

TITLE

Student's Name and Surname 1, University/Institution, Country

Student's Name and Surname 2, University/Institution, Country

Abstract

An abstract should consist of around 150 words (what is the key content addressed by the paper, aim/s of the paper, key findings). The summary is the article in small. It is usually written in one paragraph. The abstract and keywords should be written in italics.

Keywords: Write down 3-5 keywords that best describe the content of your article.

TITLE: If the title is not in English language, it must be translated to English language.

Abstract

If the abstract is not written in English language, it must be translated to English language.

Keywords: If keywords are not written in English language, they must be translated to English language.

INTRODUCTION (NUMBER THE TITLES MANUALLY)

Usually, the article should have an *introduction*. In the final part of the introduction, the purpose or the aim of the article is highlighted. The introduction can have several subtitles. Do not number the pages in the article. We recommend that you fully follow styles as pre-set in this paper template. In the article, do not use bold text for emphasis, but *use italics if you want to highlight something*.

Titles

In the case of a *theoretical article*, after the introduction, the main body of the article follows, which may include several headings and subheadings (Heading 1, Subheading 1.1, Heading 2, Subheading 2.2, etc.), in which you present the main content of your article.

In the case of a *research article*, we advise you to follow the IMRaD structure. In this case, the first heading after the introduction is Methodology/Method (Methods). The IMRaD structure is briefly presented in one of the later chapters.

Text

The text should be written in Times New Roman, double-aligned, size 12, line spacing 1.2, 6 pt spacing after the paragraph. The text should be *linguistically correct – the authors are responsible for the accuracy of the content and proofreading of the document*.

The text should be written in accordance with the 7th edition of the American Psychological Association (hereinafter: APA): www.apastyle.org.

Citing and summarizing other authors

According to APA, in-text references must be cited in the following way (author's last name, year of publication, page), e.g. (Tavčar, 2002, p. 23). or if you write the author directly in the text: Tavčar (2002, p. 23) claims that this is not the best option ... The page is added only, when the text is copied verbatim from another resource, e.g. »Thus, academics who reported using a foreign language for instruction were surely more involved in a domestic international learning environment.« (Aškerc Zadavec & Kočar, 2023, p. 15).

If you want to list several authors in the same brackets, write it like this (Faganel, 2017; Kotler, 2022; Aškerc Zadavec, 2023). In the case of citing the same author with several publications in different years, write it like this (Cvetek, 2002, 2005). If the same author published several publications in the same year, write it down like this (Marentič 2020a, 2020b, 2020c). If cited authors are mentioned directly in the text (in-text citation) and not in brackets, write it like this - e.g. As stated by Aškerc and Flander (2016), internationalization intensified in the period ...

Citing and summarizing other authors - continued

If the same publication was written by several authors, you write it like this (Božič, Pogačar & Bokal, 2018), but in case of in-text citation, write: Božič, Pogačar and Bokal (2018) highlighted the importance of ... If there are more than three authors, then cite as follows (Možina et al., 2012), but at the end, in the References chapter, list the first six authors.

If you do not have the primary/original resource, then the resource must be summarized according to the previous author, who cited this primary/original resource first, e.g.: According to Neumann et al. (2002, in Lapuh Bele, 2021), diversities between academics from different disciplines ... Or in case of using brackets, the latter text should be cited like this: (Neumann et al., 2002, in Lapuh Bele, 2021).

If the verbatim transcribed text is longer than three lines, then write the transcription in a separate paragraph in *italics*, but without quotation marks, for example: the internationalization of higher education is defined as:

the intentional process of integrating an international, intercultural or global dimension into the purpose, functions and delivery of post-secondary education, in order to enhance the quality of education and research for all students and staff, and to make a meaningful contribution to society (de Wit et al. 2015, p. 29).

If you list something in the article, write the latter like this, e.g.:

- Use bullet points, as shown in this example.
- At the end of each bullet point, write a period (.) or a semicolon (;) or a comma (,).

Figures, tables, graphs, equations

Figures, graphs, tables, etc. must be numbered. You must always refer to tables, graphs, figures in the text, like: ... as it is shown in Figure 1, or as it is presented in Table 2, or you can write the text that refers to the specific figure or graph and you only add them in brackets, like (Table 1).

The title of the figure/table/graph should be above the image and the source of the figure/table/graph should be indicated below it. If you yourself are the author of the figure/table/graph, do not write the source. See the examples below:

Picture 1

Greet everyone with a smile



Source: Letni zbornik (B2, 2014, p. 7).

Figure 2

Inserting a caption above a Figure

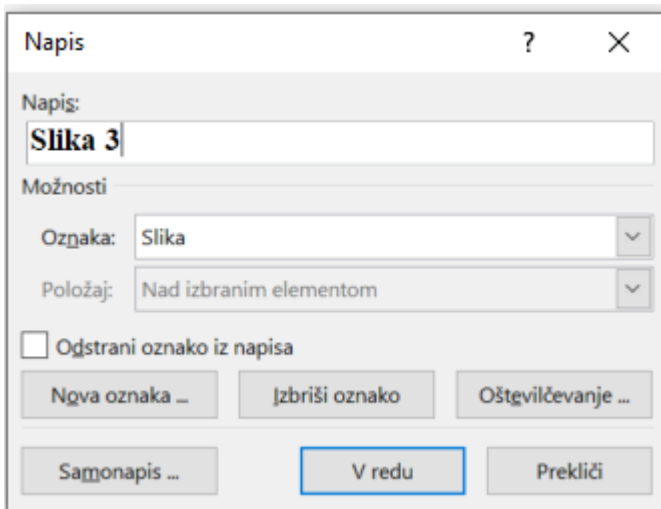
A screenshot of a software dialog box titled "Napis" (Caption). It contains a text input field with "Slika 3" entered. Below the input field are two dropdown menus: "Oznaka:" (Label) set to "Slika" and "Položaj:" (Position) set to "Nad izbranim elementom". There is an unchecked checkbox labeled "Ogstrani oznako iz napisa" (Remove label from caption). At the bottom, there are several buttons: "Nova oznaka ..." (New label ...), "Izbriši oznako" (Remove label), "Oštevilčevanje ..." (Numbering ...), "Samonapis ..." (Self-caption ...), "V redu" (OK), and "Prekliči" (Cancel). The "V redu" button is highlighted with a blue border.

Table 1

Title of the table

Example 1	Example 2	Example 3	Example 4
Test	Test	X	X
Test	Test	X	
Test	Test	X	

The text in tables should be formatted and aligned, either centered or left or right, according to the content. If necessary, you can reduce the font to size 10 if the content presented in the table is extensive.

TITLE 1 (RESULTS)

If your article has a research part (questionnaires, interviews, case study, developing models, etc.), write it according to the IMRaD structure:

- Introduction (literature review, what is the research problem/objective, e.g., research gap, plan to solve the problem).
- Method (how and when research was done, which statistical methods were used, sample, instruments, etc.).
- Results (presentation of data and results, what answers to research questions were found, no interpretations are used in this chapter).
- Discussion (interpretation of results, what do they mean, implications for the field.).

DISCUSSION/CONCLUSION

The conclusion should represent about 10% of the entire article. It must be a reflection with included interpretations according to the previously written theoretical background/authors in the light of the gained results of the article. Include some citations/references in the discussion part.

Try to give responses to the following questions, e.g.: What are the strong and weak aspects of your study? Is it possible to generalise it? Are there alternative explanations? What are the practical implications? Is more research needed? Make comparisons with other studies (cite previous authors). Make recommendations (to be applied in practice), etc.

Acknowledgment

If the article was prepared in cooperation with an organization where you, for example, carried out a survey, interviews, or if it was created as part of a project, etc., you can add a thank you to the person/s in question or organization/s. Add the Acknowledgments after the Conclusion and before the References.

REFERENCES

Arrange References in alphabetical order. All resources that are written in the text must be included in References and vice versa – all resources listed among the References must be cited in the text. It is important to cite all resources in line with APA Style: www.apastyle.org.