



Univerza v Mariboru

Fakulteta za logistiko

Mariborska cesta 7
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Celje, 14.03.2024

Pursuant to Articles 330 and 337a of the Statute of the University of Maribor (The Official Gazette of the Republic of Slovenia, No. 100/2023 - UPB14) and the provisions of the Regulations on the Procedure for the Preparation and Defence of the Final Thesis in the First and Second Degree Study Programmes of the University of Maribor (Official consolidated text - UPB 1), the Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1, (Unofficial consolidated text- NPB 3) and the Common Guidelines for the Preparation of Final Theses, No. 121/15/DMA, the Senate of the Faculty of Logistics of the University of Maribor, adopted at its 18th regular meeting on 18 December 2023

INSTRUCTIONS
for the preparation of written assignments at the Faculty of
Logistics of the University of Maribor

I. INTRODUCTORY PROVISIONS

Article 1
(Applicability of instructions)

The Instructions for the Preparation of Written Assignments at the Faculty of Logistics of the University of Maribor specify the preparation of final theses and other written works (hereinafter: written assignments) at the Faculty of Logistics of the University of Maribor and regulate their form and structure in more detail. These instructions apply only to the preparation of written assignments at the Faculty of Logistics, University of Maribor.

Final theses are bachelor's theses of first cycle programmes and master's theses of second cycle programmes. The form and contents of a doctoral dissertation are laid down in the Regulations on Doctoral Studies. Where applicable, the instructions for the preparation of written assignments at the Faculty of Logistics shall apply to the preparation of doctoral dissertations.

Other written works include written homework, term papers, research papers, essays, study reports, reports on work placement and other similar written works that are not final theses.

Article 2
(Other acts for the preparation of written assignments)

In addition to the Instructions for the Preparation of Written Assignments at the Faculty of Logistics of the University of Maribor, some of the provisions of the following regulations of the University of Maribor must also be observed in the process of preparing and defending final theses:

- Regulations on the Procedure for the Preparation and Defence of the Final Thesis in the First- and



- Second-Degree Study Programmes of the University of Maribor (Official consolidated text - UPB 1);
- Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1 (Unofficial consolidated text- NPB 3).

Article 3
(Technical review and submission of final theses)

The technical inspection and submission of final theses are governed by the guidelines on the final thesis submission procedure.

Article 4
(Use of masculine terms)

In these instructions, the terms in the masculine form are used neutrally and refer to both male and female persons.

II. LANGUAGE, STRUCTURE AND FORMAT OF WRITTEN ASSIGNMENTS

Article 5
(Language of written assignments)

Written assignments must be in Slovene. The abstract of a written assignment must be written in Slovene and in a foreign language which is an official language of the European Union (hereinafter: foreign language). Written assignments may be prepared in a foreign language in the cases provided for in the Regulations on the Procedure for the Preparation and Defence of the Final Thesis in the First and Second Degree Study Programmes of the University of Maribor (Official consolidated text - UPB 1) or the Regulations on Doctoral Studies at the University of Maribor, No. 012/2018/1, (Unofficial consolidated text- NPB 3) or when the student prepares a seminar paper, homework or other similar written work in the framework of courses where students learn a foreign language.

The text of a written assignment must be written in standard language, in the first-person plural and in the past tense. It must comply with standard orthographic rules. Final theses for all study programmes must be proofread. On the author's declaration, which forms part of the thesis, the author of the thesis must indicate the proof-reader who has proofread and revised the thesis; the author's signature guarantees that the thesis has been proofread and is linguistically correct and appropriate.

Article 6
(Structure of written assignments)

Each written assignment must consist of at least a title page, a table of contents, a body of text and a list of references and sources. Written assignments in which abbreviations are used must also include a list of abbreviations to be placed after the table of contents and before the body of text. If appendices form part of a written assignment, they shall be placed at the end of the written assignment, i.e., after the list of references and sources.

Final theses must consist of at least:

- title page (cover);
- inside title page¹;
- the following inside title pages;
- acknowledgements;

¹ Due to resolution no. 3 of the 12th session of the Senate of the UM FL, a printed copy shall be provided only upon a student's request. When a student submits only an e-version, the cover page is not required.

- final thesis title, UDC, keywords, abstract in Slovene;
- final thesis title, UDC, keywords, abstract in English;
- statement of authorship of the final thesis;
- statement on printed and electronic final thesis form identity²;
- resolution of temporary inaccessibility of the final thesis³;
- table of contents and other lists (e.g., list of figures and tables);
- symbols and abbreviations used;
- the textual part (the content of the work);
- list of references and sources;
- appendices to the final thesis⁴.

The content structure of the chapters of applicative (practical) written assignments, which could be used (applied) in a concrete case, is:

- 1 Introduction
 - 1.1 Final thesis⁵ problem statement
 - 1.2 Final thesis road map to problem solving
 - 1.2.1 Statement of objectives and purpose
 - 1.2.2 Statement of theses/hypotheses⁶
 - 1.2.3 Assumptions and limitations
 - 1.3 Methodology and working methods
 - 1.4 Presentation of the environment
- 2 Theoretical starting points
- 3 Current situation
 - 3.1 Screenshot of the status
 - 3.2 Critical analysis
- 4 Proposed solution to the problem
- 5 Conclusions
 - 5.1 Assessment and evaluation of solution efficiency
 - 5.2 Conditions for solution application
 - 5.3 Further development and research opportunities.

It is recommended that the content structure of research written assignments follows the IMRAD (Introduction, Methods, Results and Discussion) format:

- 1 Introduction
 - 1.1 Final thesis problem statement
 - 1.2 Final thesis road map to problem solving
 - 1.2.1 Statement of objectives and purpose
 - 1.2.2 Statement of theses/hypotheses
 - 1.2.3 Assumptions and limitations
- 2 Methods
- 3 Results (and analysis)
- 4 Discussion or Conclusions.

The decision on the structure of the thesis content may be left to the agreement between the student or candidate and the mentor; overall, the thesis should, however, comply with the prescribed structure. While the inclusion of the first-order chapters is mandatory, the inclusion of other orders is optional. The prescribed structure must be applied already in the thesis proposal.

² If the student also submits the final thesis in printed form, the printed and electronic copies must include the statement on printed and electronic final thesis form identity.

³ Upon immediate accessibility of the final thesis, the resolution is not required.

⁴ When the thesis has annexes.

⁵ Author chooses applicable term: bachelor's thesis or master's thesis.

⁶ Author chooses applicable term.

Article 7 (Scope of final thesis text)

The expected scope of the final thesis text for different study programmes is:

- undergraduate professional degree programme (VS): minimum 60,000 characters (no spaces);
- undergraduate university degree programme (UN): minimum 90,000 characters (no spaces);
- postgraduate master's programme (MAG): minimum 120,000 characters (no spaces);
- postgraduate doctoral programme: minimum 300,000 to maximum 600,000 characters (no spaces).

When the student or candidate and the mentor so decide, the scope of the thesis may be different. The scope of other written assignments is determined by the teacher/lecturer or mentor.

Article 8 (Font and page form)

Text margins should be 3 cm on the top and bottom, 3.5 cm on the left and 2.5 on the right. The content of written works shall be indented 2,5 cm from the top and bottom margins and 3 cm from the left and right margins⁷. The main text in the body of thesis must be in Calibri font, 12-point font size, with 1.5 line spacing (or 18-point line height) and justified on both sides. A page break must be inserted before each first-order chapter heading.

The cover page of the final work contains:

- UM FL logo: centre alignment;
- the title of the thesis: font size 26-point, capital letters, bold font style, centre justification;
- other information (name and surname, typology, place (Celje), month and year of production): font size 20-point, centre alignment.

The name and surname of the author or candidate appear above the title of the assignment, in capital and small capitals. The appropriate typology of the thesis must appear in small capitals below the title.

The inside cover page of the thesis contains:

- the title of the thesis: font size 26-point, capital letters, bold font style, centre justification;
- type of thesis (bachelor's thesis/master's thesis): font size 20-point, centre alignment below the title of the thesis;
- other information (student, study programme, course, field of study, mentor, co-mentor, proof-reader, CC licence indication⁸): font size 12 point, left alignment, a few lines below the type of thesis.

Title page of other written works:

- UM FL logo: centre alignment;
- title of the work: font size 26-point, capital letters, bold font style, centre alignment;
- type of work (homework, seminar paper, research paper, thesis proposal⁹, etc.), place (Celje) and academic year: font size 20-point, centre alignment;
- other information (student, programme of study, tutor, subject, year of study, CC licence indication - can also be displayed with button): font size 12 points, left alignment, a few lines below the type of work.

The type of work is indicated under the title of the assignment and the place and year of study at the bottom of the page.

⁷ In the case of a printed written work, the margins are the same as for the final thesis.

⁸ The licence can be also displayed with a button. The author should use applicable elements (e. g. omit field of study if it doesn't exist).

⁹ Other information on the title page of the thesis proposal: student, programme of study, mentor, co-mentor.

Chapter headings:

- first-order heading of chapters: font size 18-point, capital letters, font style bold;
- second-order heading of chapters: font size 14-point;
- heading of first-order chapters: font size 12-point.

Tables:

- title of tables (Table of Contents, Table of Figures, etc.): font size 18-point, uppercase, font style bold;
- table of contents: font size 12-point.

Captions (captions and sub-captions of figures, tables, etc.): font size 12-point, centre alignment. When tables are larger, the font size shall be at least 11-point and the line spacing at least 1 line.

Footnotes: font size 11-point.

Article 9 (Abstract)

The abstract of the final theses of first cycle (VS and UN) and second cycle (MAG) study programmes may not be shorter than 12 lines and not longer than 17 lines (maximum 1,500 characters with spaces). The abstract of the doctoral dissertation shall normally be 2,500 characters with spaces but may be shorter or longer if agreed by the candidate and the mentor.

The abstract page in Slovenian language should first contain the title of thesis (Calibri font, in bold, 18-point size, double-sided justification), followed by up to five (5) keywords, the UDC number and the abstract. The terms Keywords, UDK and Abstract shall be in bold, with a font size of 12 points. The text of abstract shall be italicised in font size of 12 points. The abstract page in a foreign language is formatted in the same way.

The UDC number is obtained by students from the library and is included in the theses for bachelor's, master's and doctoral theses.

Article 11 (Table of contents)

Written assignments must have at least a table of contents and, if they contain figures and/or tables, a list of figures and/or tables. The table of contents of written assignments prepared with any version of Microsoft Word must be automatic and of the type "Formal". The table of contents of written assignments prepared with a word processor other than Microsoft Word must look like the table of contents of any version of Microsoft Word.

Article 12 (Abbreviations, symbols and nomenclature)

Abbreviations may be used by authors of written assignments when the names of organisations, objects, facilities, activities or other things are longer, and it is thus appropriate to use a shorter form of the name, or when words or phrases are repeated several times in the text.

The first time an abbreviation is used (even if it is in the abstract), the word or phrase you want to abbreviate should be properly explained. The word or phrase should be written out in full, with the following in brackets: the hereafter, a colon and the abbreviation which will be used in the text from now on. Example: '[...] in the supply chain (hereafter: SC)'. In the case of an abbreviation from a foreign language, the translation of word or phrase written out in full is given first, followed by brackets - the foreign language word or phrase written out in full, followed by a semi-colon, followed by the word hereafter, a colon and the abbreviation which will be used in the text from now on. Example: '[...] in the

Supply Chain (oskrbovalna veriga; hereafter: OV)'. This is not needed when using common abbreviations such as 'e.g.', 'i.e.', 'etc.', 'etc.', 'idr.', 'etc.', 'oz.', abbreviations of currencies and units of measurement, habilitations, scientific titles and commonly known abbreviations.

All abbreviations used in the text must be indicated in the list of abbreviations. The list of abbreviations must consist of a column of abbreviations and a column of the word or phrase spelt out in full. A dash shall be placed between the abbreviation and the word or phrase. Avoid the use of abbreviations and acronyms with keywords and in the abstract. Unless they are well-established, they should also be avoided in headings.

Article 13 (Use of numbers)

All single-digit numbers (from one to nine inclusive) should be spelt out. For all other numbers (10 and greater and decimal numbers), numerals should be used. Exceptionally, single-digit numbers may be written with a numeral when writing percentages, fractions, mathematical and statistical formulae and functions, dates, ordinal numbers and amounts. A thousand separator comma should be used in numbers of four digits or longer (e.g., €10,000), except when writing years. Use a decimal point when writing decimal numbers (e.g., 25.1%).

Article 14 (Header and footer and pagination)

The document's header is empty; the only element in the footer is pagination. The document's header and footer are 1.25 cm from the top and bottom edges. All page numbers are in the centre of the footer. The pagination is divided into pagination of the initial pages up to the first chapter (in Roman numerals) and pagination of the text part (in Arabic numerals).

The initial page count starts after the first inner page with consecutive Roman numerals (e.g., I, II, III, IV). The text part of the written assignment starts with the first title (usually the Introduction) and should be identified by Arabic numerals (e.g., 1, 2, 3, 4), where the first page of the text is counted as the first page with Arabic numeral 1. Appendices are not included in the numbering of the text part of the written work. They may be numbered (e.g., in Arabic numerals, with the first page of the first appendix counting as the first page of Arabic numeral 1).

Article 15 (Figures and tables)

All figures and tables must be automatically numbered and centre-aligned. Table titles shall appear above tables, figure captions and/or descriptions shall appear below figures.

The title must contain the word Chart, Figure or Table and a serial number followed by a colon and the text of the title. Figures and tables should be numbered with two Arabic numerals separated by a period. The first number is the sequence number of the chapter and the second number is the sequence number of the figure, table or graph in the chapter (e.g., Figure 2.8 indicates that it is the eighth figure in Chapter 2).

Each figure or table in the written assignment should be referred to in the text, e.g., '[...] as can be seen in Figure 1.2 [...]' or '[...] as shown in the table below (Table 3.1)'. Tables and figures should be placed after the text they illustrate.

Article 16
(Bullet points)

First-order bullet points must be automatic, 0 cm from the left-hand edge. Second-order bullet points must be automatic, indented 0.63 cm from the left edge and the text must be indented 0.63 cm from the bullet point. A black circle shall be used for first-order bullet points and a white circle with a black border shall be used for second-order bullet points.

When listing, the bullet line text must begin with a lower-case letter, and a semicolon must appear at the end of each bullet, except in the case of the last bullet, where a period must be inserted at the end; if, however, the text continues directly, the semicolon is used for the last bullet. There must be no blank line between the lead-in sentence in the text and the first bullet point and no blank lines between individual bullet points.

Article 17
(Equations and forms)

Equations and forms must be created in the equation editor. Each equation or form must be numbered in the same way as figures and tables, except there is no caption and the numbers are in square brackets, right alignment. The mark 3.1 indicates that it is the first equation or form in Chapter 3. Equations [2.1] and forms so created should be referred to in the text by the sequential number written in square brackets on the side of the equation or form. Where the equation is shorter, it should be used in a sentence (e.g., 'If $x=2\dots$ ').

Example equation:

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k} \quad [2.1]$$

Article 18
(Footnotes)

Footnotes indicated in the text should be placed at the bottom of the same page, not at the end of the written assignment. All footnotes must be identified with superscript numbers. Footnotes shall be in a font size of eleven (11) points. They should serve as additional explanatory notes to the body of the written assignment and should not be used merely to cite sources. Footnotes should not contain figures, tables, formulae and/or forms.

Article 19
(Appendices)

Appendices¹⁰ should be placed at the end of the entire written assignment after the list of references and sources. Each appendix has its own title (e.g., "Annex A: Results of the analysis"), which belongs to a first-order chapter. The title is followed by the source of the appendix, followed by the content of the appendix. Each consecutively numbered appendix (e.g., "Annex B: Network diagram", "Annex C: Title of appendix ") must be preceded by a page break. Each appendix used must be mentioned or referred to at least once in the text (e.g., "questionnaire contained in Annex C").

Article 20
(Format, binding and printing)

The written assignment must be prepared and printed on A4 paper. Exceptionally, the written assignment may be printed in whole or in part on paper of a different size where this is strictly necessary for the

¹⁰ Term used in the templates is 'Annex' (pl. 'Annexes').

completion of the study requirement or for the successful completion of the study. The content of the written assignment must be indented 3 cm from the top and bottom edges, 3.5 cm from the left edge and 2.5 cm from the right edge. They can be spiral bound or in any other form.

The doctoral dissertation must be bound in red cloth or similar material (hardback). The inscriptions on the first title page or cover must be stamped in gold letters. The format of the doctoral dissertation is further specified in the Regulations on Doctoral Studies at the University of Maribor, No 012/2018/1 (Unofficial consolidated text-NPB 3). Other written assignments, if required in printed form, maybe spiral bound or in another manner specified by the lecturer or mentor.

III. CITING AND REFERENCING AND PREPARING A LIST OF REFERENCES AND SOURCES

Article 21 (Citation and referencing style)

Sources and literature used in the written assignment shall be cited and referenced according to APA standards or according to the capabilities of the word processor. Guidelines for Referencing Resources and Literature should be used for more detailed guidance.

IV. TRANSITIONAL AND FINAL PROVISIONS

Article 22

The Instructions for the Preparation of Written Assignments at the Faculty of Logistics of the University of Maribor enter into force on the day of their adoption by the Senate of the Faculty of Logistics and apply one day after their publication on the UM FL notice board and the faculty's website.

Article 23

The Instructions for the Preparation of Written Assignments at the Faculty of Logistics of the University of Maribor, No. 121/15/DMA, dated 15 June 2010, shall cease to apply as of the date of entry into force of these Instructions.

Dean of the Faculty of Logistics
Prof. Dr. Maja Fošner

