

UNIVERSITY OF PRIMORSKA
FACULTY OF MATHEMATICS, NATURAL SCIENCES AND
INFORMATION TECHNOLOGIES
DEPARTMENT OF BIODIVERSITY

**Instructions for the preparation of final project paper in the 1st
and 2nd cycle study programmes of the Department of
Biodiversity of UP FAMNIT: Biodiversity and Nature
Conservation**

Final project paper
Master's thesis

Technical instructions have been adopted by the Senate of University of Primorska, Faculty of Mathematics, Natural sciences and Information Technologies on 22. 4. 2014, the amendments to the Technical instructions on 20.4.2015 and the amendments to the Technical instructions on 15. 6. 2020.

Technical instructions have been adopted by the Commission for Study and Student Affairs of University of Primorska, Faculty of Mathematics, Natural Sciences and Information Technologies on 14. 4. 2014, the amendments to the Technical instructions on 14 .4. 2015 and amendments to the Technical instructions on 9.–10. 6. 2020.

Koper, June 2020

1 INTRODUCTION

The diploma and master's thesis are 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.

Students are in breach of the final thesis procedure if they copy texts by other authors in whole or in part without quoting the author (plagiarism) or if the thesis is not the result of the student's own work.

Rules on examination and assessment of knowledge at the University of Primorska and the Rules on disciplinary responsibility of the students of the University of Primorska are adopted to sanction these violations.

Guidelines for preparing a thesis: *Pisanje (znanstvenih) besedil* (Miholič and Marušič 2009) and *Publishing research results – writing a paper* (Miklavčič 2010).

2 TECHNICAL INSTRUCTIONS

The diploma thesis must be written in vertical A4 format (white paper) and bound in blue hardcover (Appendix A, Appendix E, Appendix F, Appendix H). The number of hardcover copies is determined in *the Regulations on the Final Thesis of the First Cycle Study Programmes Biodiversity and Mediterranean Agriculture and in the Regulations on the Preparation and Defence of the Master's Thesis at the University of Primorska, Faculty of Mathematics, Natural Sciences and Information Technologies*.

The page should be set so that the top and left edges are 3 cm wide and the bottom and right edges should be 2.5 cm wide. The header of the text should be 1.5 cm (from the top of the page). The print should be one-sided.

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, the most similar should be used.

Footnotes should be in font size 10.

Italic font should be used for Latin names of the species.

Appendices should be identified by capital letters (A, B, C ...). Each should have its own title. The appendices should be listed after the References section.

2.1 Page numbering

The title page (Appendix B, Appendix F, Appendix G, Appendix I) is not numbered, although it is considered 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.

Arabic numerals begin to mark chapter 1 (e.g. Introduction) and end with the chapter References. The page number should be in the upper right corner of the page as the Running head (pagina viva).

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

Surname N. Title of diploma thesis.

University of Primorska, Faculty of mathematics, natural sciences and in information technologies, 2008
5

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), they must include a page describing the licenses used in the introductory part of the thesis, immediately after the title page (first inner side).

2.3 Key document information

After the title page (first inner page) there is a page with information about the description of used licenses (if the final work is published under licenses) and followed by a page with information about the diploma thesis - ključna dokumentacijska informacija (KDI) and key document information in English (Appendix C and D).

¹The 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.

2.4 Acknowledgments

Acknowledgments must follow the key document information. Here, we thank all the participants who were part of our research, other individuals and/or institutions who helped us in our work or made our work possible. We can also thank our mentor and any co-mentors. Acknowledgments are not compulsory.

2.5 Index

Indexes come after the Acknowledgments.

They should be in the following order:

- Table of contents,
- List of tables,
- List of images and charts,
- List of appendixes,
- List of abbreviations.

2.6 Chapter numbering

Arabic numerals and the decimal system should be used to number the chapters. Chapters are indicated by numbers from 1 onwards. There should be no dots following the numbers.

The size and shape of the letters should also show the hierarchy of the chapters.

Following is an example of chapter numbering:

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

2.7 Table and image formation

When designing tables and figures, please note that:

- they must contain a serial number and a title;
- the table caption must be *above* the table;
- the image caption must be *below* the image.

10 pt headings are recommended to visually separate them from the text.

2.8 Chapters

The chapters included in the thesis are laid down in the *Regulations on the Final Thesis of the First Cycle Study Programmes Biodiversity and Mediterranean Agriculture* and in the *Regulations on the Preparation and Defence of the Master's Thesis at University of Primorska, Faculty of Mathematics, Natural Sciences and Information Technology*. The descriptions and contents of the chapters are set out in the aforementioned Regulations.

Final research thesis must contain the following numbered content chapters:

1. INTRODUCTION
2. WORKING METHODS
3. RESULTS AND DISCUSSION
4. CONCLUSION
5. REFERENCES

The final thesis must include the following numbered content chapters:

1. INTRODUCTION
2. APPLICABLE PART
3. CONCLUSION
4. REFERENCES

Master's thesis must contain the following numbered chapters:

1. INTRODUCTION
2. MATERIALS AND METHODS
3. RESULTS
4. DISCUSSION
5. REFERENCES.

The introduction should include a brief presentation of the subject matter and an overview of the concepts, models and methods chosen to address the topic or issue, and must include the purpose and objectives of the work. The Materials and Methods chapter covers the description and implementation of the study. The next chapter presents the results of the research graphically (tables, graphs, photos, etc.) and/or descriptively, depending on the problem in question. The discussion consists of commenting on the results of the research, quoting other similar researches and summarising the most important findings of the problem in question, also in relation to the objectives set out in the introduction. References include the literature and sources used by the student in the production of the thesis and cited in the text. The Master's thesis includes an abstract (80-100 words) and keywords (5-10 keywords) in Slovene and English.

2.9 Final project paper in English: longer summary in Slovenian

If, in accordance with the rules of the Faculty, the student is approved to prepare the final thesis or master's thesis in English, the student must prepare a summary of the thesis of between 4,000 and 10,000 characters (with spaces) in Slovenian. The Slovenian summary is the last chapter of the final thesis and is numbered accordingly (before the References and Sources chapter).

2.10 Citation of literature and sources

References in the text and in the References and Sources chapter should follow the guidelines below.

2.10.1 Citation of monographs/proceedings

Example:

Griffiths R.A. 1996. Newts and Salamanders of Europe. London, Academic Press Limited.

In-text citation:

Griffiths (1996) notes that some populations of newts are characterised by neoteny.

or

Males reach sexual maturity at the age of two to three years, and females about a year later (Griffiths 1996).

2.10.2 Citation of parts of monographs (chapters) and articles from proceedings

Example:

Greenwood J.J.D., Robinson R.A. 2006. General census methods. V: Sutherland W.J. (ed.). Ecological census techniques: a handbook. Cambridge University Press: 87–185.

In-text citation:

In some cases, we can only determine a relative population index, which is assumed to be related to the actual population size (Greenwood and Robinson 2006).

2.10.3 Citation of journal articles

Example 1:

Schwarz C.J., Arnason A.N. 1996. A general methodology for the analysis of capture-recapture experiments in open populations. *Biometrics* 52: 860–873.

In-text translation (two authors – cite both):

In this case, we add an index *g* to the parameters, which indicates the group (Schwarz and Arnason 1996).

Example 2:

Joly P., Miaud C., Lehmann A., Grolet O. 2001. Habitat matrix effects on pond occupancy in newts. *Conservation Biology* 15: 239–248.

In-text citation (three authors or more – only cite the first one):

Such a system works only as long as there is migration and occasional gene flow between subpopulations (Joly et al. 2001).

Example 3:

If there are several sources, the order must follow the year of publication.

This is particularly important for the conservation needs of globally threatened groups such as amphibians (Beebee 2005; Krupa et al. 2002; Steinfartz 2007).

Example 4:

Citation of sources by the same author, in the same year.

Microsatellite markers have already proven useful in hybridisation studies within the genus *Triturus* (Jehle et al. 2005a, b; Maletzky et al. 2008).

2.10.4 Citation of final theses

Example 1:

Polž B. 2005. Biologija in ekologija golih polžev v Jadranskem morju. Doktorska disertacija, Univerza v Ljubljani.

Example 2:

Volk A. 2013. Ekološke zahteve srnjadi na priobalnem območju slovenske Istre. Zaključna naloga, Univerza na Primorskem.

The method of in-text citation is the same as for citing monographs.

2.10.5 Citing sources without an author (regulations, laws, etc.)

Example 1:

Nature Conservation Act (official consolidated text). 2004. Ur. l. RS, 96/04.

In-text citation (if the title is not too long):

Under the Nature Conservation Act (2004), all caves are ecosystem natural values of local importance.

Example 2:

Rules on the designation and protection of natural values. 2004. Ur. l. RS, 111/04.

In-text citation (if the title of the work is too long, abbreviate it as appropriate, otherwise leave it in full):

The caves are classified as ecosystem natural values of local importance (Rules on the designation ... 2004).

2.10.6 Citation of unread original sources

Unread sources are cited only in exceptional cases and always by agreement with the mentor.

Example:

In-text citation:

Perivenous or periportal spaces are mostly an extension of the perihepatic layer. They run along the veins and bile ducts (Barrett 1936, as cited in Slonimski 1941).

Sources must include the source read (in this case Slonimski, 1941), but can also include the original source (Barrett, 1936) if we have all the information needed.

2.10.7 Citation of personal communication

Personal communication is not mentioned in the References and Sources chapter.

Example 1:

According to some hypotheses, another species of Italian Crested Newt could live in Prekmurje (Slavec, personal communication 2011).

Example 2:

Jurman says many merchants fail to respect consumer's needs (personal communication 2011).

2.10.8 Citation of online sources

The date of access must be indicated!

Example 1:

Integrated Taxonomic Information System. www.itis.gov (accessed: 25. 5. 2012)

In-text citation:

The name is listed as valid in the Integrated Taxonomic Information System database.

Example 2:

In some cases the website itself indicates the way of citation:

Arntzen J. W., Denoël M., Kuzmin S., Ishchenko V., Beja P., Andreone F., Jehle R., Nyström P., Miaud C., Anthony B., Schmidt B., Ogradowczyk A., Ogielska M., Bosch J., Vogrin M., Tejedo M. 2009. *Mesotriton alpestris*. V: IUCN 2011. IUCN Red List of Threatened Species. Version 2011.2. www.iucnredlist.org (accessed: 25. 5. 2012)

In-text citation:

There are known cases of alpine newt infections in Great Britain (Arntzen et al. 2009).

2.10.9 Citation of unpublished sources

Fauchald K., 2005. Keys, electronic and otherwise. Ideally a key ought to be a simple device for finding, rapidly and accurately, the scientific name of any specimen. Department of Invertebrate Zoology National Museum of Natural History, Smithsonian Institution, Washington DC. Lecture, 4. 10. 2005

In-text citation:

Identification keys should be simple, fast and universal (Fauchald 2005, unpublished).

APPENDIXES

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

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IME IN PRIIMEK ŠTUDENTA

(Times New Roman, 14 pt, align right , upper case)

UNIVERZA NA PRIMORSKEM
FAKULTETA ZA MATEMATIKO, NARAVOSLOVJE IN
INFORMACIJSKE TEHNOLOGIJE

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Zaključna naloga

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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 programme

Mentor: Academic title, name and surname of the mentor

Somentor: Academic title, name and surname of the co-mentor

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

Koper, mesec leto

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Ključna dokumentacijska informacija

Ime in PRIIMEK:

Naslov zaključne naloge:

Kraj:

Leto:

Število listov:

Število slik²:

Število preglednic:

Število prilog:

Št. strani prilog:

Število referenc:

Mentor:

Somentor³:

UDK⁴:

Ključne besede:

Izvleček⁵:

Izvleček predstavlja kratek, a jedrnat prikaz vsebine naloge. Študent nakaže problem, metode, rezultate, ključne ugotovitve in njihov pomen.

² If the thesis does not include figures, tables or annexes, do not enter the Number of figures, Number of tables, Number of annexes and Number of pages of annexes.

³ If there is no co-mentor, you do not need to enter the field.

⁴ The UDK only applies to Master's theses. The final thesis does not include the UDK.

⁵ The thesis abstract can be up to 250 words, while the master's thesis abstract can be 80-100 words.

Key document information ⁶

Name and SURNAME:		
Title of the final project paper:		
Place:		
Year:		
Number of pages:	Number of figures:	Number of tables:
Number of appendixes:	Number of appendix pages:	
Number of references:		
Mentor:		
Co-Mentor:		
UDC:		
Keywords:		
Abstract:		

⁶ See footnotes on previous page - key documentary information.

LETO

UNIVERZA NA PRIMORSKEM
FAKULTETA ZA MATEMATIKO, NARAVOSLOVJE IN
INFORMACIJSKE TEHNOLOGIJE

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ZAKLJUČNA NALOGA (FINAL PROJECT PAPER)

ZAKLJUČNA NALOGA
(FINAL PROJECT PAPER)

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NASLOV ZAKLJUČNE NALOGE
(TITLE OF FINAL PROJECT PAPER)

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PRIIMEK

IME IN PRIIMEK ŠTUDENTA

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UNIVERZA NA PRIMORSKEM
FAKULTETA ZA MATEMATIKO, NARAVOSLOVJE IN
INFORMACIJSKE TEHNOLOGIJE

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Zaključna naloga
(Final project paper)

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Naslov zaključne naloge

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(Title of the final project paper in English)

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Ime in priimek: Name and surname of the student

Študijski program: Name of the study programme

Mentor: Academic title, name and surname of the mentor

Somentor: Academic title, name and surname of the co-mentor

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Koper, mesec leto

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LETO

**UNIVERZA NA PRIMORSKEM
FAKULTETA ZA MATEMATIKO, NARAVOSLOVJE IN
INFORMACIJSKE TEHNOLOGIJE**

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MAGISTRSKO DELO

MAGISTRSKO DELO

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NASLOV MAGISTRSKEGA DELA

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IME IN PRIIMEK ŠTUDENTA

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IME PRIIMEK

UNIVERZA NA PRIMORSKEM
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INFORMACIJSKE TEHNOLOGIJE

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Magistrsko delo

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Naslov magistrskega dela

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(Naslov magistrskega dela 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 programme, second cycle

Mentor: Academic title, name and surname of the mentor

Somentor: Academic title, name and surname of co-mentor

Delovni somentor: Academic title, name and surname of co-mentor

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UNIVERZA NA PRIMORSKEM
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INFORMACIJSKE TEHNOLOGIJE

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MAGISTRSKO DELO
(MASTER'S THESIS)

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NASLOV MAGISTRSKEGA DELA
(TITLE OF MASTER'S THESIS)

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IME IN PRIIMEK ŠTUDENTA

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UNIVERZA NA PRIMORSKEM
FAKULTETA ZA MATEMATIKO, NARAVOSLOVJE IN
INFORMACIJSKE TEHNOLOGIJE

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Magistrsko delo

(Master's thesis)

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

Naslov magistrskega dela

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

(Title of Master's thesis in English)

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

Ime in priimek: Name and surname of the student

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Koper, mesec leto

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