



**RULES ON THE PROCEDURE FOR MASTER'S THESIS
APPLICATION AND DEFENCE
AT THE SCHOOL OF HUMANITIES
OF THE UNIVERSITY OF NOVA GORICA**

Nova Gorica, 28 August 2024

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On the basis of the Rules of studies and the Rules on the procedure for the application and defence of the master's thesis at the University of Nova Gorica, the Senate of the School of Humanities, at its 1345th meeting on 28 August 2024, adopted the following

RULES ON THE PROCEDURE FOR MASTER'S THESIS APPLICATION AND DEFENSE AT THE SCHOOL OF HUMANITIES OF THE UNIVERSITY OF NOVA GORICA

1 INTRODUCTORY PROVISIONS

These rules determine the procedure for applying and approving of the thesis topic, the submission and defence process, and the method of evaluating the master's thesis at the School of Humanities of the University of Nova Gorica (hereinafter: "School of Humanities"), which marks the completion of studies under the second-cycle programmes at the School of Humanities.

The terms used in the rules, written in the grammatical form of the masculine gender, are used as neutral for men and women.

2 CHOOSING THE MASTER'S THESIS TOPIC

The master's thesis is the final study requirement of students of the master's degree study programme Humanities Studies. It represents a comprehensive presentation of the research work, which the student carries out under the mentorship of a university teacher at the School of Humanities and presents an original text that meets the criteria of professional work.

The student has the right to choose the mentor and topic of the master's thesis independently. Faculty members have the right and duty to propose topics for master's theses and to guide and help the student choose an appropriate topic.

When choosing the topic of the master's thesis, one must take into account the relevance of the topic, the material requirements and the time needed to produce the thesis.

3 APPLICATION AND APPROVAL OF THE MASTER'S THESIS TOPIC

A student who meets the conditions set out in the *Rules of studying for postgraduate master's study programmes of the University of Nova Gorica*, and who has completed the Individual Research Work and all the exam obligations of the 1st, 2nd and 3rd semesters can apply for approval of the subject of the master's thesis.

The student submits the request for approval of the subject of the master's thesis to the secretariat of the School of Humanities on the form Appendix 1, which is an integral part of

these rules. In the application, the student must also name a mentor who, by signing the form, confirms that they are ready to undertake mentoring and that they agree with the title and content of the subject of the master's thesis, and that they are familiar with the rules determining the procedures for applying for and defending the master's thesis at the University of Nova Gorica and the School of Humanities.

The application is reviewed by the Student Affairs Committee, which proposes a three-member committee for the defence of the master's thesis. The Senate of the School of Humanities confirms the suitability of the subject of the master's thesis, the mentor and the members of the defence committee.

4 COMPOSITION OF THE COMMITTEE FOR THE MASTER'S THESIS DEFENCE AND CONDITIONS FOR MENTORS

4.1 The committee for the master's thesis defence

The committee for the defence of the master's thesis consists of three members:

- the president, who is approved by the Senate of the School of Humanities on the proposal of the dean for a period of two years,
- the mentor,
- a third member, who is usually an expert in the field of the subject of the master's thesis.

If the mentor of the master's thesis is the president of the committee for the defence of the master's thesis, the Senate appoints another president of the committee for this case. If the student has two mentors, the second mentor is an additional, fourth member of the committee.

4.2 Mentor

The mentor must be a habilitated university teacher who teaches at the postgraduate master's study programme in the Humanities at the School of Humanities.

If the student has two mentors and the second member is not an employee of the UNG, the second mentor must be a subject-matter expert of the master's thesis with at least a completed university education (pre-Bologna undergraduate degree or the Bologna system second-cycle degree). The second mentor performs mentoring on a voluntary basis and is not entitled to a fee for their mentoring.

The mentor chosen by the student can refuse mentoring:

if, for justified reasons, they believe that they will not be able to advise the student during the preparation of their master's thesis, or to provide the student with appropriate mentoring support (e.g. planned longer stay abroad, parental leave, hospitalization, total number of active mentorships, appropriate training or field suitability, etc.).

If there is a disagreement between the student and the mentor during the preparation of the master's thesis, the student has the right to change the mentor. The student must file an

application for a mentor change to the Student Affairs Committee, which will consider the application and forward it for decision to the Senate of the School of Humanities, which will issue an appropriate decision.

The candidate can exercise the right to change the mentor only once.

If there is a disagreement between the student and the mentor during the preparation of the Master's thesis, the mentor may withdraw from the supervision. The mentor must submit a statement of resignation stating the reasons for the resignation to the Senate of the School of Humanities, which will issue an appropriate decision.

5 CONTENT AND LAYOUT RULES FOR THE PREPARATION OF THE MASTER'S THESIS

The thesis can be prepared at the University of Nova Gorica or at any other suitable institution, as agreed with the supervisor.

The student consults with their mentor regularly and by agreement, and keeps them informed about the progress of their work.

5.1 Language

The master's thesis must be written in Slovenian, and the title, abstract and keywords must also be written in English. The entire text of the master's thesis must be grammatically and stylistically correct.

In exceptional cases, if there are justified reasons for this, and if the Senate of the Senate of the School of Humanities agrees, the master's thesis can also be written in English.

5.2 Length

The master's thesis should contain all key academic elements, such as a description of the topic, objectives and methodology, presentation of results and conclusions. The mentor decides on the scope of the master's thesis. The recommended length of a master's thesis is between 100,000 and 200,000 characters with spaces (approximately 60 to 120 pages).

5.3 Format

The central part of the master's thesis must be printed double-sided on A4 paper with at least 2.5 cm margins (especially the inner margin may be wider, up to 3.5 cm). Since the double-sided printing is required, it is important that the margins are set so that the even and odd sides are distinguished accordingly. Line spacing should be 1.5, the text must be justified (i.e. aligned to both the left and right margins). Font size is 12 pt, using Times New Roman or a similar font.

The title page is not numbered. Page numbering begins with Arabic numeral 1 on the page containing the first (introductory) chapter. All preceding pages should be numbered using Roman numerals. Page numbers should appear centred at the bottom of the page. Pages

number with Roman numerals are not printed double-sided, as they are not part of the core content of the master's thesis.

The text of the master's thesis should be meaningfully divided into chapters. A new chapter always starts on a new page. Chapters are numbered with Arabic numerals. Chapters are numbered from 1 onwards. Subchapters are numbered decimally, i.e. separated by a period (e.g. 1.1).

5.4 Citation

All findings stated in the master's thesis that are not originally developed by the candidate must be properly cited. When citing literature in the master's thesis, use the type of citation described in the appropriate appendix.

The rules of author citation differ according to the tracks of the postgraduate master's study programme Humanities Studies:

Histories and Cultures of Cross-border Spaces (Appendix 6).

Linguistics and Literary Sciences (Appendix 7).

5.5 Thesis structure

The master's thesis consists of the following parts:

- cover page,
- title page,
- acknowledgements (optional),
- title, abstract and keywords in Slovenian and English; in addition, the abstract and keywords may be in another language, if there are justified reasons for this,
- table of contents, figures, tables and attachments,
- main text of the master's thesis,
- bibliography,
- appendices (optional).

5.5.1 Covers

The covers are uniform and determined in advance. Each student receives six free copies of the covers from the secretariat of the School of Humanities (or seven, if the student works with two mentors).

5.5.2 Title page

The title page must contain the following information:

1. the name of the university and the school (in 16 pt capital letters),
2. the title of the master's thesis (in capital letters, bold 16 pt),
3. the text MASTER'S THESIS (in 16 pt capital letters),
4. the name and the surname of the author (bold 16 pt),

5. the name and the surname of the mentor (with accurate habilitation and scientific title, if the mentor does possess any, then their professional title should be specified, 14 pt),
6. place and year of the creation of the thesis (14 pts).

5.5.3 Figures, tables and examples

Tables, pictures, etc. must be marked with a serial number and title (e.g. Table 1: Enrollment of students at the School of Humanities).

Linguistic examples are written in separate paragraphs. Each case is preceded by a sequential case number, as in (1).

- (1)
 - a. This is just an example of how examples should be written.
 - b. This is the second example within the same issue.
- (2) If the examples you cite at the same time are not related, it makes sense to separate them numerically.

Examples, tables and figures are numbered using separate numbering types. Figures should be numbered: Figure 1, Figure 2, etc., tables: Table 1, Table 2, etc., and examples: (1), (2), (3), etc.

Foreign language examples, or examples in a language other than the language of the master's thesis, must be accompanied by a literal translation (each word of the foreign language example, with the literal translation of the word vertically aligned with the word in the top line) and a meaningful translation of the entire example, as in (3).

- (3) To je le primer. (Slovenian)
"This is just an example."

6 MASTER'S THESIS SUBMISSION AND DEFENCE

As a rule, the candidate completes the master's thesis and submits it for review to the mentor within six months from the date of issue of the decision approving the topic.

In exceptional cases, when there are justified reasons, the Senate of the School of Humanities may grant the student an extension of the deadline, based on a request to extend the deadline for the submission of the master's thesis, signed by the candidate and the mentor. Parenthood and prolonged absence due to illness are considered valid reasons. The student must justify the reasons with authentic documents, specifying the period during which they were unable to study. In the case of a prolonged illness, the valid document is a medical certificate, which the student must submit no later than 7 days after the termination of the illness or injury. The student must submit the request to the Student Affairs Committee, at least one month before the deadline for defending the master's thesis.

The mentor is obliged to review the master's thesis in terms of both content and design before binding, and to approve the student's submission of the thesis when it meets the required quality level. The mentor sends an unbound copy of the master's thesis, together with the report of the detector of similar content, which the student provides to the mentor, and to the other members of the defence committee for review. The members of the defence committee

report their comments directly to the mentor, who harmonizes all comments or recommendations, and forwards them to the student for review within 6 weeks of submission.

When the student receives the comments of the members of the committee for the defence of the master's thesis, they have 60 days to complete the master's thesis accordingly.

If the mentor discovers plagiarism, they must inform the Senate of the School of Humanities. Upon confirming the suspicion of plagiarism, the Senate of the School of Humanities annuls the decision on the confirmation of the topic and the appointment of the master's thesis mentor. In this case, the process of applying for the topic and writing the master's thesis must be started anew.

When the mentor considers that the content and layout of the thesis are suitable for submission, they sign and approve the request for approval of the binding of the master's thesis (Appendix 2), which the student submits to the secretariat of the School of Humanities. The student submits the master's thesis in the electronic form in the repository of the University of Nova Gorica, according to the Instructions for the preparation and submission of electronic master's/doctoral theses.

The covers for binding the master's thesis are uniform and prescribed in advance. Each student receives six free copies of the covers when they submit a signed statement from the mentor that the assignment is suitable for submission (Appendix 2), and when they electronically enter the master's thesis into the repository of the University of Nova Gorica. The student must attach the following documents to the application for the approval of the binding the master's thesis:

- ⊖ certificate from the Student Office about completed exams or study obligations;
- ⌒ certificate of settled obligations in the University Library of the University of Nova Gorica;
- ⌚ declaration of authorship, identity of the electronic and printed versions of the master's/doctoral thesis and the publication of personal data (Appendix 3);
- ⌚ report of the detector of similar content at the repository of the University of Nova Gorica.

In agreement with the mentor, the student submits to the secretariat of the School of Humanities an application for the defence of the master's thesis on the form *Annex 4*, which is an integral part of these rules, and six or seven bound copies of the master's thesis.

The Secretariat of the School of Humanities coordinates the dates for the defence and informs the student and the committee members about it. The date of the defence is determined after the submission of the master's thesis and is announced on a notice board in the premises of the University of Nova Gorica, and on the website, at least a week before the scheduled defence.

The candidate, with the support of the secretariat or the mentor or the committee president, proactively ensures the adequacy of the necessary audio-visual resources they need for their defence. The defence of the master's thesis is public and is led by the president of the committee. The candidate orally presents the topic of the master's thesis, the methods used, the key findings and the conclusions in a maximum of 20 minutes. In doing so, the student can use various audio-visual and multimedia aids. Then the committee members ask questions. As a rule, the entire defence does not last more than half an hour. After the defence is over, the

committee considers the assessment in the student's absence. With all the audience present, the president of the committee informs the candidate of the committee's decision on the success of the defence.

After the defence, the mentor, the president of the defence committee and the member of the defence committee each keep one copy of the bound master's thesis; two copies go to the library of the University of Nova Gorica, and the sixth copy goes to the graduate.

7 TRANSITIONAL AND FINAL PROVISIONS

These rules apply and should be used from the day they are adopted by the Senate of the School of Humanities.

For all other matters that are not directly governed by these rules, the *Rules* on the procedure for applying and defending the master's thesis at the University of Nova Gorica apply.

APPENDICES

Application for the approval of the master's thesis topic form (appendix 1);

Application for the approval of the master's thesis binding form (appendix 2);

Declaration of authorship, identity of the electronic and printed versions of the master's thesis and publication of personal data (Appendix 3);

Application for the defence of the master's thesis form (appendix 4);

An example of the title page of the master's thesis (appendix 5);

Humanities studies: Histories and cultures of cross-border spaces, examples of citation and citing in the Chicago style (appendix 6);

Humanities studies: Linguistics and Humanities studies: Literary studies, examples of citation and citing (appendix 7).

UNIVERSITY OF NOVA GORICA
SCHOOL OF HUMANITIES

APPLICATION FOR THE APPROVAL OF THE MASTER'S THESIS TOPIC

The signed * _____

born _____ resident address _____

_____ student of the

School of Humanities, study programme _____,

enrollment number _____, I hereby apply for the approval of the master's thesis

topic. I submit my master's thesis: for the first time / the second time / the third time (*please circle accordingly*). The intended title of the topic is:

_____.

The description of the topic is attached on a separate sheet.

I have chosen as a mentor: _____ and I have obtained his/her consent.

Date: _____

Signature _____

Signature of mentor _____

Attachments:

- Description of the proposed master's thesis topic
 - o The intended title of the topic
 - o A short description of the topic
 - o The main aim of the masters's thesis
 - o Intended methodology
 - o A review of professional literature.
- Certificate of completed study obligations.

** The student submits a form on which the appropriate female or male forms are written.*

UNIVERSITY OF NOVA GORICA
SCHOOL OF HUMANITIES

APPLICATION FOR THE APPROVAL OF THE MASTER'S THESIS BINDING

Signed _____,
born _____, student of the School of Humanities, study
programme _____, enrollment
number _____, I hereby apply for the approval of the binding of the master's
thesis, with the thesis topic:

Date: _____ Signature: _____

CONSENT OF THE MENTOR

Signed _____, I declare that the student has fully
fulfilled the obligations of the master's thesis that I prescribed as a mentor. The text, including the
English summary, is linguistically/grammatically correct. The work has also been reviewed, in an
unbound form, by other members of the defence committee. Their comments are coordinated and
taken into account in the final version of the master's thesis. I agree to submitting this master's thesis
for binding.

The descriptive evaluation of the master's thesis has been submitted to the School's Secretariat.

Date: _____ Signature of mentor: _____

Attachments:

Certificate of completed study obligations;

Certificate of settled obligations issued by the University of Nova Gorica Library;

Declaration of authorship, identity of the electronic and printed versions of the master's/doctoral thesis
and publication of personal data.

**DECLARATION OF AUTHORSHIP, IDENTITY OF THE ELECTRONIC AND
PRINTED VERSIONS OF THE MASTER'S/DOCTORAL THESIS AND
PUBLICATION OF PERSONAL DATA**

Signed _____,

with enrollment number _____,

I hereby confirm that I am the author of the master's/doctoral work with the title:

By signing this declaration, I confirm that:

· I have written my bachelor's/master's/doctoral work independently under the mentorship of (title, first and last name)

· the electronic form of the master's/doctoral work, title (Slovenian, English), summary (Slovenian, English) and keywords (Slovenian, English) are identical to the printed form of the master's/doctoral work;

· I have submitted the electronic version of the master's/doctoral work in the repository of the University of Nova Gorica, and in accordance with the 1st paragraph of Articles 21 and 23 of the Copyright and Related Rights Act, I give permission that the above-mentioned master's/doctoral work is published in the repository of the University of Nova Gorica;

· I allow the publication of personal data related to the completion of studies (name, surname, title of the final work) on the websites.

In _____, Date _____ Signature _____

UNIVERSITY OF NOVA GORICA
SCHOOL OF HUMANITIES

APPLICATION FOR THE DEFENCE OF THE MASTER'S THESIS

Signed _____,
born _____, student of the School of Humanities, study
programme _____,
enrollment number _____, I hereby apply for the defence of the
master's thesis with the title:

_____.

Date: _____ Signature: _____

Attachments:

- Six or seven bound copies of the master's thesis

UNIVERSITY OF NOVA GORICA
SCHOOL OF HUMANITIES

TITLE

MASTER'S WORK

Author's name and second name

Mentor: habilitation title, scientific title, name and second name

Nova Gorica, year of the work's creation

Humanities studies: Histories and Cultures of Cross-border Spaces: sample citation and citing in the Chicago style

SAMPLE CITATION AND CITING IN THE CHICAGO STYLE

For historians, the Chicago style of citation and the citations which are written with footnotes are most suitable. In this way, we fulfill the key criteria of writing a scientific text: transparency and accuracy. There are many different types of literature and sources, so in this guide we will provide some examples of correct citations in footnotes and bibliography.

The verbatim citation of a text is always marked with quotation marks: "...cited text...", and is ended with a footnote at the end of the quoted text. Example:

»Slovenke so svojo vlogo v narodnem preporodu v drugi polovici 19. stoletja sprva videle, le kot literarne ustvarjalke, šele v sedemdesetih letih se je pojavijo tudi kot avtorice zapisov, v katerih opozarjajo, da je razvoj naroda tesno povezan s stopnjo izobraženosti žensk, s čimer izrazijo eno izmed najbolj glasnih feminističnih zahtev 19. stoletja.«¹

»Vplivi pariške in lyonske komune so se čutili tako tudi na Kranjskem, v Primorju in na Štajerskem.«²

An example of paraphrasing in your own words:

According to author Katja Mihurko Poniž, during the national revival in the 1870s, Slovenian women pointed out how national development could be closely related to the level of education of women, thus expressing the loudest feminist demand of that time.³

When citing an author's work for the first time, we always first state the full name of the author, his or her work, and the page from where I am summarizing or quoting the text in the book. Name and surname. *Title of the work* (place, publisher and year of publication), page number. Example:

Katja Mihurko Poniž. *Od lastnega glasu do lastne sobe: literarne ustvarjalke od začetkov do modernizma* (Ljubljana: Beletrina, 2021), p. 25.

Daša Tepina. *Revolucionarne utopije: anarhizem v praksah in teorijah* (Maribor: Aristej, 2022), p. 33.

1

□ Katja Mihurko Poniž. *Evine hčere: konstruiranje ženskosti v slovenskem javnem diskurzu 1848-1902* (Ljubljana: Beletrina, 2021), p. 11.

2

□ Daša Tepina. *Revolucionarne utopije: anarhizem v praksah in teorijah* (Maribor: Aristej, 2022), p. 33.

3

□ Mihurko Poniž, *Evine hčere*, p. 11.

When citing or quoting the same work, only the last name of the author, and the short title of the work with the page in the book are given in the footnote. In both cases, the title of the book should be in italics (Example 1).

If we cite the same source again, we use the phrase *ibid.* (Slovenian: *prav tam*). If we do not repeat, we add another page to the same page, i.e.: *ibid.*, p. 55 (Example 2).

Example 1:

Mihurko Poniž, *Od lastnega glasu do lastne sobe (From your own voice to your own room)*, p. 25.

Example 2:

ibid.

ibid., p. 55.

In the bibliography, i.e. at the end of the text, the process of citing the literature and sources used is repeated, except that the last name of the author, written in CAPITAL LETTERS, is placed in the first place, for then the search by name is facilitated. You can find more information in the back of this citation guide. The following examples are drawn from various publications and sources.

One, two or more authors in monographs, anthologies and articles

Page numbers at the end are given randomly. We write them only when we quote or state in our own words some information that we draw from a book. Example:

Marina Lukšič Hacin. *Ko tujina postane dom: resocializacija in narodna identiteta pri slovenskih izseljencih* (Ljubljana: Znanstveno in publicistično središče, 1995), p. 25.

Petra Svoljšak and Gregor Antoličič. *Leta strahote: Slovenci in prva svetovna vojna* (Ljubljana: Cankarjeva založba, 2018), p. 20.

Matjaž Klemenčič, Milan Mrđenović and Tadej Šeruga. *Politična participacija slovenskih etničnih skupnosti v ZDA. Študija primerov Clevelanda, Ohio, in Elyja, Minnesota* (Maribor: Univerzitetna založba Univerze, 2020), p. 100.

Proceedings

The special feature of the anthologies includes the citation of the editor. There can be one or more editors. In the case of several editors or of the editorial board, at the end of the names after the first editor we write "et. al."; this is a Latin term meaning "and the rest". Another special feature is the word IN, which is added immediately after the title of the paper. Name and surname, "Title of contribution". IN: Title of the collection, name and surname of the editor (place, publisher and year of publication), page. Two examples:

Matjaž Klemenčič. "Migrations in History". IN: *Immigration and Emigration in Historical Perspective*, ed. Ann Katherine Isaacs (Pisa: Edizioni Plus, 2007), pp. 27–54.

Oto Luthar. "Zgodovinar iz radovednosti". IN: *Marušičev zbornik: zbornik prispevkov v počastitev 70-letnice prof. dr. Branka Marušiča*, ed. Petra Kolenc et. al. (Nova Gorica: Goriški muzej, 2010), pp. 23–24.

When citing or quoting the same work, only the last name of the author and the short title of the work with the page in the collection are given in the footnote. In this case, the title of the paper should be enclosed in quotation marks. Klemenčič, "Migrations in History", p. 28.

Articles in scientific or professional publications (one or more authors)

Enter the name, surname. "Title of the article", *Name of the publication (magazine/journal)*, year and number (year of publication) and page. Examples:

Jasna Fakin Bajec. "Procesi ustvarjanja kulturne dediščine: na razpotju med neoliberalizmom in prostovoljstvom v okviru dediščinskih društev", *Etnolog: glasnik Slovenskega etnografskega muzeja = bulletin of the Slovene Ethnographic Museum*, year 30, 2020, pp. 69–88.

Matjaž Klemenčič and Milan Mrđenović. "Odmevi Adamičevega dela Vrnitev v rodni kraj (The Native's Return) v ameriškem časopisu", *Slavia Centralis*, year 15, no. 1, 2022, pp. 220–232.

Peter Purg, Klemen Širok and Daniela Brasil. "The transformative impact of blended mobility courses", *The International Journal of Art & Design Education*, year 37, no. 2, 2018, pp. 187–198.

When citing or quoting the same work, only the last name of the author and the short title of the work with the page number in scientific and professional publications are given in the footnote. In this case, the title of the article should be enclosed in quotation marks.

Fakin Bajec, "Procesi ustvarjanja kulturne dediščine: na razpotju med neoliberalizmom in prostovoljstvom v okviru dediščinskih društev", p. 70.

Journal sources

Today, journal (newspaper) sources are mostly digitized. However, sources are cited in the classic way. If the author of the article is unknown, leave it blank. Example:

Zofka Kveder. "Moja prijateljica", *Ljubljanski zvon*, year 21, no. 11, 1901, pp. 30–34.

Louis Adamič, "Partizani in Mihajlović *Enakopravnost*", year 25, no. 284, 4 December 1942, p. 2.

"Najnovejše Adamičevo delo", *Enakopravnost*, year 23, no. 241, 12 October 1940, p. 2.

When citing or quoting the same work, only the last name of the author and the short title of the work with the page in journal (newspaper) are given in the footnote. In this case, the title of the article should be marked with quotation marks.

Kveder, "Moja prijateljica", p. 30.

If there is no author, the citation is shortened:

"Najnovejše Adamičevo delo", p. 2.

Online resources

If the author is known, then the First and Last Name, "Title of the work", URL page (view date) are indicated. It often happens that online resources do not have an author listed. In this case, we only provide the address and url with the date at the end. Example:

Božo Repe. Če bi spomeniki lahko govorili, *Mladina*, 20, 19. May 2023,
<https://www.mladina.si/224757/ce-bi-spomeniki-lahko-govorili/> (30 May 2023).

Jernej Kaluža. Anarhizem: onkraj obstoječega, *Radio študent*,
<https://radiostudent.si/kultura/teorema/anarhizem-onkraj-obstojecega> (30 May 2023).

Zgodovina, *Fran*, <https://fran.si/iskanje?View=1&Query=zgodovina> (30 May 2023).

Petja Grafenauer and Daša Tepina. Cuban representation at the Biennial of Graphic Arts and non-aligned cultural policy, *International Journal of Cultural Policy*, DOI:
[10.1080/10286632.2023.2177646](https://doi.org/10.1080/10286632.2023.2177646) (30 May 2023).

When citing or quoting the same work, only the last name of the author and the short title of the work are given in the footnote.

Repe, Če bi spomeniki lahko govorili.

Archival sources

In the case of archives, it is crucial to indicate the name of the archive, fund and signature.

First, we start with the document itself: "Name or document title", the page in the document.

Fund name, box, archive address and signature. Example:

"The Native's Return, kratek opis njegove literarne kariere, leta 1921 do 1934", p. 4. Fond Louis Adamič, box 1, Archive of Slovenia (AS) – SI 1557.

"Odbor za odpravo posledic potresa 1976-1978", p. 5. Fond Krajevna skupnost Solkan, box 1, Regional archive in Nova Gorica (PANG) 841.

Oral sources

Testimony I. P., Ljubljana, 15 May 2021 (the letter is kept by the author).

EXAMPLES OF CITATION OF CITED WORKS IN THE BIBLIOGRAPHY

Literature (monographs, collections, scientific and professional publications, online resources)

FAKIN BAJEC, Jasna. "Procesi ustvarjanja kulturne dediščine: na razpotju med neoliberalizmom in prostovoljstvom v okviru dediščinskih društev" *Etnolog: glasnik Slovenskega etnografskega muzeja = bulletin of the Slovene Ethnographic Museum*, year 30, 2020, pp. 69–88.

GRAFENAUER, Petja and Daša TEPINA. Cuban representation at the Biennial of Graphic Arts and non-aligned cultural policy, *International Journal of Cultural Policy*, DOI: [10.1080/10286632.2023.2177646](https://doi.org/10.1080/10286632.2023.2177646) (30 May 2023).

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LUKŠIČ HACIN, Marina. *Ko tujina postane dom: resocializacija in narodna identiteta pri slovenskih izseljencih* (Ljubljana: Znanstveno in publicistično središče, 1995).

LUTHAR, Oto. "Zgodovinar iz radovednosti". IN: *Marušičev zbornik: zbornik prispevkov v počastitev 70-letnice prof. dr. Branka Marušiča*, ed. Petra Kolenc et. al. (Nova Gorica: Goriški muzej, 2010).

MIHURKO PONIŽ, Katja. *Od lastnega glasu do lastne sobe: literarne ustvarjalke od začetkov do modernizma* (Ljubljana: Beletrina, 2021).

SVOLJŠAK, Petra and Gregor ANTOLIČIČ. *Leta strahote: Slovenci in prva svetovna vojna* (Ljubljana: Cankarjeva založba, 2018).

Repe, Božo, "Če bi spomeniki lahko govorili", *Mladina*, <https://www.mladina.si/224757/ce-bi-spomeniki-lahko-govorili/> (30 May 2023).

Archival sources

AS – Archive of Slovenia, AS SI 1557 – Fond Louis Adamič.

PANG – Regional archive in Nova Gorica, PANG 841 – Fond Local community Solkan.

Historical journal (newspaper) sources

Enakopravnost, 1942–19....

Ljubljanski zvon, 1901.

Oral sources

Testimony I.P., Ljubljana, 15 May 2021 (the letter is kept by the author).

Humanities Studies: Linguistics and Literary Studies

Examples of citations

Author citation rules

The beginning and end of a literal quotation should be marked with quotation marks. At the end of the citation, the source must be indicated in parentheses and must include: the author's last name, the year of publication and the page number on which the cited finding is located.

An example of a literal quotation: “.....quoted text.....” (Mihurko Poniž, 2005, p. 25)¹

If the finding is not cited verbatim in the master's thesis, the summarized findings are marked (e.g. at the end of the summarized text) by indicating the source in the same way, except that the page number is omitted. In this case, the text is not enclosed in quotation marks.

An example of a statement: Katja Mihurko Poniž notes that ... (Mihurko Poniž, 2005).

When a work has two authors, we cite both authors, e.g. (Marušič and Žaucer, 2007). When the work has three or more authors, we cite the first one and add the phrase "and others", e.g. (Marušič et al., 2005). If we cite a source that does not have a known author, we write the title of the source instead of the author's name, which also starts a specific entry in the bibliography.

Indirect citation (quoting a work that you have not read yourself, but was cited in another work) should be avoided. When this is not possible, list both parts, and mark the one you did not examine yourself accordingly.

An example of a quote: “Prvi človek, ki je zlezel na to drevo, je bil Vincenc Draskobler s Sviščakov pod Snežnikom.” (Kovač 1934: 12, quoted in Klepec 2004: 34).

1 Notes

Notes must be written uniformly. Authors should use footnotes below the line rather than in-text (in parentheses) or endnotes. In the footnotes, we use shorter references, which must be explained together with the abbreviations in the *Sources and literature* chapter. For archival sources, we use the established abbreviations for the archive, followed by the abbreviation of the fund or collection, the signature or folder or box number, and the archive unit number or the name of the document. In the case of literature, the author's last name, meaningfully abbreviated title (not the year of publication) and page numbers are given.

An example of citing an archival source in a footnote: PANG. CKPOT 1915–1917, 1920, 1921. (numbers of boxes or fascicles, if necessary).

¹ A full bibliographic description of the source is given in the chapter on sources and literature.

Example of citing literature in a footnote: Svoljšak, Soča, sveta reka, pp. 233–234.

2 Sources, literature

All sources used (books, articles, online sources, etc.) must be listed alphabetically at the end of the written work, with a complete bibliographic description that helps us identify the source used. In the list of sources and literature, in accordance with the rules for citing sources and literature, we also list all the authors or works cited in the assignment.

1. An example of citing a monograph:

with one author:

Mihurko Poniž, K. (2005). *Feministične literarnovedne raziskave – tukaj in zdaj*. Ljubljana: Slavistično društvo Slovenije.

with two or more authors:

Haralambos, M. and M. Holborn (1999). *Sociologija : teme in pogledi*. first edition, first print. Ljubljana: DZS.

2. An example of citing an article:

from a journal:

Marušič, F. and R. Žaucer (2007). O določnem *ta* v pogovorni slovenščini (z navezavo na določno obliko pridevnika). *Slavistična revija*, year 55, no. 1/2 (January to June 2007), pp. 223–247.

from proceedings:

Marušič, F. (2001). Ena jezikovnih posebnosti solkanščine. IN Branko Marušič (ur.). *Jako stara vas na Goriškem*. Solkan: Krajevna skupnost, pp. 336–339.

from the World Wide Web:

Searle, J. R. (1972). Chomsky's Revolution in Linguistics. [online]. [quoted 27 February 2009]. Available at the web address:
<http://www.chomsky.info/onchomsky/19720629.htm>

3. An example of citing material with an unknown author:

Slovenistika. *Wikipedija: Prosta enciklopedija*. Wikimedia Foundation, Inc. (Uploaded 20 November 2010.) Viewed 17 December 2010. <http://en.wikipedia.org/wiki/Plagiarism>