

BASIC GUIDELINES FOR FORMING WRITTEN WORK AT ISSBS

These basic guidelines for written work (such as short written assignments, seminar work, project work, final or diploma work, Master's thesis, Doctoral dissertation, professional or scientific articles) give information on the structure and basic technical guidelines for written work at the International School for Social and Business Studies (ISSBS).

1 STRUCTURE OF WRITTEN WORK

Professional work done at ISSBS has the following basic structure: *introductory components* (title page, acknowledgement, authorship statement, abstract, various tables, abbreviations); *main body of text*: introduction (outline of the research problem addressed or subject observed or study with accurately defined purposes and aims), central part (research contribution to the profession and theory from a theoretical standpoint and empirical work of the research); *final components* (list of literature and sources and annexes). The structure of each kind of professional work is outlined in more detail in the relevant ISSBS regulations.

2 TECHNICAL INSTRUCTIONS

The text is written in *first person plural* or in *first person singular*.

2.1 Font

Throughout the body of text, we use small, black Times New Roman letters. The font should be upright, size 12pt, with line spacing of 1.2. All titles are written in size 12pt font. Font in tables and figures are in 12pt font, unless this means a loss of visual clarity of the data, in this case the font (except in the title bars) size can be smaller (size 10 or 11). Sources and potential notes under figures and tables are written in size 11pt font with line spacing of 1.2. Footnotes are written using size 10pt with single line spacing. Page numbers are written in Times New Roman size 11pt. Text is not underlined. Important words which we would like to highlight are written in italics, bold is only used in the titles. We do not overuse italics.

2.2 Table of Contents

The table of contents contains at most *three levels* of chapter titles from the text. The first level of titles in the table of contents are aligned to the left, the second level is indented by 0.39cm and the third by 0.78cm. All titles have a page number written on the right, which indicates the page where the chapter begins. Line spacing is 1.2. The table of contents is entitled "CONTENTS" with bold capital letters in size 12pt. In the table of contents, the first level of titles is written with capital letters, the second with small letters. No bold is used within the table of contents.

2.3 Table of figures and tables

Figures and tables are each in their own tables, which are entitled "FIGURES" and "TABLES" written in bold capital letters, size 12pt. Line spacing is 1.2. Each table should

contain tags, consecutive numbers, titles and page numbers for the pictures or figures. The table of figures and pictures comes after the table of contents on its own page. If the table of figures and tables does not exceed one page, then they can be on the *same* page.

2.4 Page numbering

The title page, acknowledgement and authorship statement are not numbered.

Page numbering starts with the abstract, table of contents and potential list of abbreviations. These are numbered with Roman numerals, which are written in the centre of the footer, using Times New Roman size 11pt font. The number of the page depends on how many previous pages there were (e.g. if our work contains a title page, acknowledgement and authorship statement, we start with the Roman numeral IV on the page which contains the abstract; the cover is not included in the numbering). The Roman numeral of the numbered abstract and table of contents is not included in any of the tables of content. The pages which contain the main body of the text are numbered with Arabic numerals, and are written in the centre of the footer using Times New Roman size 11pt font. The first page begins with the Introduction, and finishes with the List of Annexes. Annexes are not numbered.

Components of written work Layout and page numbers	
<i>Title page</i>	Odd page (unnumbered)
<i>Acknowledgements</i>	Next page (unnumbered)
<i>Authorship Statement</i>	Next page (unnumbered)
<i>Abstract</i>	Next page (roman numeral IV, if there is a title page, acknowledgement and authorship statement before the abstract)
<i>Table of Contents</i>	Next page (roman numeral V, if there is a title page, acknowledgement, authorship statement and summary before the table of contents)
<i>Table of Figures</i>	Next page (roman numerals which follow)
<i>Table of Tables</i>	If the table of figures and table of tables do not exceed one page, they are on the same page. In the opposite case, the table of figures are on the next page (roman numerals which follow).
<i>Abbreviations</i>	Next page (roman numerals which follow)
<i>Introduction</i>	Odd page (Arabic numeral 1)
<i>Main body</i>	Page which follows the introduction (Arabic numerals which follow)
<i>Conclusion</i>	Page which follows the main body of the text (Arabic numerals which follow)
<i>List of literature and sources</i>	Page which follows the conclusion (Arabic numerals which follow)
<i>Annexes</i>	Page which follows the list of literature and sources (Arabic numerals which follow)

2.5 Page form

Written work is formatted on A4 portrait, with margins (top, bottom, left and right) of 2.5cm. A full page of writing has 40 lines of text, with line spacing of 1.2pt written in Times New Roman size 12. Paragraphs are justified with spacing of 1.2pt. The line spacing of 1.2pt is used throughout the work, also in the introductory elements (title page, acknowledgement, authorship statement, summary, various tables, abbreviations) and final components (list of literature and sources, annexes). Between the titles and texts there is *one empty line* (this does not include bullet points).

2.6 Text layout

The text is separated into chapters and sub-chapters. Chapters are structured into 3 levels. Chapters must contain at least 2 sub-chapters (sub-title) (e.g. chapter 2 has at least sub-title 2.1 and 2.2). Title chapters are generally not longer than one line, they are written in bold capital letters, sub-chapters and sub-sub chapters are written in bold small letters. Sub-titles which exceed the third level are not numbered and are written in small italic letters (not bold).

2.7 Figures and tables

Each figure and table is numbered with the number of the chapter and then the consecutive number of the figure and table. The label is written in *italics* and we add a *colon* (e.g. *Figure 2.1.*, *Table 2.3:* etc.) and continue with the title of the figure or table in upright font. Within the figure space we do not repeat the title. Labels and titles of tables are placed in the table itself, labels and titles of figures go below the figure.

When there are large amounts of data included in the table, the font in the table can be smaller (10 or 11pt). Tables should be on one side of paper (together with titles, sources and notes). If the table is longer than one page, it is separated onto two pages, on the second page we must also have a title bar, or put the entire table into the annex. Figures and tables cannot be outside of the margins, in the case they exceed the margins they are put into the annexes. Tables (which are wider than the margins) are aligned to the left, whereas figures are aligned to the centre. We put the source and (potential) notes, under the picture which should be size 11pt (line spacing 1.2pt). After the source there is a full-stop. In the case that the data shown in the figure or table is that of the author of the work, then sources do not need to be stated. In the notes, we explain any symbols used and abbreviations. Titles, sources and notes in tables are aligned to the left margin, with figures to the centre.

2.8 Abbreviations

If in the written work we use more specialised or less commonly known abbreviations, then they are explained in the list of abbreviations. The list of abbreviations is placed on an individual page after the table of figures and tables. The first time the abbreviation is mentioned in the text, we state the full version and put the abbreviation in brackets. For example: Higher education application-information department (VPIS). Thereinafter, we use

the abbreviation. The list of abbreviations is entitled “ABBREVIATIONS”, written in bold, size 12pt, capital letters. Line spacing is 1.2pt.

3 COVER, PRINT AND BINDING OF WRITTEN WORK

For shorter written assignments, seminar work and project work, only simple binding is required, it can be bound with a spiral, put into a U-folder, put into a folder with a paperclip or just with a paperclip. Final works use a cover. An example of a cover can be found in VPIS and serves as an example of bookbinding.