

»Disclaimer: All of the translations contained on this website are unofficial. The translations are to be used solely as reference materials to aid in the understanding of Slovene instructions for the preparation of the final project paper. University of Primorska is not responsible for the accuracy, reliability or currency of the translations provided on this website, or for any consequence resulting from the use of information on this website.«

On the basis of Article 15 of the Regulations on the Preparation and Defence of Final Theses at UP FAMNIT (No. 1-PA-7/2023), the Committee for Study and Student Affairs at its 4th regular meeting on 11 April 2023 adopted the following

INSTRUCTIONS FOR THE PREPARATION OF THE FINAL PROJECT PAPER

1 INTRODUCTION

The final project paper is the author's work with which the student proves in-depth knowledge in broader professional and scientific fields, ability to find new sources of knowledge in a particular professional and scientific field, to use scientific research methods in a wider range of problems and in new or changed circumstances, ability to take responsibility for managing more complex work systems and to develop critical reflection.

2 TECHNICAL INSTRUCTIONS

The diploma thesis must be written in the vertical A4 format (white paper). After the final approval of the mentor, the co-mentor (if any), the committee (if a committee is appointed, which depends on the provisions of the Final Thesis Regulations of each programme) and the confirmation of the technical adequacy of the Final Thesis, the student submits a PDF copy to the Student Office. The student sends the final approved copy to the e-mail address of the Student Office.

The page should be designed so that the edges are 2.5 cm wide and the text header is 1.5 cm (from the top of the page). If the software you are using does not allow you to set the margins and text header in exactly the same way, use the most similar.

The text is usually in Times New Roman, 12 pt, with double-sided alignment and a line spacing of 1.25. If the software used does not allow exactly such a font setting, use the most similar font.

Footnotes are in font size 10 pt.

Italic font can be used for highlights in the text.

The appendices are lettered and not numbered. Each has its own title. The appendices are listed after the References section.

Tips for writing the diploma thesis: Chapter Four Introduction to Scientific Work (Dolinar, 2000, pp. 46-65).

2.1 PAGE NUMBERING

The title page (Appendix B, Appendix F) is not numbered, although it is considered as the first page. The initial general pages are numbered with Roman numerals from I onwards - from the title page to the last page of the index or list of abbreviations.

With Arabic numerals we start marking Chapter 1 (e.g., Introduction) and end with the list of complete citations (e.g. References or Bibliography). The page number is in the upper right corner of the page as the Running head, i.e., Pagina viva.

If the title of the final thesis exceeds one line, in agreement with the mentor and possible co-mentor, abbreviate the title by using a hyphen. The abbreviated title is written only in the running or current title (running head or pagina viva). Write the full title of the thesis on the cover, title page and key documentation information.

Running head - Pagina viva should be in font size 10 and arranged like so¹:

Surname N. Instructions for the preparation of the diploma thesis UP FAMNIT.
Univerza na Primorskem, Fakulteta za matematiko, naravoslovje in informacijske tehnologije, 2023 5

¹ The last name is written in the running head – pagina viva, followed by the first letter of the name and then the title of the final assignment. The next line contains the name of the faculty, year and page number.

2.2 PUBLICATION UNDER LICENSE

If the student, in agreement with the mentor, decides to issue the diploma thesis under licenses that offer a certain amount of rights to everyone (for example, Creative Commons or GNU GPL), include a page describing the licenses used in the introductory part of the thesis, immediately after the title page (first inner side).

2.3 ACKNOWLEDGMENT

After the title page (the first inner page), which is the page with the information or description of the licences used (if the thesis is published under licences), there is an acknowledgement part. In it, we thank the contributors to the thesis, and the people or institutions that helped or made the thesis possible. We can also thank the mentor and possible co-mentor.

2.4 KEY DOCUMENT INFORMATION

Acknowledgements are followed by a page with information about the final thesis - key document information (KDI) and key document information in English (Annexes C and D).

2.5 INDEX

Indexes come after the Key document information.

Which should be prepared in the following order:

- List of contents,
- List of tables,
- List of images and charts,
- Appendix/Appendices,
- Abbreviations.

2.6 CHAPTER NUMBERING

We use Arabic numerals and the decimal system to number chapters. Chapters are denoted by numbers from 1 onwards, there are no dots after the numbers. The size and shape of the letters also show the hierarchy of chapters:

- chapter 1, 2, 3 **UPPER CASE, BOLD** (14 pt)
- chapter 1.1, 1.2, 2.1 **UPPER CASE** (14 pt)
- chapter 1.1.1, 1.1.2 **Lower case, bold** (12 pt)
- chapter 1.1.1.1, 1.1.1.2 Lower case (12 pt)

2.7 TABLE, FIGURES AND GRAPH FORMATTING

Tables, graphs and figures must contain:

- a serial number and a title,
- table caption,
- figure or graph caption,

We recommend that the caption font is 10pt, so it is optically separated from the text, the placement of the title of a table, figure or graph varies according to the source citation guidelines of each study programme.

2.8 DIPLOMA THESIS IN ENGLISH: LONGER SUMMARY IN SLOVENE

If the student has approval to prepare the diploma thesis in English in accordance with the *Rules*, the student must produce an abstract of the work in Slovene, ranging from 4,000 to 10,000 characters (with spaces). The abstract in Slovene is the last chapter of the diploma thesis, before the chapter with a list of complete citations (e.g., References or Bibliography), and is numbered accordingly.

2.9 REFERENCES

All references used in the thesis must be properly cited.

Students are in breach of the final thesis procedure if they copy texts by other authors in whole or in part and do not cite the author (plagiarism) or if the thesis is not the result of the student's own work.

The provisions of the Regulations on Examination and Assessment of Knowledge at the University of Primorska and the Regulations on Disciplinary Responsibility of Students at the University of Primorska shall apply to the sanctioning of such violations.

Unless the rules for citation and preparation of the reference list are defined in a different way at the level of the individual study programme (more detailed instructions at the level of the individual department of the faculty), the following provisions shall be applied for citation and preparation of the reference list.

References must be cited in alphabetical order by the first author and written in square brackets in the text, e.g.: [1], [1, 2], [1, Theorem 1.5], [2, Corollary 9.4]:

[1] First A. Author, Second B. Author in Third C. Author, Article Title, *Magazine Title* 34 (2007), 24-56.

Example:

[1] D. Marušič, R. Scapellato in B. Zgrablić, On quasiprimitive *pqr*-graphs, *Algebra Colloq.* 4 (1995), 295–314.

[2] First A. Author, *Book Title*, Second edition. Publishing house, Ljubljana, 2008.

Example:

[2] W. T. Tutte, *Connectivity in graphs*, University of Toronto Press, Toronto, 1966.

[2] First A. Author and Second B. Author, Chapter Title in A Book, and: First Editor, Second Editor (ed.), *Book Title*, Publishing house, Ljubljana, 1998, 2542-2603.

Example:

[3] R. K. Guy, The decline and fall of Zarankiewicz's theorem, v: F. Harary (ur.), *Proof Techniques in Graph Theory*, Academic Press, New York, London, 1969, 63–69.

3 FINAL PROVISIONS

The Instructions for the preparation of the final thesis of the University of Primorska, Faculty of Mathematics, Natural Sciences and Information Technologies adopted at the 1st regular meeting of the Commission for Academic and Student Affairs on 17 March 2015 and the amendments thereto shall cease to be valid as of the date of entry into force of these Instructions.

These instructions will enter into force on the date of their publication on the Faculty's website.

Prof. dr. Dunja Bandelj, l. r.,
Vice-Dean for Academic Affairs

Appendices:

- A. Cover page of the thesis in Slovene
- B. Front page of the thesis in Slovene
- C. Key document information in Slovene
- D. Key document information in English
- E. Cover page of the thesis in English
- F. Front page of the thesis in English

UNIVERZA NA PRIMORSKEM
FAKULTETA ZA MATEMATIKO, NARAVOSLOVJE IN
INFORMACIJSKE TEHNOLOGIJE

(Times New Roman, 14 pt, center alignment, upper case, line spacing:1,25)

ZAKLJUČNA NALOGA

(Times New Roman, 14 pt, center alignment, upper case, line spacing:1,25)

NASLOV ZAKLJUČNE NALOGE

(Times New Roman, 18 pt, center alignment, upper case, line spacing:1,25)

IME IN PRIIMEK ŠTUDENTA

(Times New Roman, 14 pt, alignment with the right margin, upper case)

UNIVERZA NA PRIMORSKEM
FAKULTETA ZA MATEMATIKO, NARAVOSLOVJE IN
INFORMACIJSKE TEHNOLOGIJE

(Times New Roman, 14 pt, center alignment, upper case, line spacing:1,25)

Zaključna naloga

(Times New Roman, 12 pt, center alignment, line spacing:1,25)

Naslov zaključne naloge

(Times New Roman, 14 pt, bold, center alignment, line spacing:1,25)

(Naslov zaključne naloge v angleškem jeziku)

(Times New Roman, 12 pt, center alignment, line spacing:1,25)

Ime in priimek: name and surname of the student

Študijski program: name of the study program

Mentor: academic title name and surname of the mentor

Somentor: academic title name and surname of the co-mentor

(Times New Roman, 12 pt, left alignment, line spacing:1,25)

Koper, leto

(Times New Roman, 14 pt, center alignment, at the bottom of the page)

Ključna dokumentacijska informacija

Ime in PRIIMEK: Name and surname

Naslov zaključne naloge: Title of the final project paper

Kraj: Place

Leto: Year

Število strani²: Nu. of pages **Število slik³:** Nu. of figures **Število tabel:** Nu. of tables

Število prilog: Nu. of appendix **Št. strani prilog:** Nu. of appendix pages

Število referenc: Nu. of references

Mentor: Mentor

Somentor⁴: Co-mentor

Ključne besede: Keywords

Izvleček: Abstract

The abstract is a brief but concise presentation of the thesis. In no more than 250 words, the student outlines the problem, methods, results, key findings and their significance.

² The number of pages includes all pages from the first chapter - Introduction to the last chapter - Conclusion.

³ If the thesis does not include figures, tables or annexes, the fields Number of figures, Number of tables, Number of annexes and Number of pages of annexes are not indicated. The same applies to the English translation of key documentation information.

⁴ If no co-mentor is named, this field is not indicated. The same applies to the English translation of key documentation information.

Key document information

Name and SURNAME:

Title of the final project paper:

Place:

Year:

Number of pages:

Number of figures:

Number of tables:

Number of appendix:

Number of appendix pages:

Number of references:

Mentor:

Co-Mentor:

Keywords:

Abstract:

UNIVERZA NA PRIMORSKEM
FAKULTETA ZA MATEMATIKO, NARAVOSLOVJE IN
INFORMACIJSKE TEHNOLOGIJE

(Times New Roman, 14 pt, center alignment, upper case, line spacing:1,25)

ZAKLJUČNA NALOGA
(FINAL PROJECT PAPER)

(Times New Roman, 14 pt, center alignment, upper case, line spacing:1,25)

NASLOV ZAKLJUČNE NALOGE
(TITLE OF THE FINAL PROJECT PAPER)

(Times New Roman, 18 pt, center alignment, upper case, line spacing:1,25)

NAME AND SURNAME OF THE STUDENT

(Times New Roman, 14 pt, alignment with the right margin, upper case)

UNIVERZA NA PRIMORSKEM
FAKULTETA ZA MATEMATIKO, NARAVOSLOVJE IN
INFORMACIJSKE TEHNOLOGIJE

(Times New Roman, 14 pt, center alignment, upper case, line spacing:1,25)

Zaključna naloga
(Final project paper)

(Times New Roman, 12 pt, center alignment, upper case, line spacing:1,25)

Title of the final project paper in Slovenian

(Times New Roman, 14 pt, bold, center alignment, upper case, line spacing:1,25)

(Title of the final project paper in English)

(Times New Roman, 12 pt, center alignment, upper case, line spacing:1,25)

Ime in priimek: name and surname of the student

Študijski program: name of the study program

Mentor: academic title name and surname of the mentor

Somentor: academic title name and surname of the co-mentor

(Times New Roman, 12 pt, left alignment, line spacing:1,25)

Koper, year

(Times New Roman, 14 pt, center alignment, at the bottom of the page)