

## Formatting

Contributions should be written using the MS Word text editor, in A4 format with 2.5 cm margins. The text should be left-aligned and in 12-point Arial font with 1.5 line spacing.

Authors should use the [Word template](#) available on the *Organizacija znanja* website.

The title page of the article should contain the following data respectively: article title, article subtitle (if existing), author(s) name and surname, abstract and keywords in the language of the article, abstract and keywords in English (if a contribution is written in a language other than Slovene, the abstract and keywords should be written also in Slovene). After that, author(s) data, their affiliated institution and contact details should be listed. This is followed by a note on the compilation or publication of the article (if required), the full text of the article and references.

The **articles** should follow the **structure** of scientific or professional articles. It should contain the following elements:

- *Title* (and *subtitle*, if existing) in the language of the article. It should be short (no longer than 100 characters), clear and concise; it should specify the content of the contribution.
- *Author's full name*. If there are several authors, the authors themselves decide on the order of their names. The author who sends the contribution to the OZ Editorial Board will be considered the corresponding author.
- *Abstract and keywords* in the language of the article and in English. If the contribution is written in a language other than Slovene, the abstract and keywords should also be written in Slovene. The abstract should be short (up to 250 words) and concise. The abstract of a scientific article should follow the IMRAD structure (Introduction, Methods, Results, Discussion, and Conclusions). The abstract of a professional article does not have to follow a particular structure; the topic discussed, the data on the content, the purpose and the aim of the contribution, the methodology used, the main results and the most important findings and conclusions should be included. At least three and up to eight keywords should be provided; keywords should describe the content and help the reader find the article.
- *Author(s) data*. Name and surname of the author with correct scientific and professional titles, the name of the affiliated institution (institution name, street and number, postcode, city, country), and the author's contact details (e-mail address and telephone number).
- *Note on the writing or publication of the article* if existing (e.g. The article is based on the diploma thesis... The article was first published in...).
- *Content of the contribution*, which is appropriately divided into chapters, subchapters, and paragraphs. The content of the article should follow the IMRAD structure: introduction, methods, results, discussion, and conclusion. The structure of a professional article is different than the structure of a scientific article; the following structure of the content is recommended: introduction, introduction of the research area, introduction of the problem or the main part of the article, and a conclusion.
- *Literature list* at the end of the contribution (References). The list should contain all resources used and referenced by the author.

**Other contributions** (reports, reviews, news, etc.) should have the standard structure, including the title, author's data, appropriately structured content, a list of references, and a list of other or additional resources that might be interesting to the reader, if applicable.

The Editorial Board reserves the right to request a change of the article structure; the structure will be changed in agreement with the author.

### **Styles**

Authors should use the styles defined in the template; font size and blank spaces may not be changed.

### **Chapters and subchapters**

The text should be divided into unnumbered chapters and subchapters as appropriate. It is recommended to divide the text up to three levels (Title 3).

### **Lists**

Numbered or unnumbered lists can be included in the text.

Example of a numbered list:

1. text
2. text

Example of an unnumbered list:

- text
- text

### **Symbols, acronyms and abbreviations**

Avoid using symbols and abbreviations, except for international units of measurement. You may use standard abbreviations or acronyms of organisations, projects, etc., but you should write out the entire name the first time it appears in the text with the abbreviation in brackets. As a rule, you should not use abbreviations in titles and abstracts. Commonly used abbreviations do not require an explanation.

### **Figures**

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.

It is recommended to use automatic numbering for figures, which is not related 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 (author, year) should be written in brackets after the figure caption. All sources used should be listed in the reference list at the end of the article.

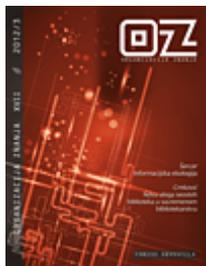


Figure 1: Short description or figure caption (source: IZUM, 2012)

### **Tables**

Tables should be placed appropriately within the text. All tables should be named »Table«, numbered, and given a caption. Table captions should be placed above the table. 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 legend. The legend 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.

It is recommended to use automatic numbering for tables, which is not related 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

<b>Libraries in the COBISS.SI system</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>
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

Source: IZUM (2014)

### **Notes**

Footnotes should not be used.