



BASIC GUIDELINES FOR USING SCIENTIFIC APPARATUS AT ISSBS

These guidelines give basic assistance for citing and documenting sources when doing written work. The International School for Social and Business Studies (ISSBS) uses scientific apparatus based on the *Publication Manual of the American Psychological Association* or APA style.

1 CITING

Data, text, knowledge and thoughts can be taken from other works *literally* or *non-literally*. In the case of literal citations we copy a part of the text whereas in non-literal citations we paraphrase the thoughts of another author or we take a concentrated section (Kobeja, 2001, pg. 13).

1.1 Literal citations

Literal citations are important definitions and elaborately express the thoughts or findings of others, whose communicative role (e.g. informative, motivational, aesthetic) would be diminished if we were to intervene (e.g. with broadening or shortening). Data which represents *basic* or *general* knowledge is not cited (Kobeja, 2002, pg. 86). Citations are to be prudently included in the text, so as not to burden the author's own text (Cencič, 2009, pg. 144).

Citations must be recognisably separated from the rest of the text:

1. Short citations (less than 40 words) are marked with speech marks in our text. Citations can be included in our texts as follows:

Ragin (2007, pg. 43) says: "Social researchers, as many others, show social life".

or

"Social researchers, as many others, show social life" (Ragin, 2007, pg. 43).

2. Citations longer than 5 lines long (over 40 words), are put in their own paragraph and are marked with speech marks. This paragraph should be moved 5 spaces from the left and right margin. For example:

Šraml (2008, pg. 56), when thinking about e-commerce and informatics organisation, confirms:

A condition for informatics renovation is a good understanding of an organisation. It is important that we are prepared to face challenges and also sacrifice a part of efficiency and initial high costs for later increased customisation and flexibility of the

organisation. The internet and modern information technology as well as communication tools allow for the fast transfer of information.

1.2 Paraphrasing and non-literal citation

Indirect citations, with the help of our own expression, show others' thoughts. We separate them from *paraphrasing*, where we present or explain a known theme, and *non-literal citation* when you shortly state and give the concept or idea behind the thoughts of others.

It is important to emphasise that we only paraphrase and take non-literal citations from primary (original) work. If the original work is not accessible, then, with exception, they can also be taken from secondary work, which must be suitably documented. For example:

Kotler (in Mohr, Webb and Harris, 2001, pg. 47) defines social responsibility as a systematic operation of an institution focussed on sustaining and improving consumer and general social welfare.

2 DOCUMENTING

All literature used in the text is documented in the list of literature and sources (with bibliographic descriptions), and vice versa, all literature which is in the list of literature and sources must be used in the text (with bibliographic reference). We do not state sources which we studied but did not use in the text. Bibliographic references and descriptions must be in complete co-ordination with each other.

2.1 Bibliographic references

In literal and non-literal citations taken from part of a text, we mark the author's thoughts with brackets, which are called a *bibliographic reference*. Their basic components are as follows:

- person responsible (usually author's name and surname),
- year of publication and
- the location the citation was found (usually a page or number of pages, articles etc.)

We state the page numbers in all cases of literal citations and in the majority of paraphrasing. After the year we must have a comma, and then write the abbreviation for the word 'page' (pg.) and add a page number, more page numbers, separated by commas, or the page range with two number separated by a non-spaced hyphen.

Examples:

(Dubrovski, 2007, pg. 351–354)

Employment Relationship Act (ZDR, 2002, Article 8)

(ZASP-UPB3, 2007, Article 11)

(*Organisational Learning*, 2000)

(Marčič and Jaklič, 2004, pg 4)

2.2 Bibliographic description and list of literature

Bibliographic references contain the most important information in condensed form, which refers the reader to the certain *bibliographic description* in the list of literature (bibliography). Only this contains all the information of the work used, which are necessary for the reader to uniquely identify and find it.

The correct form of the bibliographic description in the list of literature and sources:

- They are organised in alphabetical order in accordance with the surname of the first author (a corporation can also be the person responsible, organisation or source title, if the author is unknown).
- In the case of more authors, the first six surnames and first letters of names are separated by commas; all additional authors are added with “etc.”
- Bibliographic descriptions of the same first author are organised by year of publication (starting with the eldest). If the year of publication is the same, the descriptions are organised alphabetically by title, after the years we write “a”, “b”, “c” etc. and this is also considered in the bibliographic reference.
- Bibliographic descriptions with the same first author are organised from individual work to group work and alphabetically by co-authors surname.
- Academic titles (dr., prof. etc.) are not written.
- The year of publication is written in brackets after the author or title, in the case the author is not known. If the year or date of publication is not known, we write in brackets (w.y), which means *without year*. For sources which are in print, then instead of the year we write “(in print)”.
- Titles of monographs (e.g. books, collections etc.) and names and years (“volumes”) of journals are written in italics.
- Foreign sources are written in their original language.
- Whenever the place of publication is the USA, we also must write the state, e.g.: Upper Saddle River, NJ: Pearson Education.
- The publishing houses do not need unnecessary information like Inc. or plc. etc..

1. Tavčar, M. I. (2009). *Management in teorija organizacij: skripta*. Celje: International School for Social and Business Studies.
2. *International School for Social and Business Studies (ISSBS)*. (w. y.). Accessed by <http://www.mfdps.si/si>
3. Act amending the Companies Act (ZGD-1G). (2012). *Official Gazette of RS*, pg. 57.
4. Košir, S., and Bezenšek, V. A. (2009). Higher education institutions and their innovative approach to communication. *Economy and Business*, 3(1), 414–421.
5. Dermol, V. (2009). Partnership between Higher Education Institutions and Industry. In V. Rajkovič, M. Ferjan, T. Kern, and B. Paape (ur.), *Nove tehnologije, novi izzivi* (pg. 130–131). Kranj: Moderna organizacija.
6. European Commission (2007.) *Šole za 21. stoletje* (working document of the SEC Commission department(2007)1009). Accessed by

3 USE OF FOOTNOTES

Footnotes further illustrate the content of the text, hence why they are used to unburden the body of the text with additional explanation. We use them to explain foreign words, translations of citations in the original language, comparison of scientific findings of different authors, they refer the reader to different parts of the same text and thanks for using certain documents (Kobeja, 2001, pg. 186–187). We use footnotes prudently, taking into account their necessity. If they are frequent and long, it inhibits the reader and the understanding of the main message. Footnotes are allowed if they enhance the body of the text and if they give, particularly more demanding readers, additional expected information. Footnotes are not in the titles.

We separate the documentation (bibliographic) and content (discussion) footnotes. Documentation footnotes, which record the sources used, are not used. We use content footnotes, which we use rationally when needed in the body of the text.

The word processor automatically inserts the space for footnotes below the line at the bottom of the page where the footnote is inserted. Footnote numbering is consecutive from the beginning to the end of the text. We write them using size 10 font at the bottom of the page, with *single* line spacing. The text is justified.