



# Author guidelines

## 1 Introduction

*Organizacija znanja* (OZ) is a multidisciplinary professional and scientific journal published by IZUM, the Institute of Information Science Maribor.

OZ publishes original scientific and professional articles in the fields of information science, librarianship, information technology, science sociology, epistemology, and cultural studies. It deals with topics such as the emergence, organisation, storage, transfer, evaluation and application of knowledge, especially in the area of library and information services. The journal also includes articles aimed at the community of the COBISS system users.

Until recently, the journal was published quarterly in printed (ISSN 1580-979X) and electronic (ISSN 1580-9803) form. Since 2014 (Volume 19), the journal has been published in electronic form only. From 2020 (Volume 25) the articles are published continuously.

## 2 General guidelines

Contributions that were not previously published or submitted for publication in another journal are published in OZ. The author is responsible for the content of the contribution and any potential copyright violations. If the contribution was already published or submitted to another journal or publication, the exact title of the publication in which the work was or will be published must be specified. If required, the author must obtain the publisher's consent to republish the work, which should be submitted with the contribution. If the contribution was prepared based on a contribution that was already published, submitted for publication or in print (e.g. diploma thesis, Master's thesis or doctoral dissertation, chapter in a book, etc.), the author must specify this in the notes. E.g.: The article is based on the presentation with the same title at the COBISS Conference 2018, 27 November 2018.

Scientific articles should not exceed 24 pages or 45,000 characters including spaces and punctuation marks; professional articles should be limited to 16 pages or 30,000 characters including spaces and punctuation marks.

Scientific articles will be peer reviewed. The peer-review process is anonymous, carried out by two competent reviewers. Based on the reviews, the editors can either accept the article, request corrections and improvements, or reject it.

The typology of an article can be provided by the author(s) according to the valid [typology of documents/works for bibliography management in the COBISS system](#). The final decision, however, will be made by the editors based on the reviewer's proposal.

Contributions in OZ are published in the Slovenian language; contributions by foreign authors are published in their original language (if Serbian, Croatian, Bosnian or Montenegrin). The Editorial Board may also decide to publish articles in the English language. Article abstracts and keywords are published in the language of the article as well as in English. The text should be written in first person plural or the impersonal style. Contributions must be written in the standard form of the language and all contributions will be reviewed by a proof-reader.

### 3 Submitting contributions

The corresponding author should send the contribution in electronic form (in a format supported by MS Word) to the Editorial Board's e-mail address: [oz@izum.si](mailto:oz@izum.si). Authors should follow the published Author guidelines to avoid rejection of their works. The Word template, which should be used for writing articles, is available on the journal's webpage. Authors should send their articles in electronic form together with the form for *Permission for publication and authorship statement*, which should be appropriately filled out and signed. If there are multiple authors, all authors of the contribution need to sign the form separately. The scanned form should be sent as an attachment to: [oz@izum.si](mailto:oz@izum.si). If scanning is not an option, the original document should be sent by post to: Uredništvo OZ, Institut informacijskih znanosti, Prešernova 17, 2000 Maribor.

For additional explanations, authors should contact the editor-in-chief at: [oz@izum.si](mailto:oz@izum.si).

Authors do not receive a fee for their contributions. Texts as well as visual and other materials received by the Editorial Board will not be returned to the authors.

### 4 Copyright and open access policy

Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under the licence *Attribution-ShareAlike 4.0 International* ([CC BY-SA 4.0](https://creativecommons.org/licenses/by-sa/4.0/)). The licence permits users to copy, distribute, rent, publish and adapt a copyright work if authorship is given and the work of the first publication is cited. The licence allows sharing and adapting the content, in case of the latter, the work is shared under the same conditions as the original. When submitting a contribution, the author encloses a filled in form *Permission for publication and authorship statement*, stating that he/she agrees with the open access policy. If there are multiple authors, all authors of the contribution need to sign the form separately.

### 5 Contribution structure

Title and subtitle are in the language of the contribution and in English.

The author is credited with name and surname. If there are multiple authors, they can choose their own order of credits. The notes should include the full name of the author with any academic or professional titles, institution (or position) and e-mail.

The abstract should be in language of article and in English as well as short (maximum of 250 words) and concise. The abstract of a scientific article should be structured according to the IMRAD scheme: introduction, methods, results, discussion and conclusion(s). The abstract of a scientific article should include the discussed field of study and topic, information on the contents, aim and purpose, used methodology, key results and essential findings and conclusions.

The authors specify up to five keywords in Slovene and English.

The contribution contents are appropriately divided into chapters, subchapters and paragraphs. The content of a scientific article is usually written according to the IMRAD structure: introduction, methods, results, discussion and conclusion. A professional article can include the following sections: introduction, presentation of the field of study, presentation of the issue in the main part of the article, and the conclusion.

### 6 Formatting

The text should be written in 11-point Calibri font with line spacing 1.

The chapters and subchapters should be numbered according to the SIST ISO 2145 standard. A maximum of three levels is to be used (i.e. 1, 1.1, 1.1.1).

Acknowledgments should be made at the end of the contribution, before the references and should not be numbered.

Notes should be written below a footnote separator and numbered with consecutive Arabic numerals throughout the text. They should only include additional text (author's comments) and not bibliographic references (citations).

You may use standard abbreviations or acronyms of organisations, projects, etc., but write out the entire name the first time it appears in the text. Statistical symbols should be written in italics.

### **6.1 Figures, graphs and tables**

Contributions can include figures and graphs (photographs, charts, maps, sketches, diagrams, etc.) as well as tables, which should be numbered and captioned, as well as include corresponding resources (or the publishers' consent).

Table captions should be written above the table and figure captions should be written below the figure.

Figures should be placed appropriately within the text. Each figure should be named "Figure", numbered, and given a caption (e.g. Figure 1: Caption). The caption should be placed below the figure. All figures should be referenced by entering "(Figure 1)" after the text, or referenced in the body of the text, e.g. "Figure 1 shows...", etc. The numbering of figures is unrelated to the numbering of chapters. Figures are all graphic representations, such as graphs, photographs, various diagrams, etc. Figures should not have borders. The source of the figure should be written after the figure caption. All sources used should be listed in the reference list at the end of the article.



Figure 1: Short description or figure caption (source: IZUM, 2012)

All tables should be named "Table", numbered and given a caption (e.g. Table 1: Caption). All tables should be referenced by entering "(Table 1)" after the text, or referenced in the body of the text, e.g. "Table 1 shows...", etc. Symbols, abbreviations, and non-standard units of measurement used in tables should be defined in a key. The key should be placed below the table. The source of the data should also be listed below the table. All sources cited must be listed in the reference list at the end of the article.

Numbering of tables is unrelated to the numbering of chapters. You can define cell borders; it is recommended to use horizontal lines only as tables without vertical lines are clearer.

Table 1: Short description or table caption (source: IZUM, 2014)

<b>Libraries in the COBISS.SI system</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
<b>National, university and academic</b>	74	76	82	84	81
<b>Public</b>	60	61	61	61	61
<b>Special</b>	124	121	125	128	126
<b>School</b>	132	141	152	159	165
<b>Total</b>	390	399	420	432	433

Key: COBISS – Cooperative online bibliographic system and services

## 7 Citing and literature referencing (references)

It must be clearly recognisable in the text which statements are the author's own and which were taken (cited, paraphrased, summarised) from elsewhere. General knowledge statements do not have to be referenced. The Harvard citation style (author-date) should be used for in-text citations and the reference list at the end of the article.

### 7.1 References in the body of the text (citations)

Following the Harvard citation style, the following referencing rules should be applied:

- When referencing a source or an author, the author's surname and the year of publication separated by a comma should be inserted in round brackets. Example: (Tapscott, 2009).
- If the author's name is referenced in the text, only the year of publication should be inserted in brackets after the author's name. Example: In a study, which is the result of student population research in the USA, Robert Kvavik (2005) determined that...
- If a work has two authors, both authors should be cited; the names should be joined with the word "and", followed by the year of publication, separated by a comma. Example: (Šuster and Dinevski, 2011).
- If a work has three or more authors, only the surname of the first author should be provided, to which the abbreviation et.al and the year of publication should be added; the data should be separated by commas. Example: (Griffin et al., 2014).
- If you cite a work with an editor as a whole (e.g. conference proceedings), add the abbreviation ed., followed by a comma and the year of publication. Example: (Knežević ed., 2014).
- If you use a direct quote (citation), the page number (p.) where the quote can be found should be provided after the author's surname and the year. The data must be separated by commas. Example: (Božič, 2013, p. 43)
- If you cite several pages from the same work, the pages (pp.) must be separated by commas. Example: (Božič, 2013, pp. 36–37, 39–41).
- If you cite multiple works by the same author with different years of publication, provide the author's surname and years of publication in chronological order starting with the earliest; the years must be separated by semi-colons (;). Example: (Steinbuch, 2011; 2013).
- If you cite multiple works by the same author with the same year of publication, use lower case letters in alphabetical order next to the year of publication; the years must be separated by semi-colons (;). Example: (Steinbuch, 2011a; 2011b).
- If you cite multiple works by different authors, list the data in chronological order starting with the earliest; use semi-colons (;) to separate the data. Example: (Kovač and Šauperl, 2005; Južnič, 2010).

- If you cite multiple works by different authors, but some of those works have the same year of publication, list the data in chronological order starting with the earliest, separate the data by semi-colons and, additionally, sort it in alphabetical order. Example: (Breeding, 2012; Bojanc, 2013; Markelj and Zgaga, 2013; Pirnat, 2013; Shelton, 2013).
- If the author is unknown, list the title of the work or the first few words of the title, and the year of publication. Example: (Information literacy, 2008).
- When a corporate body or an organisation is the author of the work (corporate author), the name of the corporation or organisation and the year of publication should be provided. Standard abbreviations for corporations or organisations may be used, in which case the full name of a corporation or an organisation must be written when used for the first time, and the abbreviation must be provided in brackets. The full name of the corporate body or organisation (corporate author) must be listed in the reference list at the end of the article. Example 1: Recently, the International Federation of Library Associations and Institutions (IFLA, 2012) issued guidelines...; Example 2: IFLA (2012) published...; Example 3: (IFLA, 2012).
- If the year of publication is unknown, use the common abbreviation s.a. Example: (Znanstvena knjižnica, s.a.)
- When citing laws and regulations, provide the acronym of the law or regulation and the cited article. Example: (ZKnj-1, Article 44).
- When citing a quote from an online source, the same rules for in-text citing as for print sources apply. If authorship is not evident, provide the copyright holder. You can find the date of publication at the bottom of the webpage (copyright) or in the title. Example: (IZUM, 2011).

## 7.2 Citations

Citations of other authors' thoughts, statements, etc. (direct citations or quotes) should be visually separated from the rest of the text. For short or inserted citations (up to 40 words), use double inverted commas. For longer or separate citations (40 words or more), use single inverted commas. Longer citations should appear in a separate paragraph; to separate the citation from other text, add a larger space before the paragraph and after it, the text should be moved to the centre (left- and right-aligned).

As a rule, only primary or original sources should be cited; avoid citing secondary sources or using indirect citations, summarising, and paraphrasing ("quoted in", abbreviated "qtd. in"). When the primary source is unavailable, however, you may use indirect citing. When using indirect summarising, the source should be referenced as follows: (primary author's surname, year qtd. in secondary author's surname, year, pp. first page–last page). In the reference list, only the works that were used (read) should be listed; in the case of indirect citing, only the reference for the secondary author or the bibliographic record of the publication, where the citation was taken from, must be listed.

## 7.3 References at the end of the contribution (literature list)

When citing literature (books, articles, proceedings, etc.) and resources (internet addresses, dictionaries, laws, etc.) or references, all the works that you used when writing the contribution should be listed at the end of your contribution, which must be clear from the contribution. In-text citing must correspond to the reference list at the end of the contribution. In other words, all sources cited within the text must be listed in the reference list and vice versa.

The literature used must be listed in the References chapter in alphabetical order by the surname of the first author, or title, if the author is unknown. Sources should not be numbered, and no bullets should be used. Sources should be listed in paragraphs.

Using the Harvard referencing system, the following general rules must be applied when listing references at the end of a contribution:

- List the author as follows: Surname, Initial letter of the first name
- After the initial letter of the first name of the editor or multiple editors, the abbreviation ed. should be added: Surname, Initial letter of the first name, ed.
- If there are two authors, the word "and" should be written between the authors.
- If there are multiple authors (up to six), all authors, as they are indicated on the publication, should be listed; authors should be separated by commas; before the last author, the word "and" should be written.
- If there are more than six authors, list the first six, separated by commas, followed by "et al".
- If the author or editor of the publication is unknown, sort the publication by title.
- If the publication was written by an organisation, not by an individual, the organisation should be listed as the author (corporate author).
- Titles of books and journals must be written in italics.
- Data on the edition should be included only if it is not the first edition; it should be listed in the language of the publication.
- If only a part of the publication is cited, the data on the chapter and pages should be added at the end, after all the bibliographic data. The pages of the contribution should be listed for articles, conference proceedings, book chapters, etc.
- For non-book resources (except online), the type of medium should be stated in square brackets after the title; e.g.: [CD-ROM], [DVD].
- If the publication is available online, provide the URL address after the publisher, and the date of access in square brackets. URLs must be active (underlined). If the publication has a DOI (Digital Object Identifier), it can be provided instead of the URL.

General bibliographic data should be written as follows for:

- a book with one author:

Author's surname, Author's first name initial., Year of publication. *Title: subtitle*. Edition, if not first. Place of publication: Publisher.

- a book with two authors:

Author's surname, Author's first name initial. and Author's surname, Author's first name initial., Year of publication. *Title: subtitle*. Edition, if not first. Place of publication: Publisher.

- a book with multiple authors:

Author's surname, Author's first name initial., Author's surname, Author's first name initial., Author's surname, Author's first name initial., and Author's surname, Author's first name initial., Year of publication. *Title: subtitle*. Edition, if not first. Place of publication: Publisher.

- a contribution or a chapter in a book:

Surname of the author of the chapter, Author's first name initial., Year of publication. Title of the contribution or chapter. In: Surname of the author (editor or publisher), first name initial. ed. *Title of the book: subtitle*. Place of publication: Publisher. Pages (pp. first page–last page) or chapter number (Ch.).

- an e-book:

Author's surname, Author's first name initial., Year of publication. *Title*. [medium type, except for online] Edition, if not first. Place of publication: Publisher.

If the e-book is available online, the following data should follow the data on the publisher: Available at: title of the webpage or source, and web address or URL [Date of access].

- several works by the same author with the same year:

Author's surname, author's first name initial., Year of publication, lower-case letter a. *Title*. Place of publication: Publisher.

Author's surname, author's first name initial., Year of publication, followed by lower-case letter a without a space. *Title*. Place of publication: Publisher.

- a contribution in proceedings:

Author's surname, author's first name initial., Year of publication. Title of the contribution. In: Editor's surname, first name initial. ed. *Proceedings title*. Place of publication: Publisher. Pages of the contribution (pp. first page of the contribution–last page of the contribution).

- an article in a journal:

Author's surname, author's first name initial., Year of publication. Article title. Journal title, Volume number(issue number), pages of the contribution (pp. first page of the article–last page of the article).

- an article in an e-journal:

Author's surname, author's first name initial., Year of publication. Article title, *Journal title*, [medium type, except for online] Volume number(issue number), pages of the contribution.

If the e-journal is available online, the following data should be provided: Available at: internet address of the webpage and URL [Date of access].

- a diploma thesis, a Master's thesis or a doctoral dissertation:

Author's surname, author's first name initials, Year of publication. *Title: subtitle*. Diploma thesis/Master's thesis/Dissertation. Place of publication: University, Faculty.

- Official documents (laws, regulations, rules):

*Title* (abbreviation of a law or regulations), Year of publication. Publisher/Bulletin and number.

- websites:

Author or source, Year of publication. *Title of the webpage or online document*. (Date of update, if available) Available at: internet address or URL [Date of access].