Quick guidelines for the authors

General	- English, U.S. language version. - Times New Roman, single line spacing, font 12. - Left and right margins. - Page numbering: at the bottom of the page in the middle, starting on the first page.
Length	- 6.000 – 9.000 words (including footnotes).
About the author	- A brief biographical note about the author including previous and current institutional affiliation, email address. - If co-authored- provide information about all the authors.
Structure of the article	- Title, Abstract, Keywords, Introduction, Theoretical Framework - Additional titles/subtitles (do not use numbers), Conclusion, References - Avoid the enumeration in more lines in the text. If you have to use it than use – not bullets.
Title of the article	- Times New Roman, font 16, bold. - Maximum length is 15 words. - **Title**
Titles in the article	- Times New Roman, font 12, bold, caps lock, letters only. - Maximum length is up to 7 words. - **TITLES**
Subtitles	- Times New Roman, font 12, bold, italics. - Maximum length is up to 7 words. - *SUBTITLES*
Abstract	- 150-170 words, English. - It should be translated in Slovene.
Keywords	- Maximum up to 6 words, English - Also Slovene translation.
Footnotes	- Times New Roman, font 10. - Left and right margins.
In text citations, notes and references - Below are some most commonly used in text citations and references. - For more details and examples please see the following guidelines System of referencing and Quick Harvard Guide.	
An author whole work	This view has been expressed by Cormack (1994).
Particular part of the work	Cormack (1994, p.32) – p. for single page, and for range of pages Cormack (1994, pp.32-34) – pp. If you use the same work on the same page from the same author few times in a row: (ibid.) If you use the same work of the same author on a different page few times in a row: (ibid., p.32) or

	different pages: (ibid., pp.23-32).
Work or piece of research without mentioning the author in the text	Making reference to publish work appears to be characteristic of writing for a professional audience (Cormack, 1994).
Table, diagrams	- Titles should identify the tables as briefly as possible. In an article that contains more than one table, each title should be unique and the number should be place before the title. (Table 1: Title, Table 2: Title, …) - The title of the table should be on the top of the table, below should be the source (if applicable) and finally add acknowledge where the table was found. For all the Font 12 should be used. - Include the full details of the source in your reference list. - Do not use a lot of text in the table. Font of the text in the table should be 12. Table 1: Television ownership in England and Wales (Percentage of households) Source: National Statistics Office National Statistics Office, 1985 cited in Brown, 2005, p.267.

References
- All items should be listed alphabetically by author or authorship, regardless of the format.
- For more books of the same author, list them chronologically, from the oldest to the newest.
- If there are more books from the same author from the same year, distinct them with a, b c, after the year of publishing.
- Below are some most commonly used references.

Book references	Baron, D. P., 2008. *Business and the organization*. Chester: Pearson.
	Baron, D. P., 2008.a *Business and the organization*. Chester: Pearson.
Chapters of the edited books	Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed. 1980. *Humanities information research*. Sheffield: CRUS. pp.44-68.
Articles from web based magazines or journals	Kipper, D., 2008. Japan's new dawn. *Popular Science and Technology*, [online] Available at: <http://www.popsci.com/popsci37b144110vgn/html> [Accessed 22 June 2009].