



Sveučilište u Rijeci, Pomorski fakultet
University of Rijeka, Faculty of Maritime Studies

GUIDELINES FOR WRITING A BACHELOR'S THESIS

UNIVERSITY OF RIJEKA
FACULTY OF MARITIME STUDIES

**GUIDELINES FOR WRITING A
BACHELOR'S THESIS**

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Rijeka, May 2022.

FOREWORD

The Guidelines for Writing the Bachelor's Thesis (hereinafter: Instructions) are intended to eliminate numerous doubts that students have when writing the bachelor's thesis at the Faculty of Maritime Studies in Rijeka, and are in accordance with the Regulations for the bachelor's thesis in Undergraduate Studies at the Faculty of Maritime Studies in Rijeka.

The instructions are prepared according to the relevant literature used in the methodology of scientific work.:

Zelenika, R.: *Metodologija i tehnologija izrade znanstvenog i stručnog djela*, 5. izmijenjeno i dopunjeno izdanje, Ekonomski fakultet Sveučilišta u Rijeci, Rijeka, 2011.

- Kulenović, Z.: *Metodologija istraživačkog rada*, Pomorski fakultet Sveučilišta u Splitu, Split 2005.
- Žugaj, M., Dumičić, K., Dušak, V.: *Temelji znanstvenoistraživačkog rada: metodologija i metodika*, 2. dopunjeno i izmijenjeno izdanje, Varaždin, Tiva, 2006
- Ivanović, Z.: *Metodologija izrade znanstvenog i stručnog djela*, Hotelijerski fakultet, Opatija, 1996.

Students are advised to use this guide to standardize the technical, methodological, and structural elements.

Editors

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1. PURPOSE AND OBJECTIVES OF WRITING BACHELOR'S THESIS

The undergraduate study ends with the preparation of the bachelor's thesis and its successful defense, as well as with the acquisition of 180 ECTS credits provided for in the study program.

The thesis is an independent professional or scientific research work. With the bachelor's thesis, the student demonstrates the possession of competences and learning outcomes in solving problems from professional and scientific fields that were the content of his/her studies, and the application of theoretical and practical knowledge acquired during the studies.

The objectives of writing the thesis are to demonstrate:

- the ability to apply the theoretical and practical knowledge acquired during the studies,
- the ability to independently use current domestic and foreign literature in the written treatment of the topic,
- the ability to use relevant knowledge, attitudes and scientific facts of others from the literature used,
- ability to work properly with illustrations (tables, graphs, photographs, drawings).

The final thesis at the Faculty is assigned, written and defended in Croatian or English.

2. TECHNICAL GUIDELINES FOR WRITING BACHELOR'S THESIS

Bachelor's thesis should be at least 30 pages long. The text of the thesis is written in Times New Roman font, size 12, with a line spacing of 1.5 (one and a half lines), aligned on both sides, and indentation of the first line of the paragraph to 1.0 cm. The left margin is set to 3.0 cm and the other margins to 2.5 cm.

Chapter titles and sub-titles are written

1. CAPITAL LETTERS, BOLD, TIMES NEW ROMAN 14

1.1. CAPITAL LETTERS, BOLD, TIMES NEW ROMAN 12

1.1.1. Script, bold, Times New Roman 12

1.1.1.1. Script, Times New Roman 12, Italic

YOU CAN DOWNLOAD THE THESIS TEMPLATE ON THE WEBSITE OF THE FACULTY OF MARITIME STUDIES, UNIVERSITY OF RIJEKA.

The title pages are not numbered. Summary and Contents are numbered in Roman numerals in the right corner of the page. The pages of the thesis are numbered in Arabic numerals in the lower right corner of the page. The first page of the Introduction is numbered in Arabic numerals (I.)

Bachelor's thesis should be written in the impersonal form, e.g. *“In the second part of the thesis it will be analyzed...”*, avoiding the use of the first person singular or plural, e.g. *“In the second part of the thesis I will analyze or we will analyze...”*.

2.1. DESIGN OF OUTER (WRAPPING) PAGE OF BACHELOR'S THESIS.

The bachelor's thesis consists of an **outer or wrapping page and a cover page**. The **outer (wrapping)** page of the thesis contains the following information:

- University of Rijeka
- Faculty of Maritime Studies in Rijeka
- Name of student
- Title of the thesis
- Indication of "bachelor's thesis"
- Rijeka, year.

The design and layout of the data on the outer (wrapping) page of the thesis can be found in Example 1.

Example 1. outer (wrapping) page of the bachelor's thesis

UNIVERSITY OF RIJEKA
FACULTY OF MARITIME STUDIES

(Times New Roman, 14 pt, centered)

NAME AND SURNAME

(Times New Roman, 16pt, bold, centered)

TITLE (Times New Roman, 16pt, bold, centered)

BACHELOR'S THESIS (Times New Roman, 16pt, bold, centered)

Rijeka, year. (Times New Roman, 14pt, centered)

2.2. DESIGN OF COVER PAGE OF BACHELOR'S THESIS

The title page must contain the following information:

- University of Rijeka
- Faculty of Maritime Studies in Rijeka
- Title of the paper in Croatian language
- Title of the paper in English language
- Indication "Bachelor's thesis"
- Course
- Mentor: Title, first and last name of the mentor
- Name and surname of student
- Study program
- JMBAG
- Rijeka, year

See example 2.

Example 2. Cover page of the bachelor's thesis

UNIVERSITY OF RIJEKA
FACULTY OF MARITIME STUDIES

(Times New Roman, 14pt, centered)

**TITLE OF BACHELOR'S THESIS IN THE CROATIAN
LANGUAGE**

TITLE OF BACHELOR'S THESIS IN ENGLISH

BACHELOR'S THESIS

Course:

Mentor:

Student: First and last name

Study program:

JMBAG:

Rijeka, month year.

2.3. DECLARATION OF INDEPENDENT PREPARATION OF THE BACHELOR'S THESIS

After the title pages of bachelor's thesis and before the Abstract and Table of contents, a Declaration of independent preparation of bachelor's thesis under the guidance of a mentor must be included.

The declaration form is shown in Example 3.

Example 3. Declaration of independent preparation of the bachelor's thesis.

Student:

Study program:

JMBAG:

DECLARATION OF INDEPENDENT PREPARATION OF THE BACHELOR'S THESIS

Whereby I declare that I have written the bachelor's thesis entitled

(title)

have independently prepared under the supervision of

(Prof. / Accoc. Prof. Name and Surname)

and _____

expert from the company _____.

(company name)

In my thesis I have applied the methodology of writing a professional/scientific paper and used the literature listed at the end of the thesis. The knowledge, attitudes, conclusions, theories and laws of other people that I have reproduced in the final work, directly or paraphrasing, have been cited in the usual way and linked with footnotes and bibliographic units, and no part of the work violates the copyrights of others. The work is written in the spirit of the Croatian language.

I agree to the permanent storage of the thesis in full text in the online digital repository of the Maritime Faculty of the University of Rijeka and in the National Repository of the National and University Library.

For the above mentioned thesis, I grant the following right and access level of online publication:

(circle a response)

- a) Work in open access
- b) Access for all users of the scientific and higher education system in the Republic of Croatia
- c) Access for users of the parent institution
- d) Work is not available

Student

(signature)

Name and Surname

3. BACHELOR'S THESIS METHODOLOGY

3.1. BASIC UNITS OF THE BACHELOR'S THESIS

Bachelor's thesis should contain the following sections:

- **Abstract / Summary**
- **Content**
- **Introduction**
- **Elaboration of the topic**
- **Conclusion**
- **References**
- **List of tables (if any)**
- **List of charts (if any)**
- **Attachments (if any)**

3.1.1. Abstract/Summary

The abstract is a section that provides a brief overview of the bachelor's thesis and keywords, both in Croatian and in English.

Abstract and *Summary* are written together on one page of the thesis, **and must not exceed 150 words** each. **Keywords** are also listed: up to five words, in alphabetical order.

Page is numbered in Roman numerals (I).

3.1.2. Content

The table of contents of the bachelor's thesis records the structure of the thesis by indicating the chapter and subchapter headings and the page number on which each content is found.

The chapter homepages are to be entered in the right margin of the page

The title "TABLE OF CONTENTS or CONTENTS" is capitalized, in 14 pt, bold and centered. Content pages / directories are numbered in Roman numerals ... II, III, IV. An example of the contents page layout and chapter markup is shown in Example 4.

CONTENT

ABSTRACT	I
CONTENT	II
1. INTRODUCTION	Error! Bookmark not defined.
2. PHISTORICAL, THEORETICAL, RETROSPECTIVE AND EXPLICIT	4
2.1. CHAPTER SUBTITLE.....	4
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4.1. CHAPTER SUBTITLE.....	37
4.2. CHAPTER SUBTITLE.....	38
5. CONCLUSION.....	50
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TABLE OF CONTENTS	5Error! Bookmark not defined.
LIST OF TABLES.....	5Error! Bookmark not defined.6
LIST OF CHARTS	5Error! Bookmark not defined.7
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3.1.3. Introduction

The INTRODUCTION is the first part of the paper in which the student introduces the problem he/she is studying in the paper with a brief overview of its general characteristics. In the introduction, the student defines the research problem, the object of research, the purpose and objectives of the research, and presents the concept and structure of the thesis in chapters and subchapters. It is recommended that the introduction be written in one to two pages.

The introduction is written in the impersonal form (avoid the "I" and "we" forms) and in the future tense! The first page of the introduction is numbered 1.

3.2. TOPIC DEVELOPMENT

As a rule, the subject is developed into a minimum of three interrelated units (chapters):

1. Historical-theoretical part (retrospective part)
2. Analytical-experimental part
3. Perspective part

Each of these units must be divided into subchapters. Note that a chapter can be divided into at least two chapters.

3.2.1. Historical-theoretical, retrospective and explicative part

In this section, the student should briefly and succinctly familiarise himself and the macro-level readers with the theoretical features, properties, determinants of phenomena, relations, things ... familiarise himself or herself with the phenomena, relationships, things ... about which he or she is researching and writing.

The student usually uses current and already known knowledge, facts, laws, ...

When researching and writing a bachelor's thesis, the student should use at least 10 bibliographic units (books, articles, proceedings, rulebooks, dictionaries ...)

The student should write only as much as is necessary for him and for the readers to understand the essence of the phenomena studied, to establish in this part the foundation, the basis and the basis for the formulation of the research results that follow in the subsequent sections of the thesis.

Based on the historical and current knowledge of the phenomena studied, the student should demonstrate in a persuasive and argumentative manner the significance, relevance, validity, and usefulness of the research throughout the thesis.

3.2.2. Analytical-experimental part

It is the most important, demanding and extensive part of the thesis. Why? In this part the most important research results, the most important scientific facts, findings, laws, regularities, theories, data, information (foreign and own) are presented. All research results presented in this part must be consistent with the essential elements of the thesis: Title, problem, object of research, purpose and objectives of the research and the structure or outline of the work in question.

3.2.3. The perspective part

In the perspective part, the student proposes new, original and / or innovative, better solutions, improvements, models and so on. With the newly proposed solutions, actions, activities, models, improvements, etc., the student demonstrates skills, innovativeness and creativity, strategic thinking skills, forecasting skills, design skills, long-term planning skills in a perspective part. The perspective part may have a volume of about 15% of the volume of the whole thesis.

The bachelor's thesis may include a theoretical and / or experimental part to solve a problem. In the theoretical approach, using computer programs, it is necessary to explain the results by simulating a process or using a special algorithm. Existing or derived mathematical support, results and solutions should be described. When using software systems, software packages and programs, it is necessary to give a brief overview of the existing solutions and a description of the candidate's application in solving the task.

In the experimental part of the thesis, new software solutions can be developed, practical electronic circuits can be developed, measurement methods can be developed, and measurements can be made on a selected sample of influencing parameters relevant to the task of the thesis. The results of the experimental part of the work are analyzed and concrete conclusions are proposed.

3.3. CONCLUSION

The conclusion is a synthesis of the research results.

In the conclusion there is no extraneous knowledge, no quotations, no new findings, no copied passages from earlier sections, no verbatim repetition of earlier thoughts and quotations!

The student must pay special attention to the conclusion as the last part of any written work. Before writing it, he/she must carefully read the entire paper and selectively extract from it the synthesized knowledge he/she has arrived at through the research conducted.

3.4. TAKING OVER OTHER PEOPLES KNOWLEDGE (REFERENCE IN TEXT)

The European System or the Harvard Positive Note System may be used to prepare the bachelor's thesis. It is necessary to consistently use only **one citation system throughout the thesis and to update the bibliography at the end of the thesis accordingly.**

3.4.1. The Harvard system

According to the **Harvard citation style**, the text is marked with the numbered citation in square brackets and the page number from which the citation was taken at the point where the quotation or reference to the source is made. Citations are usually given at the end of a sentence before the period, possibly with the keyword of the quoted text.

If you refer to only one bibliographic citation, you write [1, p. 9], if there are several and there is no direct indication of the page number, you write: [1, 2, 6] or if you refer to several bibliographic units that are in the same order in the literature, it can be written: [1-5].

The full name of the bibliographic unit must be given at the end of the work in the bibliography, as explained in Section 2.7 LITERATURE

3.4.2. European system

The text is referenced under the number and the reference is at the bottom of the page¹.

The sources used include all the information about the referenced work as listed on REFERENCES, except that the exact page from which the citation was downloaded is added at the end of the note. The referenced source is referenced in the same way as in the bibliography.

Footnote example: Žugaj, M. : **Fundamentals of Scientific and Professional Work**, Zagreb, Samobor, 1989, p.405.

In literature, it would be written by Žugaj, M. : **Fundamentals of Scientific and Professional Work**, Zagreb, Samobor, 1989..

3.4.3. Using Latin abbreviations in writing footnotes

Latin footnotes are often used to write footnotes according to the European system of positive notes, which can shorten the footnote. The most common Latin terms for references are **Opus Citatum and Ibidem**;

Opus citatum (abbreviated op.cit. or o.c.) - said work, i.e., it refers to the work previously mentioned in the citation or footnote.

¹More in the continuation

If only one bibliographic work by an author (or group of authors) appears that has already been mentioned once in a footnote, then write foreexample:

- Zelenika, R., op.cit., p. 60.

If several different literary units by one author (or group of authors) appear that have already been mentioned in a footnote, then write:

- Zelenika, R.: **How a Review of a Scientific and Professional Work Comes**, op.cit., p. 60.

Ibidem (Ibid, Ib.) - in the same place

If the same literary unit is cited immediately after a quotation in the text, write:

- Ibidem - if it is in the same place, in the same work, on the same page of a book
- Ibidem, p.60. - if in the same place, in the same section, but on a different page

3.5. LITERATURE

The bibliography includes all sources used and full details of the works necessarily cited in the references. The bibliography must be complete and accurate and include all relevant elements.

It should be noted that each bibliographic citation must have been previously listed in a footnote.

At least 10 bibliographic citations (books, articles, rulebooks, dictionaries...) should be used by the student when researching and writing.

The bibliography is written without chapter numbers and is placed at the end of the paper (after the Conclusion).

The literature (as a chapter) is not numbered and is edited according to the citation method used.

3.5.1. Harvard Literature Review System

According to this system, the bibliography is numbered in Arabic numerals in square brackets, in the order in which they appear in the text, e.g..

- [1] Huffman, L. M. 1996, 'Processing whey protein for use as a food ingredient', *Food Technology*, vol. 50, no. 2, p. 49-52.
- [2] Australian Government Publishing Service 1994, *Style Manual for Authors, Editors and Printers*, 5th edn, AGPS, Canberra.
- [3] Bohrer, S., Zielke, T. and Freiburg, V. 1995, 'Integrated obstacle detection framework for intelligent cruise control on motorways', *IEEE Intelligent Vehicles Symposium* Detroit, MI Piscataway, p. 276-281.

- [4] Zelenika, R. 2000, *Metodologija i tehnologija izrade znanstvenog i stručnog djela*, 4. izmjenjeno i dopunjeno izdanje, Ekonomski fakultet Sveučilišta u Rijeci, Rijeka.
- [5] McTaggart, D., Findlay, C. & Parkin, M. 1995, *Economics*, 2nd edn, Addison- Wesley, Sydney.

When using it is important to respect the order of data entry, to respect the capitalization, to respect the font (special emphasis on font: plain and italic), to respect spaces and punctuation.

1) BOOKS

The order in which the required information is provided:

1. last name, initial of the author, editor or the name of the institution that published the book
2. year of issue,
3. book title (include the subtitle if any) - write italic,
4. edition, series, volume (if any),
5. publisher,
6. place of issue.

Example (1 author):

- Zelenika, R. 2011, *Metodologija i tehnologija izrade znanstvenog i stručnog djela*, 5. izmijenjeno i dopunjeno izdanje, Ekonomski fakultet Sveučilišta u Rijeci, Rijeka.

Example (2 –3 authors)

- Jakomin, L., Zelenika, R., Medeot, M. 2002, *Tehnologija prometa in transportni sistemi*, Univerza v Ljubljani, Fakulteta za pomorstvo in promet, Portorož.

Example (more than 3 authors): provide last name. and the initial name of the first author, mark et al. or " and associates d"

- Cheek, J. et al. 1995, *Finding Out : Information Literacy For the 21st century*, MacMillan Education Australia, South Melbourne.

When "authors" are institutions, corporations or other organizations:

- Australian Government Publishing Service 1994, *Style Manual For Authors, Editors and Printers*, 5th edn, AGPS, Canberra.
- Queensland Tourist and Travel Corporation, Market Research Department 1991, *An Examination of the Effect of the Domestic Aviation Dispute on Queensland Tourism*, Queensland Tourist and Travel Corporation, Brisbane.

Chapter or part of an author's book:

- Bernstein, D. 1995, Transportation planning in *The Civil Engineering Handbook*, ed. W. F. Chen, CRC Press, Boca Raton.

An example where the author is not listed:

Unless the author is listed, the title of the book is used as the first citation.

- *The CCH Macquarie dictionary of business* 1993, CCH Australia, North Ryde, NSW.

2) ARTICLES IN JOURNALS

The order in which the required information is provided:

- author's last name, initials of the first name.
- year of issue
- title of the article, in single quotation marks 'article'
- journal name (highlight italic)
- publisher of the magazine
- volume of the journal
- journal number
- pages (e.g., pages 15 - 25)

Examples of articles published in journals:

- Huffman, L. M. 1996, 'Processing whey protein for use as a food ingredient', *Food Technology*, Food Institute, vol. 50, no. 2, p. 49-52.

Proceedings:

- Bohrer, S., Zielke, T. & Freiburg, V. 1995, 'Integrated obstacle detection framework for intelligent cruise control on motorways', *IEEE Intelligent Vehicles Symposium*, Detroit, MI, Piscataway, p. 276-281.

Newspapers:

- Simpson, L. 1997, Tasmania's railway goes private, *Australian Financial Review*, 13 Oct., p. 10.

Example for an article taken from the Internet:

- Daniel, T. 2009, 'Learning from simpler times', *Risk management*, vol. 56., no. 1, p. 40-44, online: <http://imej.wfu.edu/articles/2005/1/01/index.asp> (30. 10. 2009.)

3) ENTRIES

Example:

- Andrić, V. et al. 1995, *Natuknica Kanali distribucije*, Poslovni rječnik, Masmedia, Zagreb.

4) LEGAL ACTS

Examples:

- *Pravilnik o prometu lijekovima i medicinskim proizvodima*, 1998, Narodne novine, Zagreb, 143.

- *Zakon o obveznim odnosima*, 2005, Narodne novine, Zagreb, 35.

5) ELECTRONIC SOURCES

These sources include: full texts on CDs, magazines in electronic form or other online sources.

Order of listing required information (similar to articles):

1. last name, initials on behalf of the author.
2. year
3. article title, paper (single quotation marks)
4. publisher / journal / organizations
5. edition, if any
6. type of media
7. web address
8. download date

Example:

- Albanese, A. 2009 *Fairer compensation for air travellers*, media release, 29 January, Minister for Infrastructure, Transport, Regional Development and Local Government, online: http://www.minister.infrastructure.gov.au/2009/January/AA007_2009.htm (25.4.2009.)

If the author is not listed, then the title is listed as the first element:

- *Proizvodnja kemikalija, kemijskih proizvoda i proizvoda od gume*, 2007, online: <http://hgk.biznet.hr/hgk/ileovi/10677.pdf> (24. 3. 2007.)

For works that are not in written form, or for works that are published in digital format, all information is given as for books, indicating the form of digital media (CD, videorecording, tape, computer file, etc.).

- *Get the Facts (And Get Them Organised)* (videorecording) 1990, Williamstown, Vic., Appleseed Productions.

3.5.2. European Literature Writing System

In writing the bachelor's thesis, students should classify bibliographic sources into appropriate groups, alphabetically by author and then chronologically for works by the same author, for example:

1) BOOKS

The order in which the required information is provided:

1. 1. surname and initials of the first name (up to 3 authors are all written, after three the main author and the co-authors are written, or et al)

2. title of the work (include the subtitle, if any)
3. edition of the work (unless it is a first edition)
4. publisher / broadcaster
5. place of issue
6. year of issue

Example 1 author

- Ekelund, R.B., Hébert, R. F.: *Povijest ekonomske teorije i metode*, 3. izdanje, MATE d.o.o., Zagreb, 1998.

Example (2 –3 authors)

- Jakomin, L., Zelenika, R., Medeot, M.: *Tehnologija prometa in transportni sistemi*, Univerza v Ljubljani, Fakulteta za pomorstvo in promet, Portorož, 2002.

More than 3 authors

- Dundović, Č., et al.: *Integracija i koordinacija lučkog i prometnog sustava*, Pomorski fakultet Sveučilišta u Rijeci, Glosa, Rijeka, 2006.
- Baban, Lj. et al.: *Primjena metodologije znanstvenog istraživanja*, Ekonomski fakultet Sveučilišta Josipa Jurja Strossmayera u Osijeku, Osijek, 1993.

2) CHAPTER IN THE BOOK

- Bernstein, D.: *Transportation planning* u *The Civil Engineering Handbook*, W.F.Chen (Ed.), CRC Press, Boca Raton, 1995., p. 432-450.

3) ARTICLES IN JOURNALS

The order in which the required information is provided:

1. surname and first name initials
2. article title
3. the name of the journal
4. publisher of the magazine
5. place of issue
6. volume or age
7. journal number
8. year of issue
9. pages where the article was published in the magazine (from-to)

Scientific / professional journal:

- Huffman, L. M.: *Processing whey protein for use as a food ingredient*, *Food Technology*, Food Institute, 50, 2, 1996, p. 49-52.
- Rotim, F. et al.: *Kriteriji za ocjenu stanja sigurnosti cestovnog prometa*, *Suvremeni promet*, Hrvatsko znanstveno društvo za promet, Zagreb, 15, 6, 1995., p. 327-332.

Proceedings:

- Radačić, Ž., Šimulčik, D.: *Polazišna načela za definiranje strategije razvoja hrvatskog zračnog prometa*, Zbornik radova, Četvrto međunarodno znanstvenostručno savjetovanje, Prilozi strategiji razvoja prometa Hrvatske, Hrvatsko znanstveno društvo za promet, Zagreb, Opatija, 10. - 12. travnja 1996., p. 39-41.

Newspaper article:

- Simpson, L.: Tasmania's railway goes private, *Australian Financial Review*, 13 Oct., 1997., p. 10.

Internet article:

- Daniel, T.: Learning from simpler times, *Risk management*, vol. 56., no. 1, 2009., p. 40-44, online: <http://imej.wfu.edu/articles/2013/1/01/index.asp> (30. 10. 2013.)

4) ENTRIES

Example:

- Andrić, V. et al.: *Natuknica Kanali distribucije*, Poslovni rječnik, Masmedia, Zagreb, 1995.

5) INTERNET SOURCES (ELECTRONIC SOURCES OF INFORMATION)

1. author's name (if known)
2. the full title of the document in quotation marks
3. title in italics (if any)
4. date of publication and last revision
5. full URL (http address)
6. date of access to data in parentheses

Example:

- Harnack, A., Kleppinger, E.: *On line! A Reference Guide to Using Internet Sources*, 24. 11. 2013. <http://www.smpcollege.com/online-styles/help/> (16. 12. 2013.)

6) OTHER SOURCES

An example of a legal act:

- *Pravilnik o prometu lijekovima i medicinskim proizvodima*, Narodne novine Republike Hrvatske, Zagreb, 143/1998.
- *Zakon o obveznim odnosima*, Narodne novine Republike Hrvatske, Zagreb, 35/2005.

- *Zakon o pretvorbi društvenih poduzeća*, Narodne novine, 91/1991, 84/1992, 94/1993, 2/1994, 95/1995, 21/1996, 118/2009.

An example of a statistical yearbook:

- *Statistički ljetopis Republike Hrvatske 2013*, Državni zavod za statistiku Republike Hrvatske, Godina 45., Prosinac 2013., Zagreb, http://www.dzs.hr/Hrv_Eng/ljetopis/2013/sljh2013.pdf (1. 2. 2014.)

Example of a study:

- *Studija opravdanosti izgradnje Poduzetničke zone Križ III*, Općina Križ, Zagreb, lipanj 2012., <http://www.opcina-kriz.hr/kriz/wp-content/uploads/2010/09/Studija-pravdanosti-izgradnje-Poduzetni%C4%8Dke-zone-Kri%C5%BE-III.pdf> (1. 2. 2014.)

Example of project reports:

- Čišić, D. et al.: *Deliverable 4.1 : Report on maritime and shipbuilding relevant target players to be involved as stakeholders and structure and content of the International shipbuilding dissemination forum*, STARNETregio-STARring a trans-regional NETWORK of regional research-driven marine clusters, EC Contract nr. 204961, Sedmi okvirni program, Transport (including aeronautics), 2008.

3.6. LIST OF ABBREVIATIONS

If several abbreviations are used in the text of the thesis, it is recommended to list all important abbreviations in alphabetical order with their explanation at the end of thesis (after the bibliography).

Example 5. List of abbreviations:

E		
Abbrev.	Full name	Interpretation in Croatian(or other)
ENIAC	engl. <i>Electronic Numerical Integrator and Computer</i>	programabilno računalo
EDI	engl. <i>Electronic Data Interchange</i>	elektronička razmjena podataka
EDIFACT	engl. <i>Electronic Data Interchange for Administration, Commerce and Transport</i>	elektronička razmjena podataka za administraciju, trgovinu i promet
ELL	engl. <i>Extensible Link Language</i>	specifikacija dinamičkih linkova dokumenta
ESL	engl. <i>Extensible Stylesheet Language</i>	specifikacija izgleda dokumenta

3.7. LIST OF ILLUSTRATIONS

Lists of tables, charts, diagrams, etc. are located directly after the literature. For each figure, there is a separate list with all the necessary information: Number, Title, Page.

Example 6. How to edit a table list

LIST OF TABLES

Table 1. Types of public-private partnership	31
Table 2. Overview of Private Investments by Private Participation Form (US \$ Million) for the Period 1998-2007	37

LIST OF CHARTS, LIST OF DIAGRAMS, etc. are arranged in the same way.

3.8. ATTACHMENTS

Documents related to the practical part of the work may be attached (e.g. circuit diagram, template for printed circuits, list of materials and measuring devices used, printout of the program code, etc.).

3.9. INSTRUCTIONS FOR DISPLAYING ILLUSTRATIONS, ABBREVIATIONS AND FORMULAS

3.9.1 Editing illustrations

Illustrations are: tables, charts, diagrams, drawings, maps, photographs, sketches, pictures, etc.

Tables, charts, photographs, diagrams should be placed as close as possible to where they are referred to in the text and always after the part of the text in which they are first mentioned. Overlapping tables over two or more pages should be avoided.

When including figures in the paper, attention should be paid to their quality (resolution). For example, photographs must be clear and have good contrast, and the quality can be judged from printouts.

If the illustration is from literature containing foreign language terms, the meaning of these terms must be explained.

In the description of the figure, only the information necessary for understanding the figure is given, additional explanations are given in the text in connection with the figure.

The axes and parameters in the figures and diagrams should be clearly marked.

Tables, diagrams, photographs, etc. are numbered consecutively throughout the text using Arabic numerals:

- Table (1 to n). Table title,
- Chart (1 to n). Chart title.

Each table, chart, photograph must have a title and a source note if taken from the literature or "prepared by a student." The title of the figure is written in **Times New Roman font, size 12 (bold)**. The source text, which is below the tables, charts, diagrams, etc., is written in Times New Roman font, size 10.

The table caption is above the table, and for all other figures, the caption is below the figure. Figures and captions should be centered horizontally on the page. Line spacing should be maintained between the text and the figure or table.

Example 7. Displaying Tables

Table 1. Total traffic of the Port of Rijeka d.d. in the period 2004 to 2009 (tonnes)

	2004.	2005.	2006.	2007.	2008.	2009.
General cargo	1.392.089	1.435.225	1.572.997	2.155.506	2.373.810	2.112.870
Bulk cargo	3.080.723	3.186.176	3.199.707	3.142.518	3.377.560	2.873.487
Wood	181.886	219.580	236.438	325.551	276.057	220.975
UKUPNO	4.654.698	4.840.981	5.009.142	5.623.575	6.027.427	5.207.332

Source: Prepared by student according to the Consolidated Financial Statements 2009, Annual Report on the State of the Company, April 12, 2010, Luka Rijeka dd, www.lukarijeka.hr, (01/11/2013.)

Example 8. Displaying a graph

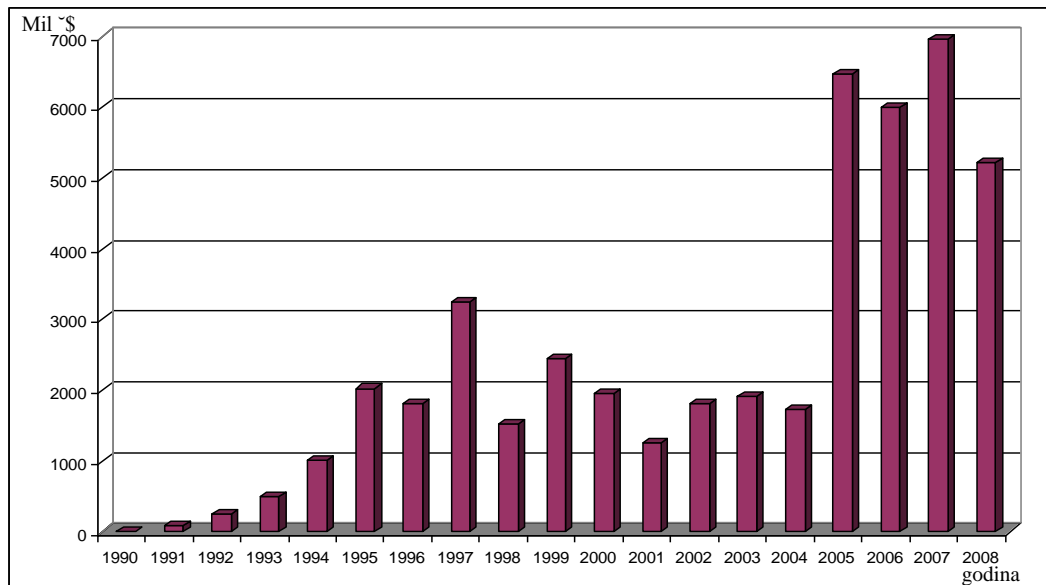


Chart 5. Total investment in privately owned ports (in mil.) In developing countries, 1990-2008

Source: *Private Participation in Infrastructure Database*, PPI Database, The worldbank group, <http://ppi.worldbank.org/> (23. 12. 2009.)

Example 9. Display view:

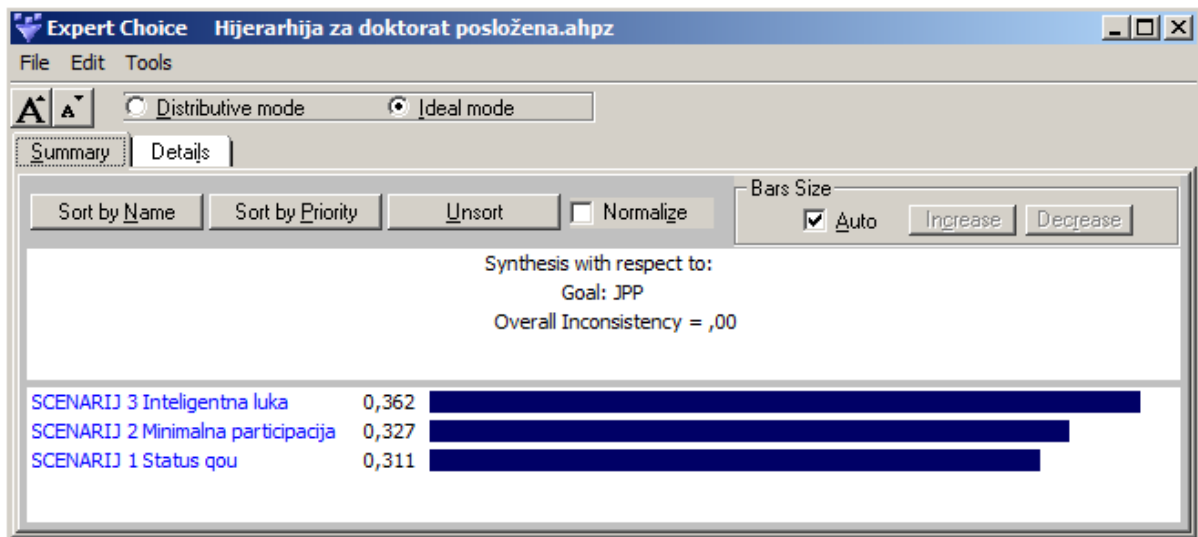
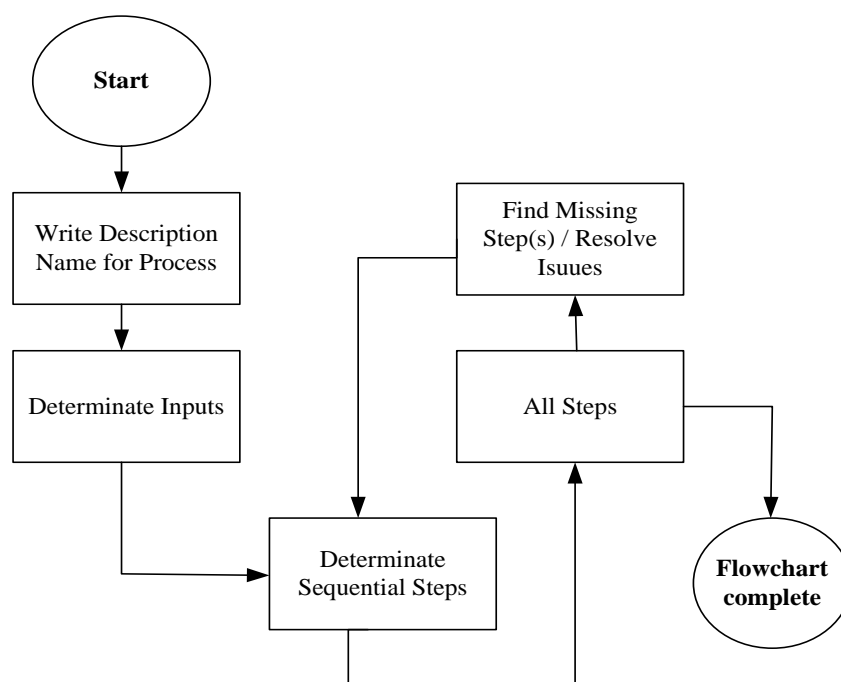


Figure 4. Final solution view - software application

Source: Created by student using Expert Choice 11.5 software

Example 10. Flowchart view



Scheme 1. How to draw a flowchart

Source: Created by student

3.9.2. Editing abbreviations

Abbreviations are defined when they are first used in the text (the full name of the abbreviation is given in single parentheses). Thereafter, abbreviations may be used in the text.

Full names should be used in headings.

If several abbreviations are used in the text of the paper, it is advisable to prepare an alphabetically ordered list of all important abbreviations with an explanation at the end of the paper.

3.9.3. Editing formulas

You must use the Equation Editor to enter a mathematical expression (formula). The Times New Roman font, 12 pt, is used to write formulas; 10 pt is used for exponents and indices.

The International system of measurement units (SI) must be used in the text of the paper, appendices, tables and figures. According to the Metrology Act of the Republic of Croatia, all variables are written in italics. Constants and numbers are written upright. Indices and exponents must be written upright. The unit must be indicated with the result of the calculation, if this quantity has a unit of measurement and is written in portrait (normal) format. Decimal values are marked with comma and not with semicolon.

A description of the terms used in the formula should accompany the formula.

Formulas are identified by numbers in parentheses in the right margin, and the text refers to the formula number.

The formulas are numbered consecutively from 1 to n using Arabic numerals throughout the text. The formulas are centered in the middle of the page, with a space of 3 pt above and 3 pt below the paragraph.

Example 11. Editing formulas

Ohm's law talks about the ratio of current, voltage and resistance in a circuit, and can be mathematically expressed by the formula (3):

$$I = \frac{U}{R} \quad (3)$$

Where is:

I = amperage through the circuit in amps (A),

U = voltage (V),

R = total circuit resistance in ohms (Ω).