



ALMA MATER
EUROPAEA
UNIVERSITY

**INSTRUCTIONS FOR PRODUCTION
AND EDITING
of professional and scientific texts at Alma Mater
Europaea University**

Maribor, October 2024

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The masculine grammatical form is used neutrally in the instructions and applies to both women and men.

1 INTRODUCTION

By writing professional and scientific texts, students prove their knowledge of the discussed content field, as well as their research, methodological and language skills. Consistent reference to relevant sources is essential in both categories of text. A scientific text is based on research work, while a professional text focuses on the application of established theoretical knowledge in practice and often includes practical solutions and recommendations for specific areas.

Below are the rules and examples that apply to citing sources in professional and scientific texts produced at the Alma Mater Europaea University. For specific instructions regarding the structure and organisation of the text, you should also refer to the Rules on preparation of the thesis / master's thesis / doctoral dissertation. The instructions are binding for final works and for the preparation of other professional-scientific study products (seminar assignments, essays, etc.). It is also necessary to follow the instructions of the individual journal for writing articles, and when writing seminar assignments and other written assignments for individual subjects, the structural requirements set by their holders and providers must also be considered.

2 DESIGN AND EDITING INSTRUCTIONS

Instructions for formatting and editing the text are presented below.

2.1 Text structure and arrangement

When writing expert and scientific texts, there are different points of view regarding the description of one's own achievements and opinions. We suggest that the passive voice is used when writing, e.g.: "It was found that...", "The dissertation discussed...", "... persons were interviewed", etc. The first person singular is also acceptable when the author of the text is one person, e.g.: "In the chapter, I will introduce..." etc. Exceptions are allowed with the approval of the mentor. We do not appropriate the work of others and we do not attribute our work to others. Therefore, regarding the achievements and findings of others, the student does not state "we" or "we found", but cites the author. Additionally, the student does not use "we" regarding their own opinions, except when the matter under discussion really is the point of view of several people.

The content of the text is sensibly grouped into paragraphs that describe similar content. Paragraphs should not be too long, but at the same time, one sentence cannot form an independent paragraph. Expert and scientific text is created with the help of a text editor (e.g. MS Word), taking into account the provisions and recommendations below. Microsoft's instructions, publicly available on the Microsoft Support website, can also help you when preparing the document and styles.

The following page layout applies to all texts discussed in these instructions:

- two-sided text alignment,
- centre alignment of figures, tables, their titles and their sources,
- line spacing is 1.15,
- edge width: inner 3.0 cm, top 2.5 cm, bottom 2.5 cm, outer 2.5 cm (Figure 1).

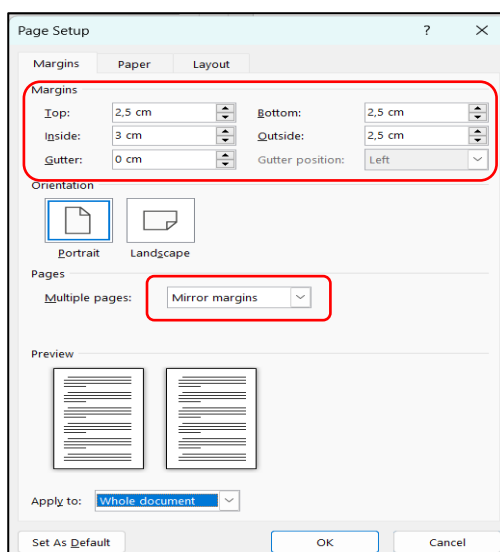


Figure 1: Preparing the margins of the page

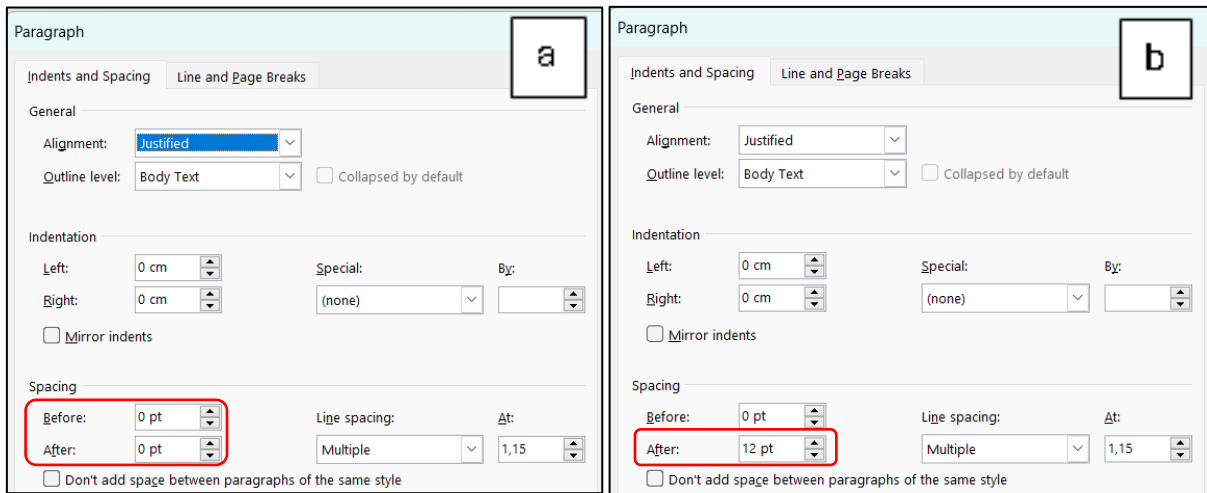


Figure 3: Preparing line spacing
a) use of a blank line, b) use of a paragraph break

The pages must be numbered consecutively with Arabic numerals, the sequential number is in the middle below (in the footer), the first numbered page is the Introduction (page 1). Numbering is continuous and does not include attachments. Attachments are not numbered, but are titled and marked with consecutive capital letters if there are more than one (e.g. Attachment A: Survey questionnaire).

When stating the scientific and professional titles of a mentor or co-mentor, the rules for writing titles must be observed. Scientific titles such as Dr. and MA., and habilitation titles such as Prof. and Assist. Prof., sen. lect. Are added before the personal name. Professional titles, such as B.Sc. Eng., B.Sc. Econ. or M.Sc. according to the second cycle Bologna degree, are not added. Titles are always written with large initials and there is a space after each period (e.g.: Assoc. Prof. Dr.).

The diploma thesis/master's thesis/doctoral dissertation has the following sequence in accordance with the rules governing the production of individual work:

- cover (outer),
- cover (inner),
- Acknowledgement, which is not a required component; the student adds it only if they want to do so,
- summary and keywords in Slovenian and English,
- table of contents,
- index of tables and index of figures (if the work contains more than 3 tables or figures),
- introduction,
- theoretical part,
- empirical part,
- conclusion,
- list of literature and sources,
- any attachments,
- statement of authorship of the final work form,

– proofreader statement form.

Indexes (contents, tables and figures) are created automatically (with the "References" functions), are interactive and have double-sided alignment, Times New Roman font, size 12. In the table of contents, 1st level headings are written in upper-case and bold, 2nd level headings in lower-case and bold, 3rd level headings in lower case. In the index of tables and figures, ordinary font, small printed letters are used.

The introduction is the first page printed on both sides. Attachments are printed on one side.

There are restrictions for writing theses, shown in table 1, which the student should take into account when writing the thesis/master's thesis/doctoral dissertation. Potential resignation is possible with a written justification from the mentor.

Table 1: Restrictions on the preparation of the thesis at the Alma Mater Europaea University

Scopes	Diploma thesis	Master's thesis	Doctoral thesis
Scope of the disposition (without literature, index and appendices)	Up to 8 pages	Up to 10 pages	Up to 15 pages
	Up to 16,000 characters with spaces	Up to 20,000 characters with spaces	Up to 30,000 characters with spaces
Scope of the final work (without bibliography, table of contents and appendices)	35–50 pages	60–80 pages	150–250 pages
	70,000 to 100,000 characters with spaces	120,000 to 180,000 characters with spaces	350,000 to 500,000 characters with spaces
Number of sources	At least 30 sources	At least 60 sources	At least 150 sources
	At least ½ of the sources must not be older than 10 years	At least ½ foreign literature and sources	At least ½ foreign literature and sources
	At least ¼ foreign literature and sources		
Number of keywords	3–5	3–5	4–6
Abstract	150–250 words	150–250 words	150–250 words
Presentation duration	10–15 min	15–20 min	Approximately 45 min

2.2 Tables and figures

Each table and figure must be preceded by a short comment or analysis in the text that illustrates the meaning of the presentation and refers to it (the text must refer to the table or figure that follows below, after this text). In doing so, it is necessary to take into account that the content of the text and the table must not be duplicated (e.g. the written results in the text must not be exactly the same as shown in the table, but in the text the results are written differently or abbreviated as stated in the table).

Any table or figure in the final part must have a title and an appropriately cited source below it. Tables have the title above, and illustrations have the title below. There is no period at the end of the title. The numbering is sequential and continues through the chapters (when numbering, the automatic "References" function is used, selection: "Insert Caption"). The title and source are written in the same font size as the text, the title is bold. The citation of the source must be consistent with the entry of the source in the bibliography, taking into account that only the author, year and page in the publication, if any, are written under the table and under the illustration. When a table or figure is the work of the author, intended to illustrate the results of your research / analysis, which means that the source has not yet been published, the source is not added. There is always a period at the end of the added source. Table header columns are centre-aligned. The contents of all cells, of all tables, have top alignment. Figure 4 shows the process of preparing top alignment of cells in Word. All the cells are marked, right click is used, after which the selection figure appears (Figure 4, left) and continues by clicking on the top alignment (Figure 4, right); confirm the arrangement at the end. For top alignment in Excel, select the basic menu from the drop-down list and search for the height alignment. The entire table must fit on one page, unless the entire table cannot fit on one page. In this case, the title bar can be repeated on each page where the table is located, as shown in table layout 2.

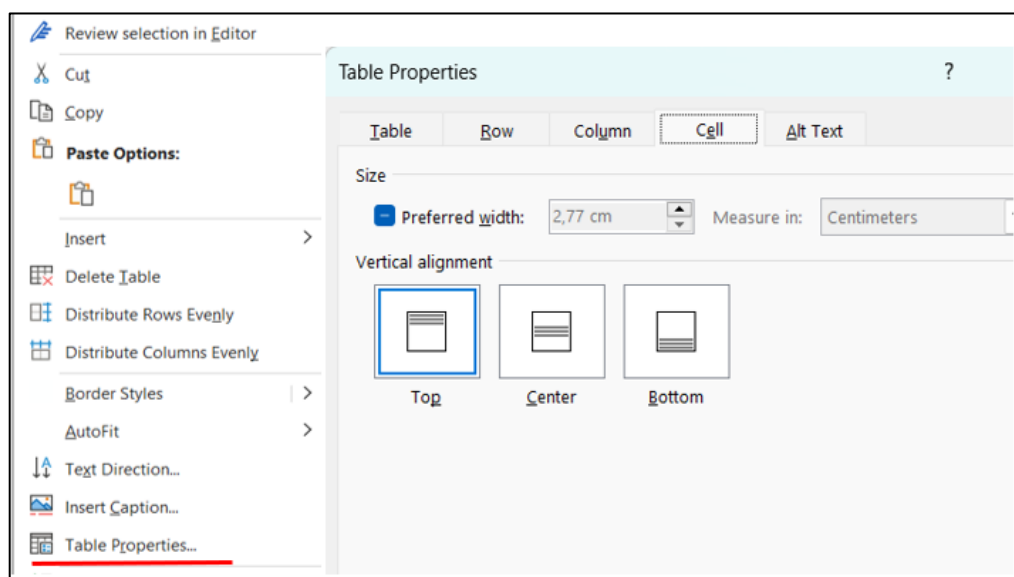


Figure 4: Height alignment in cells

If necessary, the table and figure can have notes (or legends) listed directly below them. Examples for writing the title and source of the table and figure are shown in Table 2 and Figure 5.

Table 2: Study programmes at Alma Mater Europaea University

Programme	Undergraduate studies	Master's studies	Doctoral studies
Social gerontology	X	X	X
Business management	X	X	
Strategic communication management			X
Project management			X
Physiotherapy	X		X
Nursing	X		
Dance academy	X		
European Business Studies		X	
Health sciences		X	
Archives and records management	X	X	X
Web and information technologies	X	X	
Ecoremediation		X	
Humanities	X	X	X
Autism		X	
Applied artificial intelligence			X

Source: Alma Mater Europaea University 2024.



Figure 5: Website of Alma Mater Europaea University

Source: Alma Mater Europaea University 2024.

2.3 Footnotes

Footnotes are used for substantive explanations, justifications and explanations of abbreviations, if they do not belong in the main text, but are important from the point of view of the whole. Footnotes are used to provide more detailed information about primary sources (e.g., the date of entry into force of the contracts and the number of parties), if these are relevant to the discussion. The note is indicated by a number written in raised letters. Note numbering is used in relation to the whole text. They are written under the line in the footer of the document with a size of 10 points and Times New Roman font.

Footnotes¹ should be distinguished from footnotes, which is explained in Chapter 3.

2.4 Outer side (cover) of the thesis

The outer side (cover) is designed as shown in Annexes A, B and C. The copy that will be kept by the library of Alma Mater Europaea University must be bound in dark blue canvas or artificial leather (hard cover). The required number of copies and type of binding are listed in Table 3.

At the request of the mentor or co-mentor, the student is obliged to provide them with an additional hardbound copy of the final thesis. The printing of the letters is silver.

Table 3: Binding of the thesis at Alma Mater Europaea University

	Diploma thesis	Master's thesis	Doctoral thesis
Number of copies	1 hardbound copy for the library	1 hardbound copy for the library	– 4 hardbound copies or 5 in the case of co-mentoring – 2 paperback copies
Binding	– dark blue canvas or artificial leather – silver colour of letters		

Source: Alma Mater Europaea University 2024.

¹ Footnotes in an article can be a valuable tool as they allow you to supplement your writing with additional information and clarifications without disrupting the flow of the main text. They are used to provide additional information or explain a point in the text. Even in footnotes, it is necessary to use established methods of citation (The University of Chicago Press 2017, Section 14.2) Section 14.2 emphasises the importance of correct citation of sources, even in footnotes. This section clarifies that all information requiring citation in the main text must be cited equally in footnotes, following the same citation standards to maintain academic rigour.

3 QUOTING AND CITATION OF SOURCES

The following are the rules and examples that apply to the citing of sources in diploma and master's theses and doctoral dissertations produced at the Alma Mater Europaea University (hereinafter AMEU).

The Chicago style is used to cite sources and literature (*Chicago Manual of Style*), hereinafter: CMoS), the latest edition, adapted "Author-Date" mode. To produce the doctoral studies thesis, the student can use the citation style published by the American Psychological Association, "Author-Date" mode (hereinafter: APA), latest version.

In the event of a discrepancy between the AMEU and CMoS Instructions or APA, the student follows the AMEU Guidelines. CMoS or APA regulate anything not included in the AMEU instructions. Further CMoS instructions for cases not defined in this document, are available at: https://www.chicagomanualofstyle.org/tools_citationguide.html. Instructions for APA cases not identified in these instructions are available at: <https://apastyle.apa.org/>. Printed copies of the instructions for CMoS and APA are for use by prior arrangement in the reading room AMEU library in Maribor.

Authors of works in the Slovenian language, regardless of the provisions on the use of CMoS or APA citation style, are obligated to use the rules of Slovenian orthography used in the subject instructions, as determined by the ZRC SAZU (2014).

Students who use online auxiliary tools for reference management, such as Zotero, EndNote or Mendeley, when citing and citing sources, are obliged to carefully review the citation records and source records before submitting the final work for technical review and manually align them with these instructions.

To write works in English, you use these instructions translated into English and the mentioned official instructions of CMoS or APA.

To write articles in domestic and foreign magazines, the standards prescribed by the magazine editors should be followed.

When researching and writing a scientific text, objectivity is most important; that is, an unbiased, real, honest attitude towards the phenomenon or object of research. The researcher must strive for an unbiased search for the truth, so they must exclude their own interests and factors that could affect the credibility of the research results.

- Every claim made by an author in a scientific text must be verified. It can be verified in the research by the author(s) themselves or by other researchers – authors of scientific texts. In this case, they must be cited as a source in the summary or citation. Whenever possible, the original source should be cited in the scientific text, rather than a source that summarises the work of the original author.

- Research results, findings, ideas, and research questions which the author of a scientific text has taken from the published or unpublished works of other authors without citing them are considered plagiarism.
- Shorter literal quotations or citations (five lines or less) are included in the text without spaces or new lines. The beginning and end of the quotation are marked with double quotation marks. At the end of the citation, the source must be indicated in accordance with the rules for citing literature.
- Even when summarising or referencing (without quoting verbatim), the source information (author, year and page number or page range) must be accurately indicated in the appropriate place.
- If the quote is longer than five lines, it is copied in reduced print (size 11 points) and shifted to the right. There is a blank line before and after the quote.
- It must be clear for each claim or thought to whom it belongs. A foreign claim or thought must not be presented as one's own and vice versa.

Citing sources consists of two parts: *parentheses in the text* (so-called citations), which give brief information about the author, the year of the source and the place in the source (mainly the page), and *source list*, which gives complete bibliographic information. **Everything that appears in parentheses in the text must be cited exactly in the reference list, and everything in the reference list must be cited and used in the text.**

Cited sources are not footnoted, except in the case of footnotes (see chapter Footnotes). Only substantive notes are given in the footnotes, as written in chapter 2.3. Use of different forms of citation within the text is recommended (at the end of the sentence/paragraph and also at the beginning of the sentence/paragraph or in between). The appropriate citation method based on the number of authors must always be used. Some examples of in-text citations, at the beginning of a sentence:

- Barnes et al. (2010) found in their work that...
- As noted by Barnes et al. (2010), ...
- Luckmann (1996), Benko (1997) and Bučar (1997) agree that...

We cite the reference in its entirety only the first time if citing the same work continuously in the same paragraph or chapter, and only the page number is given in parentheses thereafter.

Example (in quotation marks):

“Logotherapy is basically an anthropological approach (anthropological view), which means that it sees a person holistically, in all three dimensions: body, soul and spirit” (Kristovič 2014, 37).

Example (without quotation marks):

They blame themselves for having wasted so many beautiful years without benefit; how many beautiful opportunities for good works they missed; they lived wrongly; they went

after missed goals (Trstenjak 1954, 143). Other basic rules of in-text citation are shown in Table 4.

Table 4: In-text citation rules

Examples of entries	CMoS	APA
Citation of a specific page, quote or number of pages	(Pollan 2006, 99) (Pollan 2006, 99–100)	(Pollan, 2006, p. 99) (Pollan, 2006, p. 99–100)
	Clarification: Exact pages must be cited whenever a quotation, summary, reference to a specific thought, or when information obtained from a given source is provided. A long hyphen (–) is used for the page span.	
Independent author	(Pollan 2006) or Pollan (2006)	(Pollan, 2006) or Pollan (2006)
	Clarification: the use of adjectival forms for female surnames is related to Slovenian spelling rules. Due to the widespread use of reference management tools (EndNote, Mendeley, etc.) and gender recognition problems, it makes sense to use official surnames when citing authors in the text, such as: Kroflič (2008), instead of Krofličeva (2008) and the female gender of the author is defined in the verb, such as: Kroflič (2008) concluded that she. You can also write the first name before the last name, for example: Breda Kroflič (2008) found that she. It is important that the author uses the same form of citation of female authors throughout the text.	
Two authors	(Ward and Burns 2007) Ward and Burns (2007)	(Ward and Burns, 2007) Ward and Burns (2007)
Three or more authors	(Barnes et al. 2010) Barnes et al. (2010)	(Barnes et al., 2010) Barnes et al. (2010)
	In this case, all authors must be listed in the list of sources.	
Citing certain parts of the text, if it is not possible or it does not make sense to cite pages due to electronic access or the nature of the text (for example, if there are more important chapters, paragraphs, articles or points, etc.)	(Kaučič 2008, ch. 1) (Kurland and Lerner 1987, ch. 10, n. 19)	(Kaučič, 2008, Chapter 1) (Kurland and Lerner, 1987, ch. 10, n. 19)

Examples of entries	CMoS	APA
An organisation or group as an author	(Global Environment Coordination 1994)	(Global Environment Coordination, 1994)
Organisation or group as author when the year is unknown	(Amnesty International, item 7)	(Amnesty International, item 7)
Primary source (document) instead of individual or collective author	(Charter of the United Nations, Art. 51)	(Charter of the United Nations, Art. 51)
Citing from another (secondary) source	(Mannheim in Jambrek 1992, 33)	(Mannheim in Jambrek, 1992, p. 33)
	Clarification: The author should do their best to find the original source. When this is not possible, a secondary source may also be cited. In these cases, the original author who wrote the text is cited first, then the author from whom the quote was taken is noted using "in" and the page(s) of the secondary source from which the primary source is taken or cited.	
Several works by the same author with the same year	(Luckmann 1988a, 101)	(Luckmann, 1988a, p. 101)
	Clarification: letters are added to the year in alphabetical order.	
Citing multiple sources at the same time (separated with semicolons)	(Luckmann 1996; Benko 1997; Bučar 1997)	(Luckmann, 1996; Benko, 1997; Bučar, 1997)
	Clarification: older sources are listed before newer ones. Alphabetical order is used for sources that were created in the same year.	

<u>Examples of entries</u>	CMoS	APA
<u>Citation of online resources</u>	<p>The basic rule is to write down: the author, the date of the news or article.</p> <p>Sometimes the author is unknown. In this case, write the title of the article, the host of the website, and the date of publication.</p> <p>If the date of publication/article is unknown, write the date when the article/source was accessed.</p> <p>Examples: (Luckmann 1996, 16), (Successful students, Alma Mater Europaea University, 11 April 2024). (Alma Mater Europaea University, accessed on 12 November 2023)</p> <p>Important: In the list of literature, the date of access to the website is added at b.d. when possible.</p>	<p>By the author or holder of the website / article/ contribution etc., e.g.:</p> <p>(Luckmann, 1996 p. 16) or (RTVSLO, 2008, 11 April)</p> <p>If there is no author, by the title of the document / law or with the title of a newspaper article that has no author, e.g.:</p> <p>(K-12 Computer science framework, b.d.) (Universal Declaration of Human Rights, 1948) or (Chicago Tribune, 1994);</p> <p>If the website as a whole indicated, for example: (World Health Organization, 2018) or (World Health Organization, b. d.)</p>
Works without an author	A book without an author	
	(Me and my career 2008) (Folk tales 2008, 11)	(Me and my career, 2008) (Folk tales, 2008, p. 11)
	An article without an author	
	("Career anchors" 2008)	("Career anchors", 2008)
Clarification: author is listed as “Unknown Author” only in cases where the work is published as “Unknown Author”.		

<u>Examples of entries</u>	CMoS	APA
Unpublished sources: an interview example	<p>(Novak, interview with Milton J.E. Seen, 20 November, 2022)</p> <p>(Novak, interview with a social worker, 31 July, 2022)</p> <p>(Novak, interview 55, 31 July, 2022)</p> <p>Clarification: unpublished personal interviews are processed in the context of citing sources of personal communication. Information about the person who conducted the interview and information about the interviewee (in this case, it is necessary to obtain the interviewee's permission to publish the name) and information about the date of the interview are indicated (also valid for citing in the list of sources). If the interviewee does not want to reveal their name and the related location (institution), the position, workplace etc., and similar are indicated.</p>	
<u>Citation of legal sources*</u>	<p>(Act on Civil Procedure, Art. 6) or (ZPP, Art. 6)</p> <p>(Article 44 of the Constitution of the Republic of Slovenia) or (URS, Article 44)</p> <p>For European legal acts, the source is given with the year: (Directive 2011/83/EU, Article 3)</p> <p>Clarification:</p> <p>When citing the legal source for the first time, the full name of the law or of the legal regulation is written and attributed (hereinafter: abbreviation). The abbreviation is written only if it is recorded in the Official Gazette of the Republic of Slovenia.</p> <p>When referring to a specific article, the article and the paragraph of the article (ZPP, Article 4, Paragraph 3) is also added.</p> <p>For example: The Civil Procedure Act (hereinafter: ZPP). ZPP (Article 4, paragraph 2) sets out the conditions for deciding on a claim. The ZPP also deals with the rules on the use of language in the procedure (ZPP, Article 6).</p> <p>Important:</p> <p>Citation of the official gazette in which the law is published belongs to the final literature.</p>	<p>(Civil Procedure Act, 2008, Art. 6)</p> <p>(Constitution of the Republic of Slovenia, 1991, Article 44)</p>

* When citing foreign legal and public documents not listed in these guidelines, please follow the original APA or CMoS guidelines.

4 LIST OF SOURCES

As a general rule, italics emphasise those parts of the source that allow us to find them most easily. In the case of books, this means the titles, in the case of anthologies, the titles of the anthologies, and in the case of journal articles, the journal titles.

All sources used in the text (both in the main text and in the footnotes) are edited into a unified list of sources at the end of the text, which is arranged alphabetically by authors' surnames, names of institutions and titles of documents. The resource list at the end is titled **Literature**. Several sources of the same author are sorted chronologically from old to new. If the same author or institution with the same year appears more than once, a consecutive lower-case letter is added to the year (Table 5).

Table 5: Examples of citing multiple sources from the same author

CMoS	APA
Benko, Vlado. 1997 a. <i>Znanost o mednarodnih odnosih</i> . Maribor: Založba Obzorja.	Benko, V. (1997a). <i>Znanost o mednarodnih odnosih</i> . Založba Obzorja.
Benko, Vlado. 1997b. <i>Zgodovina mednarodnih odnosov</i> . Ljubljana: Založba ZPS.	Benko, V. (1997b). <i>Zgodovina mednarodnih odnosov</i> . Založba ZPS.

Sources are numbered. Online resources are also part of the single list together with other resources. Any source cited in the text or footnotes must also be in the list, and any source in the list must be in the text or footnotes. Dispositions are an exception, as it is permissible to list the intended literature as well.

If web addresses must be divided due to length, make a space after /, _, = or. (in that order). We retain online hyperlinks. Examples of citing books (Table 6), articles (Table 7), online sources (Table 8), official and legislative sources (Table 9), other electronic - audiovisual sources (Table 10), unpublished sources (Table 11) and sources of the social science data archive (Table 12) are shown below.

Table 6: Examples of citing books

Ex. of entries	CMoS	APA
General pattern for citing books	Last name, First name. Year. <i>The title of the book</i> . Place: publishing house, (Collection). Clarification: it is permissible to cite authors only with the initial of the first name and the full last name if this is the format indicated in the original publications.	Last name, First name. (year). <i>The title of the book</i> . Publisher.

Examples of entries	CMoS	APA
Independent author	Železnik, Danica. 1990. <i>Degenerativno obolenje kolčnega sklepa</i> . Ljubljana: Zdravstvena fakulteta Ljubljana.	Železnik, D. (1990). <i>Degenerativno obolenje kolčnega sklepa</i> . Zdravstvena fakulteta Ljubljana.
Two authors	Kališnik, Matej and Peter Zabavnik. 2000. <i>Uvod v znanstvenoraziskovalno metodologijo na področju biomedicine</i> . Ljubljana: Medicinska fakulteta UL, Inštitut za varovanje zdravja RS.	Kališnik, M., and Zabavnik, P. (2000). <i>Uvod v znanstvenoraziskovalno metodologijo na področju biomedicine</i> . Medicinska fakulteta UL, Inštitut za varovanje zdravja RS.
Three or more authors	Kališnik, Matej, Peter Zabavnik and Andrej Rožič Hristovski. 2000. <i>Uvod v znanstvenoraziskovalno metodologijo na področju biomedicine</i> . Ljubljana: Medicinska fakulteta UL, Inštitut za varovanje zdravja RS.	Kališnik, M., Zabavnik, P. and Rožič Hristovski, A. (2000). <i>Uvod v znanstvenoraziskovalno metodologijo na področju biomedicine</i> . Medicinska fakulteta UL, Inštitut za varovanje zdravja RS.
Proceedings	Grmec, Štefek and Dejan Kupnik, editors. 2006. <i>Oskrba poškodovancev v predbolnišničnem okolju</i> . Maribor: Visoka zdravstvena šola.	Grmec, Š. and Kupnik, D. (Ed.). (2006). <i>Oskrba poškodovancev v predbolnišničnem okolju</i> . Visoka zdravstvena šola.
Chapter in Proceedings	Kupnik, Dejan, Tomaž Brodnik and Lidija Praper. »Lumbalna spinalna stenoza.« in <i>Medicinski mesečnik</i> , ed. Nina Kobilica, 23–29. Maribor: University Clinical Centre, 2008.	Kupnik, D., Brodnik, T. and Praper, L. (2008). Lumbar spinal stenosis. V N. Kobilica (Ur.), <i>Medicinski mesečnik</i> (p. 23–29). University Clinical Centre.

Examples of entries	CMoS	APA
An organisation or group as an author	<p>Global Environment Coordination. 1994. <i>Facing the global environment challenge: A progress report on World Bank global environmental operations</i>. Washington: Global Environment Coordination Division, Environment Dept., The World Bank.</p> <p>If the document is in pdf format online: Zavod Republike Slovenije za šolstvo. 2019. <i>Annual report on the work of the Institute of Education of the Republic of Slovenia for the period from 1 January 2018 to 31 December 2018</i>. Available at: https://www.zrssi.si/wpcontent/uploads/2020/06/2019-02-21-porocilo-2018.pdf.</p>	<p>Global Environment Coordination. (1994). <i>Facing the global environment challenge: A progress report on World Bank global environmental operations</i>. Global Environment Coordination Division, Environment Dept., The World Bank.</p> <p>If the document is in pdf format online: Zavod Republike Slovenije za šolstvo. (2019). <i>Annual report on the work of the Institute of Education of the Republic of Slovenia for the period from 1 January 2018 to 31 December 2018</i>. https://www.zrssi.si/wpcontent/uploads/2020/06/2019-02-21-porocilo-2018.pdf</p>
	<p>Clarification: a period without a space is added at the end, a period preceded by a space is added if the website ends with a forward slash (/).</p>	<p>Clarification: do not write a period at the end of the web resource record</p>
The book is also available in e-format	<p>Kristovič, Sebastjan and Polona Pangrčič, ed. 2023. <i>Holistic approach in the field of upbringing, education and mental health</i>. Maribor: Alma Mater Europaea. Alma Mater Press. https://press.almamater.si/index.php/amp/catalog/category/psychology.</p> <p>Clarification: date of access is not indicated for books. If the book has a DOI (Digital Object Identifier), it is added instead of the web link.</p>	<p>Kristovič, S. and Pangrčič, P. (Eds.). (2023). <i>Holistic approach in the field of upbringing, education and mental health</i>. Alma Mater Europaea. Alma Mater Press. https://press.almamater.si/index.php/amp/catalog/category/psychology</p> <p>Clarification: If the book has a DOI (Digital Object Identifier), the period is added at the end.</p>

Table 7: Examples of citing articles

Examples of entries	CMoS	APA
General pattern for citing articles	Last name, First name Year. "Title of article." <i>Magazine name</i> . Edition (magazine number): p. from–to.	Last name, First name. (year or year, day, month). Article title. <i>Name of magazine or newspaper</i> , magazine no. (issue number), volume – pages.
Article in a scientific journal (independent author)	Hlebec, Valentina. 2018. "Contextual factors of the use of home care in Slovenia." <i>Protection of public health</i> 51(2): 120–127.	Anderson, M. (2018). Getting consistent with consequences. <i>Education Leadership</i> , 76(1), 26–33.
Article in a scientific journal (multiple authors)	Černe, Anja and Polona Selič. 2018. "Quality of life." <i>Protection of public health</i> 51(2): 147–154.	Černe, A. and Selič, P. (2018). Quality of life. <i>Protection of public health</i> , 51(2), 147–154.
Article in a journal, also available online	Norbert, Jesse. 2021. "Data Strategy and Data Trust – Drivers for Business Development." <i>IFAC-PapersOnLine</i> 54(13): 8–12. https://doi.org/10.1016/j.ifacol.2021.10.409 .	Norbert, J. (2021). Data Strategy and Data Trust – Drivers for Business Development. <i>IFAC-PapersOnLine</i> , 54(13), 8–12. https://doi.org/10.1016/j.ifacol.2021.10.409
Newspaper article	Sovdat, Petra. 2023. "Romanians perform IPO of state-owned hydroelectric plants." <i>Finance</i> . 4 July 2023	Sovdat, P. (4 July 2023). Romanians perform IPO of state-owned hydroelectric plants. <i>Finances</i> .
Newspaper article (no author attribution)	"Gun injuries take financial toll on hospitals." 1994. <i>Chicago Tribune</i> . 24 February 1994	<i>Gun injuries take financial toll on hospitals</i> . (24 February 1994). <i>Chicago Tribune</i> .
Newspaper article, also accessible online	Cooper, Robert. 2002. "Why We Still Need Empires." <i>The Guardian Unlimited</i> , 7. April 2002. http://www.guardian.co.uk/Archive/Article/0,4273,4388915,00.html .	Cooper, R. (7 April 2002). Why We Still Need Empires. <i>The Guardian Unlimited</i> . http://www.guardian.co.uk/Archive/Article/0,4273,4388915,00.html

Table 8: Examples of citing online resources

Examples of entries	CMoS	APA
An individual part of the website or subpage with the author	<p>Chedekel, Lisa. 2016. “SPH Study: Alcohol Policies Contribute to Suicide Prevention.” <i>BU Today</i> . 14 December 2016. https://www.bu.edu/articles/2016/alcohol-policies-contribute-to-suicide-prevention/ .</p> <p>Clarification: for a source that does not list a date of publication or revision, use b.d. (for “without the date”) or state: Last change and write down the date. When there is no information about the date or year, include the access date , instead of the year.</p> <p>Yale University. b.d. “O Yale: Yale Facts.” Accessed May 1, 2017. https://www.yale.edu/about-yale/yale-facts.</p>	<p>World Health Organization (9 June 2021). <i>Infant and young child feeding</i>. https://www.who.int/news-room/fact-sheets/detail/infant-and-youngchild-feeding</p>
The starting website	<p><i>World Health Organization</i>. Last updated 17 January 2024. http://www.who.int.</p>	<p><i>World Health Organization</i>. (b.d.). https://www.who.int/</p>
Website where there is no author	<p><i>Alma Mater Europaea University. Application for enrolment</i>. https://www.almamater.si/-s177. Accessed 10 May 2023.</p>	<p><i>Universal Declaration of Human Rights</i>. (1948). http://www.unhchr.ch/udhr/lang/slv.htm</p>
Social networks	<p>Example of a Facebook post:</p> <p>National Institute of Public Health. “Mental Health Festival.” Facebook, 10 May 2023. https://m.facebook.com/story.php?story_fbid=pfbid02p2tjJ3i3YuoNAaCi9keP4whdMFtXoFhupbnoKDrJwiVYagJTNUuquEeikpsat8Aml&id=100064491890300.</p>	<p>Example of a Facebook post:</p> <p>National Institute of Public Health. (2023, 10 May). Mental Health Festival. Facebook. https://m.facebook.com/story.php?story_fbid=pfbid02p2tjJ3i3YuoNAaCi9keP4whdMFtXoFhupbnoKDrJwiVYagJTNUuquEeikpsat8Aml&id=100064491890300</p>

Table 9: Examples of citing official and legislative sources

Examples of entries	CMoS	APA
Material for sessions of parliament and working bodies	National Assembly of the Republic of Slovenia, Committee for International Relations, <i>Assessment of the state of international relations of the Republic of Slovenia</i> . 1 October 1997	National Assembly of the Republic of Slovenia. Committee on International Relations. (1997). <i>Assessment of the state of international relations of the Republic of Slovenia</i> . Clarification: if the material is available online, the website is added and the period is not written at the end.
Government documents	Ministry of Labour, Family, and Social Affairs of the Republic of Slovenia. 2008. <i>Priorities</i> . Accessed on 3 April 2008. http://www.mddsz.gov.si/si/eu2008_mddsz/pr odstredne_naloge/ .	Ministry of Labour, Family, and Social Affairs of the Republic of Slovenia. (2008). <i>Priorities</i> . http://www.mddsz.gov.si/si/eu2008_mddsz/pr odstredne_naloge/ Clarification: In the case of a government document, we omit the publisher's name before the web link if we have a government document where the author is the same as the publisher.
Laws	<i>Health Services Act (ZZDej)</i> . Official Gazette RS 113/2003 (with subsequent amendments and additions). Changes in laws. If one of the older versions of the law is mentioned, it is written with the official gazette in which it was published. Example: Act Amending the Health Services Act (ZZDej-I). Official Gazette RS 28/2008.	Health Services Act (ZZDej). Official Gazette of the Republic of Slovenia No. 113/2003.

Examples of entries	CMoS	APA
Other legal resources online	European Union. Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC. Official Journal of the European Union L 94/65. https://eur-lex.europa.eu/legal-content/sl/TXT/?uri=celex%3A32014L0024 .	Health Services Act (ZZDej). Official Gazette of the Republic of Slovenia No. 113/2003. http://legislatija.gov.si/rpsi/r06/predpis_ZAKO3826.html
International treaties in the collection	<i>Pogodba o neširjenju jedrskega orožja – Treaty on the Non-Proliferation of Nuclear Weapons</i> . 1968. 729 UNTS 161.	Pogodba o neširjenju jedrskega orožja – Treaty on the Non-Proliferation of Nuclear Weapons. 729 UNTS 161. (1968).
	Clarification: the author who decides to cite the references in the list in their own language and in the original language must follow this in all cases of foreign sources.	
International treaties online	<i>Pogodba o neširjenju jedrskega orožja – Treaty on the Non-Proliferation of Nuclear Weapons</i> . 1968.. http://www.fas.org/nuke/control/npt/text/npt2.htm .	Pogodba o neširjenju jedrskega orožja [Treaty on the Non-Proliferation of Nuclear Weapons]. (1968). http://www.fas.org/nuke/control/npt/text/npt2.htm
Courts decisions in the collection	<i>Military and Paramilitary Activities</i> (Nicaragua versus ZDA). ICJ 4. 1986.	<i>Military and Paramilitary Activities</i> (Nicaragua versus ZDA), ICJ 4. (1986). Clarification: Unlike other types of sources, the title or name of the case is written in standard print when entered in the source list and in italics when cited in the text!
Publications of international institutions	European Commission. 2022. <i>Commission Staff Working Document. Bosnia and Herzegovina 2022 Report</i> . https://neighbourhood-enlargement.ec.europa.eu/system/files/2022-10/Bosnia%20and%20Herzegovina%20Report%202022.pdf . Accessed 17 May 2023.	Commission Staff Working Document. Bosnia and Herzegovina 2022 Report, European Commission, (12 October 2022), https://neighbourhood-enlargement.ec.europa.eu/system/files/2022-10/Bosnia%20and%20Herzegovina%20Report%202022.pdf

Examples of entries	CMoS	APA
Legislative acts of International institutions (e.g. EU: regulations, directives, conclusions, recommendations, opinions)	The United Nations, General Assembly. <i>Declaration on Principles of International Law Concerning Friendly Relations and Co-operation Among States in Accordance with the Charter of the United Nations</i> . Resolution 2526 (XXV), adopted on 24 October 1970. http://ods-dds-ny.un.org/doc/RESOLUTION/GEN/NR0/348/90/IMG/NR034890.pdf?OpenElement .	Declaration on Principles of International Law Concerning Friendly Relations and Co-operation Among States in Accordance with the Charter of the United Nations. Resolution 2526 (XXV), The United Nations, General Assembly, (24 October 1970). http://ods-dds-ny.un.org/doc/RESOLUTION/GEN/NR0/348/90/IMG/NR034890.pdf?OpenElement
Resolutions of international organisations – important consecutive number	Security Council. <i>Resolution 1174, S/RES/1174/1998</i> . 1998. http://ods-ddsny.un.org/doc/UNDOC/GEN/N98/167/58/PDF/N9816758.pdf?OpenElement .	Senate Resolution 438, 114th Cong., 162 Cong. Rec. 2394 (2016) (enacted). https://www.congress.gov/congressional-record/2016/04/21/senatesection/article/S2394-2 Clarification: In the case of legislative materials or resolutions, it is indicated whether they are enacted or not.
Resolutions of international organisations – the title of the resolution is also important	The United Nations, General Assembly. <i>Declaration on Principles of International Law Concerning Friendly Relations and Co-operation among States in accordance with the Charter of the United Nations</i> – UL OZN, GA/RES/2526(XXV), adopted on 24 October 1970. http://www1.umn.edu/humanrts/institute/principles1970.html .	Declaration on Principles of International Law Concerning Friendly Relations and Co-operation among States in accordance with the Charter of the United Nations – Deklaracija načel mednarodnega prava glede prijateljskih odnosov in sodelovanja med državami v skladu z UL OZN, GA/RES/2526(XXV), General Assembly. (24 October 1970). http://www1.umn.edu/humanrts/institute/principles1970.html

In the case of legislative materials or resolutions, it is indicated after the title whether they are enacted or not.

Table 10: Examples of citing other electronic – audiovisual sources

Examples of entries	CMoS	APA
Radio, television contribution, cartographic material, etc.	Radio Slovenia, 1st programme. 2006. <i>Studio ob 17-ih</i> . Ljubljana, 13 May.	Radio Slovenia, 1st programme. (13 May 2006). <i>Studio ob 17-ih</i> . Radio Slovenia.
	Clarification: the type of material must be written in square brackets after the title for all such sources: [CD-ROM], [radio recording], [television recording]. In the case of a [Podcast], the podcast number is added.	
Footage available online	Radeljas, Dina. "From Refugee to PhD." Taken on 22 September 2017 in Utica, New York. TEDx video, 10:47. https://www.youtube.com/watch?v=Juq5acThEGs .	National and University Library. (28 April 2016). <i>Symposium on the occasion of the 75th anniversary of Breda Smolnikar</i> [Video]. YouTube. https://www.youtube.com/watch?v=dZNYF85PebU&t=6904s

Table 11: Examples of citing unpublished sources

Examples of entries	CMoS	APA
Interview	Surname, Name of the person who conducted the interview. "Title, if specified," indication of the type of task / communication and the name of the interviewee (job title, position, etc.), date of execution, Place of execution.	Last name, First letter of the name of the person who conducted the interview. (date). <i>Title, if specified</i> . Task Description [Unpublished]. Place of execution.
	Novak, Janez, interview with Milton J.E. Seen, 20 November 2022, University of Ljubljana, Faculty of Medicine.	Novak, J.. (20 November 2022). Interview with Milton J.E. Seen [Unpublished]. University of Ljubljana, Faculty of Medicine.
	Novak, Janez, "How to motivate colleagues," interview with Manca Košir, 14 January 2006, Celje General Hospital.	Novak, J.. (14 January 2006). <i>How to motivate colleagues</i> . Interview with Manca Košir [Unpublished]. Celje General Hospital.
	Novak, Janez, interview with social worker, 31 July 2022.	Novak, J.. (31 July 2022). Unpublished Interview with a social worker.

Table 12: An example of citing the source of a social science data archive

Examples of entries	CMoS	APA
ADP data file	Kos, Drago and the group. <i>Socio-spatial impact of motorways in Slovenia, 2002</i> . Data file. University of Ljubljana, Public Opinion and Mass Communication Research Centre, Centre for Spatial Sociology. 2005. Ljubljana: Social Science Data Archive. Accessed 1 May 2023. http://www.adp.fdv.uni-lj.si/opisi/ceste02/ .	Kos, D. et al. (2005). <i>Socio-spatial impact of motorways in Slovenia, 2002</i> . Data file. University of Ljubljana, Public Opinion and Mass Communication Research Centre, Centre for Spatial Sociology. Social Science Data Archive. http://www.adp.fdv.uni-lj.si/opisi/ceste02/

5 ARCHIVE MATERIAL

Basic citation format: Title or description of the material, date (day, month, year). Fund title, technical unit. Archive. In the case of online material, the URL and the date of access to the online record is also indicated.

In the case of material for which the author is known (e.g. photographs, construction plans, geographical maps, posters, etc.), the author is mentioned first. If the author is unknown, then the title is stated. The rules for citing archival material in the text are presented in Table 13.

Table 13: Rules for citing archival material in the text

Examples of entries	CMoS	APA
Stationery	(Probate case after the deceased Lojer Marija, 1968) (Report on the Judicial Strike, 1923) (Nudl, Andreas, Maribor: construction of a brick and brick-covered shed 8 April 1858 – 6 September 1858)	(Probate case after the deceased Lojer Marija, 1968) (Report on the Judicial Strike, 1923) (Nudl, Andreas, Maribor: construction of a brick and brick-covered shed , 8 April 1858 – 6 September 1858)
Photographs	Pelikan (1945) (Pelikan 1945) (Collection of portraits of personalities 1561-1998)	Pelikan (1945) (Pelikan , 1945) (Collection of portraits of personalities, 1561-1998)
Letter	Tegetthoff (1841) (Tegetthoff 1841)	Tegetthoff (1841) (Tegetthoff, 1841)
Geographic maps	Šenoa (1930) (Šenoa 1930)	Šenoa (1930) (Šenoa, 1930)
Construction plans	Pregl (1858) (Pregl 1858)	Pregl (1858) (Pregl, 1858)

Examples of citing archival material in the list of sources entitled Literature are presented in Table 14.

Table 14: An example of citing archival material in the source list

Examples of entries	CMoS	APA
Paperwork, material in physical form	<p>Probate case after the deceased Lojer Marija, 25 January 1968. Municipal Court in Ljubljana, TE 501. Historical archive of Ljubljana.</p> <p>Nudl, Andreas, Maribor: construction of a brick and brick-covered shed in the yard of the house at Koroška cesta 223: construction file of the Maribor Regional Office, 8 April 1858 – 6 September 1858. Maribor District Office 1854-1868, TE 110. Regional Archives Maribor.</p>	<p>Probate case after the deceased Lojer Marija. (25 January 1968). Municipal Court in Ljubljana, TE 501. Historical archive of Ljubljana.</p> <p>[Nudl, Andreas, Maribor: construction of a brick and brick-covered shed in the yard of the house at Koroška cesta 223: construction file of the Maribor Regional Office] (8 April 1858 – 6 September 1858). Maribor District Office 1854-1868(TE 110). Regional Archives Maribor.</p>
Photographs	<p>Josip Pelikan, 1 June 1945. Terme Dobrna. Interior of the Spa. Josip Pelikan collection, 1st half of the 20th century. The Museum of Recent History of Celje.</p> <p>Emperor Franz Joseph I, 1898. Collection of portraits of personalities 1561- 1998, TE 20. Historical archive of Celje.</p>	<p>Josip Pelikan (1 June 1945). Terme Dobrna. Interior of the Spa. Josip Pelikan collection, 1st half of the 20th century. The Museum of Recent History of Celje.</p> <p>[Emperor Franz Joseph I, 1898]. Collection of portraits of personalities 1561- 1998 (TE 20). Historical archive of Celje.</p>
Letter	<p>Viljem Tegetthoff's letter to his mother, 1 February 1841. Viljem Tegetthoff 18-1920, TE 1, Provincial Archives Maribor.</p>	<p>Viljem Tegetthoff (1 February 1841). [Viljem Tegetthoff's letter to his mother]. Viljem Tegetthoff 1864-1920, TE 1). Regional Archives Maribor.</p>
Geographic maps	<p>M. Šenoa, 1930. Kingdom of Yugoslavia – administrative division. Collection of Geographical Maps 1550-1994, TE 111. Historical archive of Celje.</p>	<p>M. Šenoa (1930). Kingdom of Yugoslavia – administrative division. Collection of Geographical Maps 1550-1994 [TE 111]. Historical archive of Celje.</p>
Construction plans	<p>Ignatz Pregl, 9 February 1858. Plan for the construction of a brick and brick-covered shed in the yard of the house at 223 Koroška cesta. Maribor District Office 1854-1868, TE 110. Regional Archives Maribor</p>	<p>Ignatz Pregl (9 February 1858). [Plan for the construction of a brick and brick-covered shed in the yard of the house at 223 Koroška cesta]. Maribor District Office 1854-1868(TE 110). Regional Archives Maribor</p>

Examples of entries	CMoS	APA
<p>Archive material in electronic form</p>	<p>Celje District Court. Historical archive of Celje. Acquired at Napaka! Sklicna hiperpovezava ni veljavna. (accessed 15 February 2024).</p> <p>Ignatz Pregl, 9 February 1858. Plan for the construction of a brick and brick-covered shed in the yard of the house at Koroška cesta 223 [i. e. Koroška cesta 17] owned by Andreas Nudl in Maribor: construction file of the Maribor Regional Office. Maribor District Office 1854-1868. Regional Archives Maribor. Acquired at https://vac.sjas.gov.si (accessed 24 June 2024).</p> <p>Nudl, Andreas, Maribor: construction of a brick and brick-covered shed in the yard of the house at Koroška cesta 223 [i.e. Koroška cesta 17]: construction file of the Maribor Regional Office, 8 April 1858 – 6 September 1858. Maribor District Office 1854-1868. Regional Archives Maribor. Acquired at https://vac.sjas.gov.si (accessed 24 June 2024).</p>	<p>Report on the Judicial Strike (15 March 1923). Celje District Court (TE 15). Historical archive of Celje. Acquired at Napaka! Sklicna hiperpovezava ni veljavna. (accessed 15 February 2024).</p> <p>Ignatz Pregl (9 February 1858). [Plan for the construction of a brick and brick-covered shed in the yard of the house at Koroška cesta 223 [i. e. Koroška cesta 17] owned by Andreas Nudl in Maribor: construction file of the Maribor Regional Office]. Maribor District Office 1854-1868. Regional Archives Maribor. Acquired at https://vac.sjas.gov.si (accessed 24 June 2024).</p> <p>[Nudl, Andreas, Maribor: construction of a brick and brick-covered shed in the yard of the house at Koroška cesta 223 [i.e. Koroška cesta 17]: construction file of the Maribor Regional Office], 8 April 1858 – 6 September 1858). Maribor District Office 1854-1868. Regional Archives Maribor. Acquired at https://vac.sjas.gov.si (accessed 24 June 2024).</p>

Footnote: If the material does not have an original title, then the formatted title is written in square brackets.

6 USE OF ARTIFICIAL INTELLIGENCE

Kaplan and Haenlein (2019, 15) define artificial intelligence (AI) as the system's ability to correctly interpret externally obtained data, learn from such data, and use the acquired knowledge in an adapted manner to achieve specific goals and tasks. AI tools do not summarise original sources as academic texts do. This type of tool therefore learns from existing data and prepares answers based on statistical language models based on the frequency of occurrence of words and phrases. As a result, they may provide false or misleading information. Therefore, extreme caution is required when using the results of such tools.

For example, it is not recommended to use the tool to search for definitions as they are created on the basis of a linguistic model, not scientific theories or references.

When using artificial intelligence tools, the generated text content should be properly cited in the final list of sources, and the text is attached as an attachment.

When using data obtained with artificial intelligence tools, you are fully responsible for their use in professional and scientific texts. It is your responsibility to check and critically evaluate the tool's citations, including the references generated, and to locate relevant additional resources.

In the event of suspicion that a professional-scientific text or part of a text is a direct result of an artificial intelligence tool, but this is not indicated in the text and / or in the list of sources, the author of the text will be required to (orally) defend the work and provide additional references and additional proof of authorship.

6.1 Guide to Listing Artificial Intelligence Tools

If you have used an artificial intelligence tool in any form or phase of the work (acquiring ideas, preparing a research work plan, choosing a methodology, directly using the generated text etc.) to prepare the text, you can refer to it in accordance with the following example (OpenAI. chatGPT, 14 June 2023).

When using in-text, enter the name of the tool. The date in the reference is the day on which the tool returned the result or the answer. Specify for what purpose or why you used the tool in the text before citing the source or after it. Text generated with an artificial intelligence tool, or all texts created in this way, should also be added as an attachment.

Example citation:

We also checked the answer to the question about the importance of mental health in young adults with an artificial intelligence tool (OpenAI ChatGPT, 14 June 2023) which offered several variations. We present the following:

You also list the AI tool in the final resource list in the following way:

OpenAI ChatGPT. (2023, 14 June 2023). [Generated text to a question about the importance of mental health for young adults]. <https://chat.openai.com/>

7 SUBMISSION OF THESIS DISPOSITION

Prepare the disposition of the thesis on the basis of the Template for the preparation of the disposition, where there are more detailed instructions or descriptions of individual parts. Adhere to the structure and format as set out in the Template. Enter the text in the pre-prepared squares. The proposals for all three levels of study are published on the VIS system under the tab Gradiva/Druga gradiva/Diplomiranje, magistriranje, doktoriranje (material / other material / diploma, master, doctorate). You can submit a disposition for consideration once the conditions for submission are met. The conditions for submitting the disposition of the thesis are stated in the rules on graduation, the rules on master's degrees and the rules on doctoral studies.

7.1 The procedure for submitting a disposition for undergraduate and master's studies

Submit the disposition in .doc/.docx format via the VIS system (Zaključek študija tab – Prijava teme / Study completion – Title registration) when it is coordinated with the mentor and possible co-mentor. When the mentor and possible co-mentor give formal consent to the disposition, it will be considered at the next meeting of the Committee for Student Affairs. Consent to the disposition can be submitted by the mentor and possible co-mentor through VIS, or the student can print form O1 – Application for disposition of the thesis from VIS and forward it electronically to the mentor and co-mentor for signature. In this case, the student forwards the signed form O1 - Application for disposition of the thesis to the office at the address Alma Mater Europaea University, Slovenska ulica 17, 2000 Maribor or to the email address of the competent office.

7.2 The procedure for submitting a disposition for doctoral studies

In the event of submission of a doctoral thesis disposition, it must be submitted to the technical examination at the email address tehnichni.pregled@almamater.si, together with the form O1 – Application for disposition of the thesis, signed by the mentor and possible co-mentor, and O15 form – Declaration on submission to technical examination.

After the technical examination has been successfully completed, the student forwards the entire application for consideration to the Commission for Scientific and Research Work (KZRD) at the email address: tina.kavticnik@almamater.si. The full application includes:

- disposition of the doctoral dissertation (technically reviewed)
- O1 – Registration of the disposition of the thesis (confirmed by the mentor and possible co-mentor)
- professional bibliography of the doctoral student (if any)
- CV of the PhD candidate in Europass format

When the disposition is also confirmed at the technical examination, the student also submits the disposition of the doctoral dissertation via the VIS system (Zaključek študija tab – Prijava

teme / Study completion – Title registration) – without attachments. Formal consent to the disposition can be submitted by the mentor and possible co-mentor through VIS, or the student can print form O1 – Application for disposition of the thesis from VIS and forward it electronically to the mentor and co-mentor for signature. In this case, the student forwards the signed form O1 - Application for disposition of the thesis to the office at the address Alma Mater Europaea University, Slovenska ulica 17, 2000 Maribor or to the email address of the competent office.

You submit the disposition of the thesis for consideration by the study committee via the VIS system. After logging in to VIS, select “Zaključek študijja” (Study completion) and then “Prijava teme” (Title registration). Fill in the fields and attach the disposition of the thesis in doc. format. Your disposition will be discussed at the next regular meeting of the study committee. After consideration, you will receive the decision of the study committee within 14 days.

A student who does not have the cost of the thesis included in the tuition fee will receive an invoice for the graduation or master's degree process after the disposition has been approved by the relevant Committee for Study Affairs. The invoice is issued by the Office of Study and Student Affairs and sent to the student's primary email address.

In the event that the Committee for Study Affairs rejects the disposition or returns it to be supplemented, the student must correct the disposition with tracked changes in the electronic version of the disposition, specifically using the function in MS Word: “Track changes”.

8 SUBMISSION OF THESIS

Prepare the thesis in accordance with the Template for the preparation of the thesis.

Mandatory parts of the thesis include:

- outer cover of the thesis,
- inner cover of the thesis,
- acknowledgement,
- summary,
- table of contents,
- content,
- list of literature and sources,
- appendices,
- authorship statement,
- proofreading statement,
- consent of the institute (if the research was done in a clinical setting).

When writing the thesis, also take into account the rules on theses of the Alma Mater Europaea University (for the appropriate level of study).

Students must adhere to the structure of the thesis / master's thesis / doctoral dissertation, as stated in the **Template for diploma thesis / master's thesis / doctoral dissertation**.

When the student coordinates the content of the thesis with the mentor and potential co-mentor, the mentor and potential co-mentor must approve the content adequacy of the thesis. The mentor and co-mentor can submit their consent to the content of the thesis via the VIS system, or the student can sign it by printing the form Consent of the mentor/co-mentor to the submission of the thesis and submitting the signed form to the competent department. The form can be printed from VIS, tab Zaključek študija – Zaključno delo (Completion of studies – Thesis). Students cannot submit the thesis to VIS without the consent of the mentor and co-mentor.

When the consent of the mentor and co-mentor has been duly entered in the VIS system, the student receives a notification to their email address that they can submit the thesis (in doc./docx format) for technical examination and an official review of the similarity of content to the email address: tehnichni.pregled@almamater.si, together with form O15 - Statement on submission to technical examination, which is available on VIS under the tab Gradiva / Druga gradiva / Diplomiranje, magistriranje, doktoriranje (Material/Other material/Diploma, master's degree, doctorate). If the student exceeds the limits specified in Table 1 when writing the final paper, he must also submit a written justification from the mentor to the technical review. After successfully passing the technical review, the student is allowed to submit the thesis to the VIS system.

The student submits the thesis in the VIS system in electronic **pdf** format, with a name in the format Last Name_First Name_Year_Final Title of Work_ by choosing ZAKLJUČEK

ŠTUDIJA – Oddaja dela (study completion – thesis submission) in the menu on the left. Instructions for making **pdf** documents can be found [here](#). The **statement of authorship and proofreader's statement**, which the student prints from VIS (ZAKLJUČEK ŠTUDIJA – Izjava o avtorstvu (completion of study – authorship statement), must also be included in the thesis. If the student carried out the research in an institution, they should also attach the Consent of the institution (form O8, which is available in the VIS system, under the tab Gradiva/Druga gradiva/Diplomiranje, magistriranje, doktoriranje (Material / Other material / Diploma, master's degree, doctorate). After the successful submission of the thesis, the student receives an automatic notification which is available in the online VIS system under Razno – Obvestila (Miscellaneous – Notifications). The student, mentor and possible co-mentor, as well as other members of the defence committee will also have access to a review of the similarity of the contents which is integrated in the VIS within three working days from the submission of the thesis (although a formal review of plagiarism has already been carried out as part of the technical examination).

9 PLAGIARISM EXAMINATION AND TECHNICAL CHECK OF THE THESIS

The technical examination of the thesis is the last stage before submitting the thesis. Whether the structure and form of the thesis have been prepared in accordance with the instructions is checked, as is whether the thesis is the student's/author's work. Technical examination is carried out via the e-mail address tehnichni.pregled@almamater.si.

According to the rules, the professional services have 10 business days from the time the application is fully submitted to technically review the application. They have another 10 business days for each further correction. The first technical examination is included in the tuition fee, while the second and every subsequent one is payable in accordance with the Alma Mater Europaea University price list.

After successfully passing the technical examination and examination of the similarity of the contents, the student is allowed to submit the thesis in VIS (in pdf format) – see chapter 7.

10 PRESENTATION OF THESIS

Before the defence, the student brings the following documents by mail or in person:

- application form for the defence of the final thesis (O4),
- one hard copy of the thesis for the library and optionally one copy for the mentor and potential co-mentor,
- certificate of completed practical training (Booklet of knowledge and skills or other appropriate proof)
- a short CV to be read at the defence in regard to doctoral studies,
- certificate of publication of a scientific article in accordance with the Doctoral Regulations.

The defence is carried out if the student has completed all study obligations and settled all financial obligations.

The aim of the presentation is to show:

- the problem you selected
- the aim and purpose of your thesis
- the research methods you used
- the results of your research
- conclusions
- your suggestions and critical thinking about the conclusions

11 TRANSITIONAL AND FINAL PROVISIONS

A one-month transition period applies to students who have confirmed dispositions of final assignments dated up to and including October 16, 2024. For all other students, the instructions come into effect on October 17, 2024.

12 LITERATURE

1. ISJFR ZRC SAZU. (2014). »Avtor odgovarja: Uporaba pridevniških oblik pri ženskih priimkih«. Jezikovna svetovalnica. <https://svetovalnica.zrc-sazu.si/> (May 9, 2023).
2. American Psychological Association. (2020). *Publication Manual of the American Psychological Association*, Seventh Edition. American Psychological Association.
3. Kaplan, A. in Haenlein, M. (2019). Siri, Siri, in my hand: Who's the fairest in the land? On the interpretations, illustrations, and implications of artificial intelligence. *Business Horizons*, 62(1), 15–25. <https://doi.org/10.1016/j.bushor.2018.08.004>
4. The University of Chicago Press. (2017). *The Chicago manual of style: the essential guide for writers, editors, and publishers*, 17th ed.. Chicago: The University of Chicago Press.

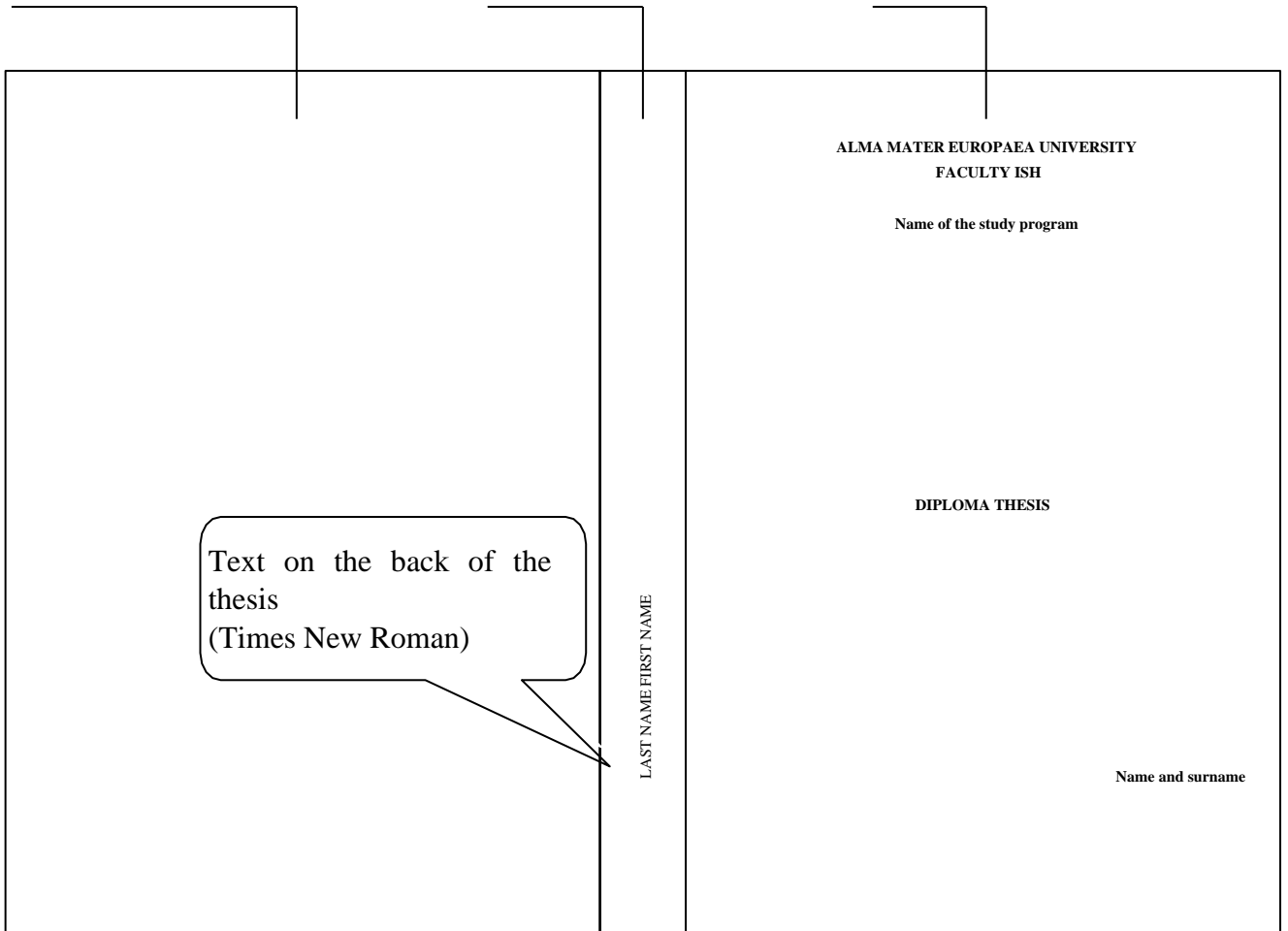
Datum odobritve	Verzija	Avtor
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2020	5. version	Tina Kavtičnik
2023	6. version	Tina Kavtičnik
2023	7. version	Suzanna Mežnarec Novosel
2024, 185th session of the Senate from 16 October 2024.	8. version	Suzanna Mežnarec Novosel., Assist. Prof. Barbara Toplak Perovič, Prof. Zdenka Semlič Rajh (archival documents), Assist. Prof. Eva Uršej (design and editing), Assist. Prof. Gašper Pirc, and Prof. Nadja Plazar (Introductory provisions: Citation, references, and citation of archival material).

ATTACHMENT A: Layout of the cover of the final work of Faculty ISH

Back cover

Spine

Front

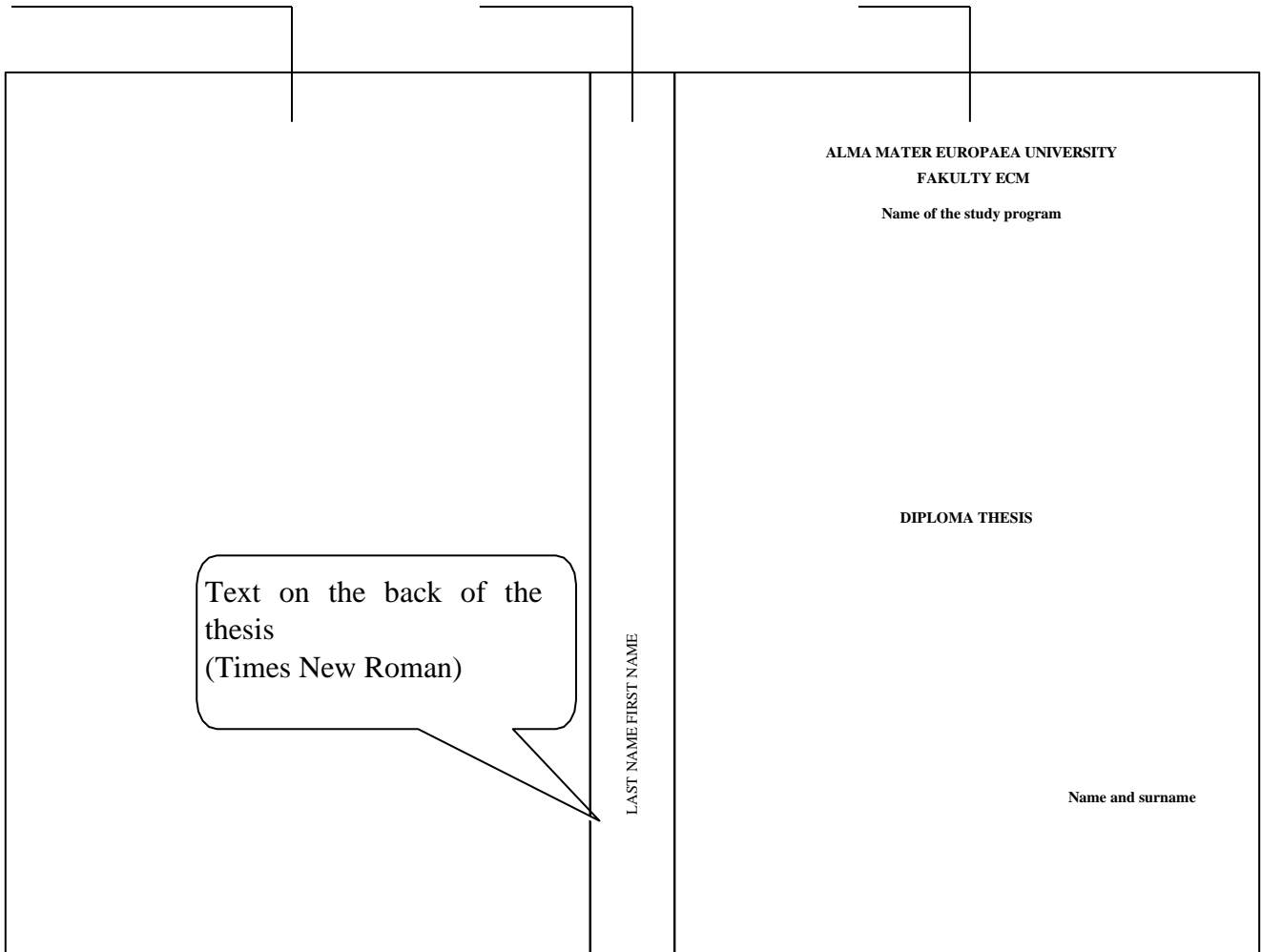


ATTACHMENT B: The layout of the cover of the final work of Faculty ECM

Back cover

Spine

Front



ATTACHMENT C: The layout of the cover of the final work of Dance Academy

Back cover

Spine

Front

