Title in the language of the contribution: subtitle

Title in English: Subtitle

First Author[[1]](#footnote-1), Second Author[[2]](#footnote-2)

**ABSTRACT: Text in the language of the contribution.**

**KEYWORDS:** first keyword, second keyword (up to five keywords)

**ABSTRACT: Abstract text in English**.

KEYWORDS: first keyword, second keyword (up to five keywords)

# Summary of author guidelines

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. 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.

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](http://home.izum.si/COBISS/bibliografije/Tipologija_slv.pdf). The final decision, however, will be made by the Editorial Board based on the editor's/reviewer's proposal.

# 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[[3]](#footnote-3) should be written below a footnote separator and numbered with consecutive Arabic numerals from 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.

## 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 titled, 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. 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. 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.

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)*

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

*Key: COBISS – Cooperative online bibliographic system and services*

# 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. For more information see Author guidelines.

1. Information on the contribution origins, e.g.: The article was created based on the presentations with the same title at the COBISS Conference 2018, 27 November 2018.

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2. Full name with the academic title and/or professional title, Institution, e-mail: [eee@ee.ee](mailto:eee@ee.ee). [↑](#footnote-ref-2)
3. Example of a content note beneath a line. [↑](#footnote-ref-3)