovenian name in brackets).

Style	Use
Normal (Navaden)	Body text.
Heading 1 (Naslov 1)	Chapter – 1, 2, 3 ... (numbered automatically).
Heading 2 (Naslov 2)	Section – 1.1, 1.2 ...
Heading 3 (Naslov 3)	Third level – 1.1.1 ...
List Bullet*	Bullet points.
List Number*	Numbered list.
Caption (Napis)	Table title (above the table) and figure title (below the figure).
IBS Vir tabele/slike	Source below a table or figure, e.g. “Vir/Source: Novak (2024).”
IBS Slika	Paragraph in which you insert a figure.
IBS Besedilo tabele	Text in table cells.
Quote (Citat)	Longer verbatim quotation (40 words or more).
IBS Naslov – Literatura in viri	Heading of the reference list (unnumbered), e.g. “References”.

Style	Use
IBS Literatura	Individual entry in the reference list.
Emphasis (Poudarek)	Italics, e.g. book or journal title in references.
Strong (Krepko)	Bold.

* There are only a few list styles in the Styles pane; you will recognise them by the bullet or number shown.

Because direct formatting is locked, apply italics and bold with the **Emphasis** and **Strong** styles (select the word and click the style in the Styles pane).

6 Tables, figures and footnotes

- **Table:** Insert → Table. Apply the **IBS Tabela** table style (Table Design tab). The caption “Table 1: ...” goes above the table, the source below it.
- **Figure:** place the cursor in an empty paragraph with the IBS Slika style and choose Insert → Pictures. The figure must be “In Line with Text” (not floating). The caption “Figure 1: ...” and the source go below it.
- **Captions:** the easiest way is to copy the sample caption and change the text. Numbers update automatically (if needed, select all with Ctrl + A and press F9).
- **Footnotes:** References → Insert Footnote.

7 Citing sources

Cite sources consistently in **APA style (7th edition)**. In the text: (Novak, 2024), (Novak & Kos, 2023, p. 15). In the reference list, entries are in alphabetical order by the first author’s surname, each in its own paragraph with the IBS Literatura style, e.g.:

Novak, A. (2024). *Title of the book: Subtitle*. Publisher.

Novak, A., & Kos, M. (2023). Title of the article. *Journal Name*, 12(3), 45–67. <https://doi.org/...>

8 Before submission

1. Delete all sample text and check that no instruction text remains in any field.
2. Check the length: abstracts 150–250 words (Review → Word Count), paper 6–8 pages excluding references.
3. Check the header on both an odd and an even page.
4. The paper must be proofread; attach the proofreader’s signed statement.
5. Send the paper to **tajnik@ibs.si** by the deadline in the invitation, with the subject: “Konferenca IBS 2027 – prispevek – surname of the first author”.

Important: Do not unlock the template (Review → Restrict Editing). Papers that are not submitted in the template or whose formatting has been changed will be returned for correction.

Questions: tajnik@ibs.si.