



JOINT GUIDELINES FOR THE PREPARATION OF FINAL THESES

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1 JOINT GUIDELINES FOR THE PREPARATION OF FINAL THESES¹

Namen skupnih usmeritev je poenotiti fizično obliko zaključnih del na Univerzi v Mariboru.

1.1 Mandatory Components of the Final Thesis

- 1) Title page (cover)
- 2) Inside title page
- 3) Added inside title page
- 4) Acknowledgement
- 5) Final thesis title, UDC, keywords, abstract in Slovenian
- 6) Final thesis title, UDC, keywords, abstract in English
- 7) Statement of authorship of the final thesis
- 8) Statement on printed and electronic final thesis form identity
- 9) Resolution of temporary inaccessibility of the final thesis
- 10) Table of contents
- 11) Table of figures
- 12) Table of graphs (see table of figures, tables)

¹ In compliance with the regulations on the procedure of preparation and defense of the University of Maribor bachelor's and master's degree study programs final thesis (Pravilnik o postopku priprave in zagovora zaključnega dela na študijskih programih prve in druge stopnje Univerze v Mariboru) the final theses are bachelor's and master's theses. Instructions and the template of joint guidelines for the preparation of final theses apply to final theses of bachelor's and master's degrees as the doctoral dissertation form and contents are defined in the regulations on the University of Maribor doctoral degree studies (Pravilnik o doktorskem študiju na Univerzi v Mariboru). However, the instructions and the template are also reasonably used for the doctoral programs' doctoral dissertations preparation.

- 13) Table of tables
- 14) Used symbols and acronyms
- 15) Final thesis contents
- 16) Sources and literature
- 17) Annexes to the final thesis.

1.2 Copyright Definition

Under article 15 of the regulations on the procedure of preparation and defense of the University of Maribor bachelor's and master's degree study programs final thesis (Pravilnik o postopku priprave in zagovora zaključnega dela na študijskih programih prve in druge stopnje Univerze v Mariboru) by signing the statement of authorship and printed and electronic final thesis form identity (Izjava o avtorstvu in istovetnosti tiskane in elektronske oblike zaključnega dela) the author of the final thesis transfers onto the University of Maribor his non-payable, non-exclusive, spatially and temporally unlimited right of storing the copyrighted work in electronic form, the right of reproduction, and the right of making the final thesis available to the public on the world wide web via the Digital Library of the University of Maribor (DLUM). By signing the same statement, the author of the final thesis is also notified that the documents published and/or deposited into the DLUM will be accessible to the general public under the conditions of the Creative Commons BY-NC-ND license, meaning that the readers are allowed copying with no adapting of the copyrighted work, distribution, lease, and communication of the original copyright work to the public under the condition attribution is given to the author and it is not commercially exploited:



The author of the final thesis can decide to use a more permissive form of the CC license [1]²:



Authorship attribution

This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format, so long as attribution is given to the creator. The license allows for commercial and noncommercial use.



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² See <https://creativecommons.org/choose/>.



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This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format, so long as attribution is given to the creator. The license allows for commercial use. If you remix, adapt, or build upon the material, you must license the modified material under identical terms. It differs from the BY-NC-SA license as it allows for commercial use of the copyright work/adaptation.



Authorship attribution + noncommercial

This license allows reusers to distribute, remix, adapt, and build upon the material in any medium or format for noncommercial purposes only, and only so long as attribution is given to the creator. It differs from the BY-NC-SA license as the modified materials need not be licensed under identical terms.

1.3 Final Thesis Language

The final thesis shall be written in conformity with the Slovenian standard language orthographic rules. It shall be written in the first-person plural and the past tense. The abstract shall be written in a passive voice. We recommend the written product is checked by a proofreader prior to submission.

The mentor has a right to demand from the candidate to correct the orthographically unacceptable text [2].

1.4 Final Thesis Form

1.4.1 Font Form and Size

Blue colour with inscriptions in silver is recommended for the final thesis covers.

The text shall be written in a proportional size of Calibri font or a font corresponding with

the final thesis field regardless of the UM CI. It must not alter within the thesis. The font color is black. The text font size shall be twelve (12) points. Footnotes shall be written in the font size of eleven (11) points. The smallest allowed font size for table contents and figure markings is eleven (11) points.

The final thesis abstract is written in *italic*. Examples of the font size use are given in the table below.

Table 1.1: Examples of the font size use

Text type	Font size	Font form	Font style
Footnotes	11	Calibri	Regular
Abstract	12	Calibri	<i>Italic</i>
Body text, table contents, figure titles, table titles, figure markings, table of contents	12	Calibri	Regular
Subheading titles	14	Calibri	Regular
Heading titles	18	Calibri	Bold
Final thesis title	26	Calibri	Bold

1.4.2 Page Form

As a rule, the page shall be of A4 format. Body text shall be justified.

Text margins shall be distanced 30 mm from the page edges at the top and the bottom, 35 mm from the page edge on the left (internal) side, and 25 mm from the page edge on the right (external) side, as seen in figure 1.

Line spacing shall be 1,5 (or line-height 18 points). Spacing between subheading titles, figures, tables, or equations shall be one or two empty lines, depending on the length and appearance of the page.

Heading and subheading titles shall be left-aligned; first-level headings shall start on a new page. Figure and table titles shall be center-aligned [3].

The foot only contains paginating, while the head of the document is empty.

1.4.3 Figure and Table Form

Figure titles or descriptions shall be under the figure. Table titles shall be above tables. Tables and figures shall be positioned after the text they illustrate. Each figure and table must be referred to at least once [3].

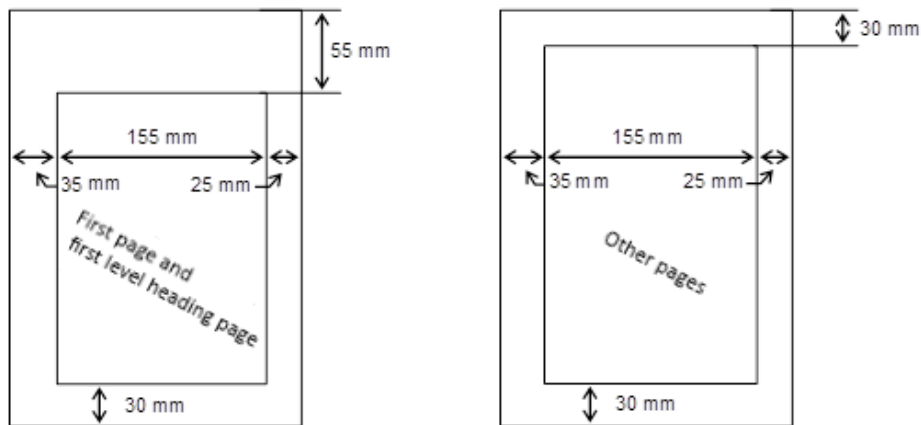


Figure 1.1: Typical page design

1.5 Abbreviations and Acronyms

With writing keywords and abstracts, we avoid the use of abbreviations and acronyms. We also do not use them in titles unless they are highly established. The meaning of abbreviations and acronyms is stated when they first appear in the text (albeit it is stated in the abstract). In the list of acronyms, we state the literal meaning of each acronym and not the explanation of the concept the acronym represents. If the acronym originates in a foreign language, also state as authentic translation of its' meaning to Slovenian as possible, both in the list of acronyms and with the first mention of the acronym within the text [3].

1.6 Pagination

The final thesis first pages (apart from the title page and the first inside page that shall not be paginated) up to the first heading (Introduction) shall be sequentially paginated at the bottom (in the foot) with Roman numerals (i, ii, iii, iv ...), while all additional pages shall be paginated with sequential Arabic numerals starting with 1 [3].

1.7 Heading Numbering

Headings shall be numbered sequentially. The first heading is marked with 1 INTRODUCTION and the last one with __ CONCLUSION, where __ is a relevant sequential heading number. Heading titles are written with capital letters left-aligned. The spacing between the heading title and the text shall be one empty line.

Each heading may contain subheadings numbered with two Arabic numerals separated by a full stop sign. The first numeral equals the sequential heading number, and the second one equals the sequential subheading number within the heading. 3.2 marking marks the second subheading within the third heading. The subheading title is written in a smaller font size (see table). The text and subheading title shall be separated with one empty line.

We recommend the final thesis text is not divided into more than three levels of subheadings. If we introduce subheadings of further levels, we skip one line, number and write out the subheading title. The spacing between the subheading title and text is 1,5 lines or 18 points [3].

1.8 Figure, Table and Equation Numbering

Figures, tables, and equations are numbered with two Arabic numerals separated by a full stop sign. The first numeral equals the sequential heading number, and the second one equals the sequential figure, table, or equation number within the heading (e. g., figure 2.8 marks the eighth figure within the second heading).

Equations are numbered with right-aligned numerals in parentheses as shown in the equation (5.1). In the text, we refer to relevant figures, tables, or equations by stating

their name and numeral marking (e. g., figure 2.8, table 1.4, or (2.3) for equation) [3].

1.9 Footnote and Endnote Numbering

Footnotes shall be numbered with superscript³, the text of the footnote shall be written at the bottom of the page the marked footnote is on [3].

³ The footnote is written at the bottom of the page we state it on.

2 SOURCE REFERENCING

All literature and sources used and cited in the text must be recorded in the sources list. The list must exclusively include the literature and sources actually used and quoted in the final thesis text. Faculties shall decide on one of the following referencing styles:

- APA,
- Chicago,
- IEEE,
- Harvard,
- MLA,
- Vancouver or
- other referencing style in accordance with the individual field of science.

Citing is referencing other author's text within the text and can be:

- direct – direct quotation of author's words – or
- indirect – citation of the original source by paraphrasing its ideas with our own words.

The beginning and the end of the direct quote are marked with quotation marks within the text. When referencing literature (without direct quoting), the source must also be precisely stated at the relevant spot. Instructions for the selected referencing style must be followed [3].

The list of referenced sources shall be within an unnumbered heading SOURCES AND LITERATURE immediately following the body of the final thesis. The list of referenced sources shall be arranged following the instructions for the selected referencing style.

We recommend using citation and reference management program tools for source referencing and management (e. g. EndNote, Zotero, Mendeley, Microsoft tool within Word, and others). User manuals for these tools are accessible within [Libguides](#) [4].

3 ANNEXES AND FINAL THESIS PRINT

Annexes are not a component part of the final thesis but are annexed to the final thesis. Annexes comprise information needed for the overall picture of the thesis but would distract attention from the main topic and thus disturb the final thesis message progression should they be included in the text. Longer mathematical executions, blueprints, longer computer listings, measuring methods results, etc., pertain to annexes.

Number the annexes in the heading with capital letters A, B, C, D ... We recommend you also include them in the table of contents.

For writing and editing the final thesis, we use a computer. The printout shall be conducted justified using a laser or an equivalent printer. A printout using a dot matrix printer is not allowed due to inadequate quality.

If the final thesis text includes color photographs, pictures, or diagrams, the printout of these pages must be conducted using a color laser or equivalent printer. Use quality paper for the printout (80–100 g) [3].

4 FOR THE UM MEMBERS

Each faculty individually determines the content structure, scope, and other specialties of the final thesis.

SOURCES AND LITERATURE

- [1] *About the Licenses – Creative Commons*. Accessible at <https://creativecommons.org/licenses/>
- [2] *Pravilnik o postopku priprave in zagovora zaključnega dela na študijskih programih prve in druge stopnje Univerze v Mariboru*. Accessible at <https://www.um.si/wp-content/uploads/2021/11/Pravilnik-o-postopku-priprave-in-zagovora-zakljucnega-dela-na-studijskih-programih-prve-in-druge-stopnje-Univerze-v-Mariboru-uradno-precisceno-besedilo-UPB1.pdf>
- [3] *Navodila za pisanje diplomskih del na dodiplomskih študijskih programih UM FERl*. Dostopno na https://feri.um.si/site/assets/files/1292/navodila_za_izdelavo_diplomskih_del_-_april_2016_vkl.pdf
- [4] *Libguides*. Accessible at <http://libguides.ukm.um.si/>

ANNEX A: THE TEMPLATE FOR THE FINAL THESIS DESIGN



Naziv članice

Name and Surname

FINAL THESIS TITLE

Final thesis⁴

Maribor, month YEAR

⁴ The final thesis title may be Bachelor's Thesis, Master's Thesis.



Naziv članice

Name and Surname

FINAL THESIS TITLE

Final thesis⁵

Maribor, month YEAR

⁵ The final thesis title may be Bachelor's Thesis, Master's Thesis.

FINAL THESIS TITLE

Bachelor's Thesis/Master's Thesis

Student: name and surname
Study program: type of study program⁶
name of study program⁷
Field of study: name of the field of study⁸
Mentor: title, name and surname⁹
Co-mentor: title, name and surname
Proofreader: Name and surname, title

CC licence indication¹⁰

⁶ E. g. univerzitetni študijski program.

⁷ E. g. Elektrotehnika.

⁸ Only if the program has fields of study.

⁹ E. g.. red. prof. dr. Janez Novak.

¹⁰ See p.2, heading Copyright Definition In joint guidelines for the preparation of final theses.

The license may also be displayed with a button. Buttons are available at <https://creativecommons.org/about/download>.

ACKNOWLEDGEMENT

Final Thesis Title

Keywords: word1, word2, word3 (maximum 5)

UDC:

Abstract

Abstract length shall not exceed 200 words. This page must be paginated with an appropriate Roman numeral in the final thesis.

Final Thesis Title in English

Keywords: word1, word2, word3 (maximum 5)

UDC:

Abstract

The length of the abstract should not exceed 200 words. In the thesis, the page must be numbered with an appropriate Roman number.

STATEMENT OF AUTHORSHIP OF THE FINAL THESIS

It is acquired from the regulations on the procedure of preparation and defense of the University of Maribor bachelor's and master's degree study programs final thesis ([Pravilnik o postopku priprave in zagovora zaključnega dela na študijskih programih prve in druge stopnje Univerze v Mariboru](#)).

STATEMENT ON PRINTED AND ELECTRONIC FINAL THESIS FORM IDENTITY¹¹

It is acquired from the regulations on the procedure of preparation and defense of the University of Maribor bachelor's and master's degree study programs final thesis ([Pravilnik o postopku priprave in zagovora zaključnega dela na študijskih programih prve in druge stopnje Univerze v Mariboru](#)).

¹¹ 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 (izjava o istovetnosti tiskane in elektronske oblike zaključnega dela).

RESOLUTION OF TEMPORARY INACCESSIBILITY OF THE FINAL THESIS¹²

¹²Upon immediate accessibility of the final thesis, the resolution is not required.

TABLE OF CONTENTS

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TABLE OF GRAPHS

(See Table of Figures, Tables.)

TABLE OF TABLES

Table 1.1: Table example..... 1

SYMBOLS AND ACRONYMS

UDC – Universal decimal classification

1 INTRODUCTION

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Table 1.1: Table example

Text type	Font size	Font form	Font style
Footnotes	11	Calibri	Regular
Abstract	12	Calibri	<i>Italic</i>
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Subheading titles	14	Calibri	Regular
Heading titles	18	Calibri	Bold
Final thesis title	26	Calibri	Bold

1.1 Subheading

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dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum [2].



Figure 1.1: Figure example

1.1.1 Subsubheading

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$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right) \quad (\text{Equation 1.1})$$

2 SECOND HEADING

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum [3].



Figure 2.1: Another figure example

2.1 Subheading

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur¹³. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

¹³ Footnote example.

SOURCES AND LITERATURE¹⁴

- [1] M. Alley, The craft of scientific writing, 3rd ed., New York: Springer, 1996.
- [2] V. Batagelj, Povabilo v LATEX, Ljubljana: Društvo matematikov, fizikov in astronomov SRS, 1989.
- [3] V. Batagelj in B. Golli, TEX : povabilo v TEX, LATEX, BIBTEX, PICTEX, Ljubljana: Društvo matematikov, fizikov in astronomov Slovenije, 1990.

¹⁴ Select a referencing style from a list published in Joint guidelines for the preparation of final theses. In the template, we used the IEEE referencing style.

ANNEX A