

UNIVERSITY OF NOVA GORICA
SCHOOL FOR VITICULTURE AND ENOLOGY

TITLE

MASTER'S THESIS

Full name of the author

Supervisor(s): Full name (with title)

Nova Gorica, year of publication

ACKNOWLEDGEMENTS

Thesis acknowledgements are not obligatory. The formatting of the acknowledgements page is also not prescribed.

IZVLEČEK

SUMMARY

TABLE OF CONTENTS

SUMMARY	ERROR! BOOKMARK NOT DEFINED.
SUMMARY	4
TABLE OF CONTENTS.....	6
LIST OF TABLES	9
LIST OF FIGURES	10
ABBREVIATIONS	11
SYMBOLS	12
1 INTRODUCTION.....	1
2 GENERAL PART	ERROR! BOOKMARK NOT DEFINED.
2.1 Text formatting.....	1
2.1.1 PAPER SIZE	1
2.1.2 MARGINS.....	1
2.1.3 LINE AND PARAGRAPH SPACING	1
2.1.4 CHARACTER FORMATTING.....	2
2.1.5 PAGE NUMBERING.....	2
2.1.6 TABLES AND FIGURES.....	3
2.1.7 EQUATIONS AND FORMULAE.....	4
2.1.8 FOOTNOTES	4
3 FORMATTING OF INDIVIDUAL PAGES	5
3.1 Front Matter	5
3.1.1 FRONT COVER.....	5
3.1.1.1 Name of the institution	5
3.1.1.2 Title.....	5
3.1.1.3 Type of work.....	5

3.1.1.4	Full name of the author	6
3.1.1.5	Supervisor(s).....	6
3.1.1.6	Place and year of defence	6
3.1.2	ACKNOWLEDGEMENTS.....	6
3.1.3	SUMMARY.....	6
3.1.4	INDEXES AND LISTS.....	7
3.1.4.1	Table of Contents (TOC)	7
3.1.4.2	List of Tables	7
3.1.4.3	List of Figures.....	7
3.1.4.4	Abbreviations.....	8
3.1.4.5	Symbols	8
3.2	Body of Thesis.....	8
3.2.1	INTRODUCTION	9
3.2.2	THEORETICAL FRAMEWORK.....	9
3.2.3	EXPERIMENTAL PART	10
3.2.4	RESULTS AND DISCUSSION.....	10
3.2.5	CONCLUSION	10
3.2.6	REFERENCE LIST	11
3.2.6.1	Citing journal articles / conference proceedings.....	14
3.2.6.2	Citing monographs (books, edited volumes)	15
3.2.6.3	Citing single chapters in books / edited volumes	17
3.2.6.4	Citing other publications.....	18
3.2.6.5	Citing regulations, laws, statistical data, etc. from special periodicals	19
3.2.6.6	Citing standards	19

3.2.6.7	Citing patents	19
3.2.6.8	Citing electronic sources	20
3.2.6.9	Citing oral and unpublished sources	20

LIST OF TABLES

Tabela 1: Pospravljeni pridelki (Statistični letopis Republike Slovenije, 1997: 120)3

Tabela 2: Dekadne in mesečna potencialna evapotranspiracija (Agromet, 1998: 9).....3

LIST OF FIGURES

Figure 1: Contents of metals and milk from different locations (Čitek et al., 1996: 30)..4

ABBREVIATIONS

NOM = napredne oksidacijske metode (Advanced oxidation methods = AOP)

MKF = mlečnokislinska fermentacija (LAF = Lactic acid fermentation)

OOO = obstojna organska onesnaževala (POP = Persistent organic pollutants)

SYMBOLS

r_{LH} = rate of product formation

E_g = bandgap energy

1 INTRODUCTION

The purpose of this guide is to help students prepare their master thesis in the second-cycle Viticulture and Enology professional programme at the School for Viticulture and Enology according to academic standards. The diploma thesis must be **written in Slovene (it is possible also in English, but after consensus of the School senate)** and should be focused on results and discussions part.

1.1 Text formatting

1.1.1 PAPER SIZE¹

Use white A4 size paper (210 x 297 mm).

1.1.2 MARGINS

The top, bottom, right and left margins should all be set at 30 mm. Margins refer to the distance between the edge of the text and the edge of the page.

1.1.3 LINE AND PARAGRAPH SPACING

Line spacing should be set to 1.5. Paragraph spacing should be set to 6pt before and 6pt after the paragraph, a total of about 1 line. Leave 24pt above the chapter (subchapter) heading and 6pt below the heading, a total of approx. two and a half lines between the chapters, and between the text and the chapter, and approx. one line between the chapter and the text. Each chapter (but not a subchapter) should start on a new line – insert a page break before the chapter heading. Chapter and subchapter headings should appear on the same page as the first paragraph of subsequent text, so that headings are not left at the bottom of the page, while the text continues on the next page.

¹ The titles of subchapters 2.1.1 to 3.2. also provide standard English terms for the elements referred to.

1.1.4 CHARACTER FORMATTING

The text should be typed in 12pt Times New Roman and justified. It is best to use the default style (Normal, Body Text...).

First-level headings (**CHAPTER 1**) should be in 14pt Arial, uppercase, bold, left-aligned.

Second-level headings (**Subchapter 1.1**) should be in 14pt Arial, bold, left-aligned.

Third-level headings (**SUBCHAPTER 1.1.1**) should be in 12pt Arial, uppercase, bold, left-aligned.

Fourth-level headings (**Subchapter 1.1.1.1**) should be in 12pt Arial, bold, left-aligned.

Fifth-level headings and other headings (Subchapter 1.1.1.1.1) should be in 12pt Arial, left-aligned.

Headings of tables and figures, as well as elements of tables and figures, should be *in bold italics* (e.g.: *Table 1;* *Figure 16:*).

Scientific (Latin) names and taxonomic names should always be typed in *italics*, including in headings, summary, etc.

The names of varieties should be capitalised and enclosed in single quotation marks, not italicised. Upon the first mention of a variety, provide its full botanical, i.e. taxonomic name (example: *Vitis vinifera L. cv 'Rebula'*). In the text that follows, use only the Slovene name of the variety in single quotation marks; always decline the word "sorta" and not the variety name itself (example: Posadili smo sorto 'Rebula'. Pri sorti 'Rebula' smo preučevali vpliv obremenitve.)

1.1.5 PAGE NUMBERING

Page numbers should be at the bottom and aligned to the outer edge of the page. Use the same font and size as in the body of the thesis.

All front matter pages should be numbered with uppercase Roman numerals – from the title page (unnumbered) to the last page of the Table of Contents (TOC) or any other front matter element. The title page (right-hand) should be followed by a blank left-hand page, both unnumbered.

Acknowledgements should be placed on page III. The TOC should start on the odd-numbered, right-hand page. If necessary, ensure this by inserting a blank, even-numbered page before the TOC. Lists of tables, figures, abbreviations, and symbols follow with no blank pages in between.

Pages of the thesis itself should be numbered with Arabic numerals, starting with 1 on the right-hand page. If necessary, ensure this by inserting a blank and numbered **front matter page** before the text. The thesis starts with an Introduction and ends with a reference list. Appendices should not be numbered.

1.1.6 TABLES AND FIGURES

In the text, table headings should be placed above the table and figure captions should be placed below the figure. Both should be numbered separately and consecutively. They may also be numbered by chapters e.g. (10.1) => Chapter 10, Table 1. According to the convention, images, drawings, photographs, and graphs are all considered “figures”; they are all counted together and not separately as graphs, images, etc. If tables or figures are reproduced from other sources, the source should be given in parentheses immediately after the table or figure heading. The citation must include the page number of the reproduced material.

Example:

Tabela 1: Pospravljeni pridelki (Statistični letopis Republike Slovenije, 1997: 120)

Tabela 2: Dekadne in mesečna potencialna evapotranspiracija (Agromet, 1998: 9)



Figure 1: Contents of metals and milk from different locations (Čitek et al., 1996: 30)

If the table is longer than one page, write “se nadaljuje” at the bottom right of the page, and “nadaljevanje” at the top left of the next page. In such cases, repeat the table header on the subsequent page.

1.1.7 EQUATIONS AND FORMULAE

Equations and formulae should be placed on a separate line and indented. They should be numbered with numerals enclosed in parentheses and placed at the right-hand margin.

Example:

$$E=mc^2 \qquad (10)$$

Equations or formulas should be numbered consecutively throughout the text (or by chapters), and referenced by the numeral in parentheses. Equations and formulas should be typed in *italics*. Consult your supervisor on the detailed formatting.

1.1.8 FOOTNOTES

Footnotes should be typed in the same font as the text, but in smaller size (8pt); they should be numbered consecutively.

2 FORMATTING OF INDIVIDUAL PAGES

The text should be printed justified and double-sided.

2.1 Front Matter

All pages (including the front matter) should display the current chapter heading. Front matter pages are numbered with Roman numerals. The title page is counted as the first page but is not numbered. For an example, refer to the numbering in this document.

2.1.1 FRONT COVER

The title page contains the following elements: name of the institution, title, type of the work, full name of the author, supervisor, place and year. (For an example, see the first page of this document.)

The title should be typed in bold font, 16pt; all other elements should be typed in regular font, 14pt. The font should be Times New Roman. All page elements should be centred.

The title page is followed by a blank unnumbered page.

2.1.1.1 Name of the institution

The name of the institution should be capitalised and appear on the first line of the page. Each element of the name (University of Nova Gorica, Faculty) should be on a separate line. This is followed by ten blank 12pt lines.

2.1.1.2 Title

The title of the thesis should be in uppercase letters and highlighted. There should be no full stop at the end of the title. This is followed by three blank 12pt lines.

2.1.1.3 Type of work

The type of work (e.g. diploma thesis) should be in uppercase letters. This is followed by five blank 12pt lines.

2.1.1.4 Full name of the author

The author's first name should be capitalised and in lowercase, while the surname should be in uppercase letters and without an academic title. The author should use their surname at the time of the presentation. This is followed by approx. 18 blank 12pt lines. The number of lines depends on the length of the title, which may be several lines long.

2.1.1.5 Supervisor(s)

The full name of the supervisor with title. If the thesis has two supervisors, both should be stated in alphabetical order. This is followed by two blank 12pt lines.

2.1.1.6 Place and year of defence

The place should be capitalised and in lowercase letters, and the year should be in Arabic numerals; the two should be separated by a comma. The bottom margin should be about 30 mm.

2.1.2 ACKNOWLEDGEMENTS

The Acknowledgements should be on page III (left-hand page).

2.1.3 SUMMARY

The Summary (abstract) should be both in Slovene and English. It should not contain tables and figures, but present the significant numerical results only in text. The summary should not be too long; however, it should summarise the introduction and research methods in addition to the results and discussion. The summary is an independent unit that should provide the reader with a comprehensive insight into the work (even if they do not read the entire thesis): The abstract highlights the findings and conclusions in an informative way, i.e. using important and carefully selected quantitative data. However, only those quantitative and qualitative data that are important for the research should be included. Stating general facts should be avoided. Standard formal terms, rather than jargon, should be used consistently throughout the text. Numbers should not be spelled out as words. The abstract should be up to 200 words and in one paragraph. The style should be concise and clear.

Both summaries should have keywords (3–5) in both languages.

2.1.4 INDEXES AND LISTS

The headings of indexes and lists should start on a new page, using the same font and alignment as first-level chapter headings. Indexes and lists should be numbered consecutively with Roman numerals like the front matter pages (except the first page). All other elements of indexes and lists should use the same font, size, and spacing as the text of the thesis.

2.1.4.1 Table of Contents (TOC)

The TOC should start on an odd-numbered, right-hand page. If necessary, ensure this by inserting a left-hand, numbered page before the TOC.

Place the title “**TABLE OF CONTENTS**” on the first page of the TOC. The TOC may be more than one page long, depending on the number of chapters in the thesis. The TOC lists all chapter and subchapter headings up to fourth-level headings. All headings should be in bold font; first- and third-level headings should also be capitalised. Spacing between the TOC items should be 6pt before and 6pt after (as before and after paragraphs in the text). For an example, refer to the TOC in this document.

2.1.4.2 List of Tables

Place the title “**LIST OF TABLES**” on the first page of the List of Tables. The list may be more than one page long, depending on the number of tables in the thesis. The List of Tables contains the titles of all the tables in the thesis.

2.1.4.3 List of Figures

Place the title “**LIST OF FIGURES**” on the first page of the List of Figures. The list may be more than one page long, depending on the number of figures in the thesis. The List of Figures contains the titles of all the figures in the thesis.

2.1.4.4 Abbreviations

Explain all the abbreviations used in the thesis. Place the title “**ABBREVIATIONS**” on the first page of the list of abbreviations, then list each abbreviation and its explanation in a separate line. E.g.

NOM = napredne oksidacijske metode (Advanced oxidation methods = AOP)

MKF = mlečnokislinska fermentacija (LAF = Lactic acid fermentation)

OOO = obstojna organska onesnaževala (POP = Persistent organic pollutants)

This section is optional.

2.1.4.5 Symbols

Contains an explanation of all the symbols used in the thesis. Place the title “**SYMBOLS**” on the first page of the list of symbols, then list each symbol and its name on a separate line. E.g.

r_{LH} = rate of product formation

E_g = bandgap energy

This section is optional.

Front matter pages, which are numbered consecutively with Roman numerals and have centred headings, are followed by the body of thesis, which is numbered consecutively with Arabic numerals.

2.2 Body of Thesis

The body of the thesis begins on a right-hand page with the Introduction, numbered with Arabic numeral 1. If necessary, ensure this by inserting a numbered left-hand **front matter page** before the body of the thesis. The text is usually divided into the following hierarchical units:

1 CHAPTERS

1.1 Subchapters

1.1.1 Third-level subchapters

1.1.1.1 Further subchapters

Chapters and subchapters should have multi-level numbering, always in Arabic numerals; the hierarchical levels are separated with a full stop, which is omitted at the end of the composite number (e.g.: 3.2.3 Field Experiments).

The body of the thesis typically comprises six chapters in the following order and with the following numbering:

1 INTRODUCTION (chapter numbering; start of page numbering with Arabic numerals)

2 THEORETICAL FRAMEWORK

3 EXPERIMENTAL PART

3 RESULTS AND DISCUSSION

4 CONCLUSION

5 REFERENCE LIST (end of chapter numbering; page numbering ends on the last page of the reference list)

APPENDICES

Consult your supervisor on the precise structure of the thesis and individual chapters. Also consult your supervisor on the appropriate hierarchy of individual chapters or subchapters.

2.2.1 INTRODUCTION

The Introduction defines the problem, states the reason and purpose (goals, hypotheses) of the research, thus introducing the problem and the objective of the research work to the reader. Page numbering should start with the Arabic numeral 1 (see numbering in this document).

2.2.2 THEORETICAL FRAMEWORK

The theoretical framework discusses only the topics that are directly related to the thesis and should include an overview of the most important literature in the field covered by the thesis. When citing literature and other sources, the style of citation that is established

in the field of the cited publication should be used. Instructions for referencing and citing sources are given below.

2.2.3 EXPERIMENTAL PART

The experimental part and the chapters Results and Discussion, Conclusion, and Summary should be written in a consistent style. First person plural is recommended when referring to actions performed, e.g. “we used the following chemicals for analysis...” or “we therefore conclude that in further experiments...”

In the experimental part, we describe the instruments, procedures, and methods that we used in the research. The description should be precise enough to allow the reader to reliably repeat the measurements.

2.2.4 RESULTS AND DISCUSSION

In this chapter, we present and critically evaluate the results of research and compare them with theoretical predictions, other research, etc. We can strengthen the credibility of the results with well-established findings from the literature. The results should be presented in the most concise and transparent form possible, i.e. using tables, diagrams, and figures, which we refer to in the discussion. Extensive measurement datasets may be presented in the appendices, if necessary.

2.2.5 CONCLUSION

The Conclusion summarises the logical inferences that can be made from the results and, if possible, supports them with relevant arguments. The Conclusion should clearly demonstrate the essential contribution of the presented research and its professional and scientific significance. This chapter focuses solely on the conclusions arising from the presented results; it should not summarise the Introduction and the literature review. In this, the Conclusion differs from the abstract.

2.2.6 REFERENCE LIST

The sources should primarily comprise original and overview scientific articles, monographs, and official documents (laws, the Official Gazette, etc.). Any other sources should be used in a secondary role.

Citing authors

In-text citations should provide the author's surname and year of publication. If there are two authors, provide their surnames and separate them with the word "in". If there are multiple authors, provide the surname of the first author listed and add "in sod.". However, all authors' names should be included in the reference list.

Citing

Example of citing a work with multiple authors:

Lefebvre in sod. (1983) ugotavljajo, da....

Citation in the reference list:

Lefebvre A., Riboulet J.-M, Boidron J.N., Ribéreau-Gayon P. (1983). Incidence des micro-organismes du liège sur les altérations olfactives du vin. *Sciences des aliments*, let. 3, str. 265-278.

Example of citing multiple works:

... kot kažejo številni poizkusi (Amon in Simpson, 1886; Carey, 1988; Brunner, 1989).

Or

Amon in Simpson (1986), Carey (1888) ter Brunner (1989) v poizkusih dokazujejo ...

Citation in the reference list:

Amon J.M. in Simpson R. F. (1986). Wine corks: A review of the incidence of cork related problems and the means for their avoidance. *The Australian Grapegrower & Winemaker*, št. 286, str. 75-77.

Brunner H.R. (1989). Korktonbildung-ein einfacher Test für die Praxis. *Weinwirtschaft-Technik*, let. 8, str. 25-26.

Carey R. (1988). Natural cork: The 'new' closure for wine bottles. Part II. *Vineyard & Winery Management*, let. 14, št. 5, str. 38.

When citing a work by two authors who share the same surname, include their first name initials. Also include first name initials when citing a work by two authors who share the same surname and year of publication.

Example of citing two authors who share the same surname:

... Maia M.J.F. in Maia M.D. (1984) pa ugotavljata, da ...

... Smith J. (1991) trdi, da ..., nekatere druge raziskave pa kažejo (Smith M.F., 1991), da ...

When citing several works by the same author with the same year of publication, indicate this with sequential lowercase letters appended to the year of publication. Lowercase letters should also be appended (without a space) to the year of publication when the sources are listed sequentially. When citing multiple works by the same author published in different years, cite the name once and list the years in chronological order, separated by a comma.

Example of citing two works by the same author published in the same year:

... drugi avtorji pa so mnenja (Davis in sod., 1981a,b; Casey, 1990), da ...

Or

... Davis in sod. (1981a,b) ter Casey (1990) pa so mnenja, da ...

Citation in the reference list:

Casey J.A. (1990). A simple test for tainted corks. *The Australian Grapegrower & Winemaker*, št. 324, str. 40-41.

Davis C.R., Fleet G.H., Lee T.H. (1981a). The microflora of wine corks. *The Australian Grapegrower & Winemaker*, št. 208, str. 42, 44.

Davis C.R., Fleet G.H., Lee T.H. (1981b). An appraisal of the Rankine-Pilone method for testing the sterility of wine corks. *The Australian Grapegrower & Winemaker*, št. 208, str. 56.

In the case of monographs, we often use only one piece of information. To enable the verification of this information, we indicate its location in the monograph.

... pa so opazili le pri nadmorski višini 2500 m (MacFarland, 1974, str. 178).

... MacFarland (1974, str.178) pa je to opazil le pri nadmorski višini 2500 m.

If an information is cited in a secondary source, but the primary (original) source cannot be obtained, we can exceptionally use the secondary source. In this case, we provide both years (and both authors): the year of the original source that we could not obtain, and the year of the source in which the citation was found. Both elements should be separated by "cit. po" or "op. cit" (*opera citato, opus citatum*). If we include multiple quotes from a secondary source, whose primary source is not available, we repeat the secondary source for each citation to avoid any misattributions of authorship and years of publication. When listing sources in the reference list at the end of the thesis, we list only the secondary source, i.e. the one we consulted and quoted from.

... pa so to opazili že mnogo prej (Peterson, 1960, cit. po Martinez, 1998; Grimaldi in sod., 1961, cit. po Martinez, 1998).

Or

... Peterson (1960, cit. po Martinez, 1998) in Grimaldi in sod. (1961, cit. po Martinez, 1998) pa so to opazili že mnogo prej.

In this case, we repeat the surname Martinez twice, so that it is clear who is cited, or who is citing whom, and how many bibliographic units are involved. When citing in this way, we should choose a style that is easy to read and conveys information clearly.

In principle, all cited sources should be consulted in their original (complete) form, and indirect citation should only be used when absolutely necessary. Consult your supervisor regarding this form of citation. A publication that has no authors listed should be cited by the first, or first two words of its title, i.e. the words by which the publication (source) is listed in the reference list. When citing multiple works whose title starts with the same word (e.g. Policies), we use as many subsequent words of the title as necessary to ensure that the source can be identified in the reference list. To abbreviate a title, we use three dots and provide the year of publication. Standards should be referenced by their number.

... takega semena ne smemo uporabiti (Pravilnik o spremembah ... , 1989) ...

... pa smo uporabili formule (Priročnik ... , 1988) ...

... smo upoštevali mednarodne standarde (ISO 7144, ISO 7160) ...

Using direct quotations

If we use a longer direct quotation from an author, the quotation should be clearly indicated as such. The quotation should be enclosed in double quotation marks and include the author and the page number.

»citirano besedilo« (Ogrin, 2007, str.125)

Or

»/.../ citirano besedilo« (Vršič, 2004, str. 23-24)

(the symbol /.../ indicates that the beginning of a sentence has been omitted in order to include only the relevant part of the original text).

Citing sources/literature in the reference list

Sources can be grouped into cited sources and other sources, if necessary. The list of references should be ordered alphabetically by the authors'/editors' last names or titles of works.

2.2.6.1 Citing journal articles / conference proceedings

The citation should include the author(s), year of publication, title of the article, name of the journal, year or volume of the journal, issue number of the journal, and the page range of the article. In the case of an electronic journal without page numbers omit the page range. After the name of the journal, include the volume and the issue number, or whichever the journal uses. Use "let." and "št." abbreviations before the volume and issue numbers. When citing in text, include only the first author's name (or both authors' names when the cited work has only two authors) and include all authors when listing the work in the reference list. Names of journals should be italicised and given in full, not abbreviated.

Example of citing a journal article:

Vršič S., Pulko B., Valdhuber J. (2004). Vpliv oskrbe vinogradnih tal na erozijo, razvoj ruše in izgubo hranil. *Sodobno kmetijstvo*, let. 37, št. 6, str. 22–26.

Example of an in-text citation (Vršič in sod., 2004)

Example of citing an electronic journal article:

Ogrin D. (2007). Uporabnost kartiranja vinogradov kot metode za ugotavljanje prostorskih značilnosti termalnega pasu. *Dela*, št. 28, str. 121–132. Retrieved on 23 April 2009 from: http://www.ff.uni-lj.si/oddelki/geo/Publikacije/Dela/files/Dela_28/09_ogrind.pdf.

Example of an in-text citation (Ogrin, 2007)

Example of citing conference proceedings:

Šabec Paradiž M., Koruza B., Pečar U., Škerlavaj V., Topolovec A., Urek G. (2002). Agrobacterium v trsničarstvu. V *Vinogradi in vina za tretje tisočletje?: vinogradništvo, vinarstvo, ekonomika in trženje: zbornik referatov: 2. slovenski vinogradniško-vinarski kongres z mednarodno udeležbo, Otočec, 31. 1. do 2. 2. 2002.* (2002). Ljubljana: Strokovno društvo vinogradnikov in vinarjev Slovenije; Ljutomer: Zveza društev vinogradnikov in vinarjev Slovenije; Celje: Poslovna skupnost za vinogradništvo in vinarstvo Slovenije.

Example of an in-text citation (Šabec Paradiž in sod., 2002)

2.2.6.2 Citing monographs (books, edited volumes)

A book citation should list the author (editor) and year of publication, the title in italics, subtitle (if given), edition (if given), the place of publication, and the publisher.

Example of a book citation:

Vršič S. in Lešnik M. (2005). *Vinogradništvo*. Ljubljana: Kmečki glas.

Example of an in-text citation (Vršič in Lešnik, 2005)

Example of citing an edited volume:

Vinarski dan 2008, Ljubljana, 21. oktober 2008. (2008). Ljubljana: Kmetijski inštitut Slovenije.

Example of an in-text citation (Vinarski dan ..., 2008)

multiple subtitles should be separated by a colon:

Vinogradi in vina za tretje tisočletje?: vinogradništvo, vinarstvo, ekonomika in trženje: zbornik referatov: 2. slovenski vinogradniško-vinarski kongres z mednarodno udeležbo, Otočec, 31. 1. do 2. 2. 2002. (2002). Ljubljana: Strokovno društvo vinogradnikov in vinarjev Slovenije; Ljutomer: Zveza društev vinogradnikov in vinarjev Slovenije; Celje: Poslovna skupnost za vinogradništvo in vinarstvo Slovenije.

Example of an in-text citation (Vinogradi in vina ..., 2002)

Example of citing an edited volume published on a CD-ROM:

XXXth OIV World Congress, Budapest, 10–16 June 2007: proceedings: XXXth World Congress of Vine and Wine. (2007). [CD-ROM]. Budapest: International Organisation of Vine and Wine.

Example of an in-text citation (XXXth OIV World Congress ..., 2007)

Example of citing an edited volume:

Foulkes C. (ur.) (2004). *Larousse Encyclopedia of Wine* London: Hamlyn.

Example of an in-text citation (Foulkes (ur.), 2004)

Raspor P. (ur.) (2002). *Pomen mikrobiologije in biotehnologije v proizvodnji vina*. Ljubljana: Biotehniška fakulteta, Oddelek za živilstvo.

Example of an in-text citation (Raspor (ur.), 2002)

Example of listing the edition (when given):

Jackson, R. S. (2000). *Wine Science: Principles, Practice, Perception* 2. izd. San Diego itd.: Academic Press.

Example of an in-text citation (Jackson, 2000)

Example of listing multiple places of publication (separated by a comma):

Winkler A.J, Cook J.A., Kliewer W.M., Lider L.A. (1974). *General Viticulture*. Berkeley, Los Angeles, London: University of California Press.

Example of an in-text citation (Winkler in sod., 1974)

If there are more than three places of publication, use the abbreviation itd..

Charters S. (2006). *Wine and Society: The Social and Cultural Context of a Drink*. Amsterdam itd.: Butterworth-Heinemann.

Example of an in-text citation (Charters, 2006)

If the publication has up to three publishers, list them all, separated by a semi-colon:

place of publication 1: publisher 1; place of publication 2: publisher 2; place of publication 3: publisher 3

If there are more than three publishers / places of publication, use the abbreviation itd. after the first of them.

If the place of publication is not given, use the abbreviation S.l. (*sine loco*); if the publisher is not given, use the abbreviation s.n. (*sine nomine*):

Peterlunger E. (2000). *Obdelovalne tehnike za boljšo kakovost grozdja*. Nova Gorica: [s. n.].

Example of an in-text citation (Peterlunger, 2000)

International Workshop on Advances in Grapevine and Wine Research, Venosa (Italy), September 15–17 2005: ISHS Fruit section, Grape Working Group: Book of abstracts. (2005). [S.l. : s.n.].

Example of an in-text citation (International Workshop on Advances in Grapevine ..., 2005)

Example of citing diploma, master's and doctoral theses:

Surname and first name initials. (Year). *Title*. Disertacija (or »Diplomsko delo« or »Magistrsko delo«), Place: University.

2.2.6.3 Citing single chapters in books / edited volumes

When citing a single chapter in a book with several authors, the reference list should include the page range of the cited chapter. The chapter citation should provide the author, the title of the chapter, and the title of the book, preceded by the word "V". The editor is indicated with the abbreviation "ur." in parentheses. The names of all editors should be listed.

Example of citing a single chapter in a book:

Tomažič I. (2006). Selekcija domačih sort vinske trte. V Furlan, T. (ur.) *Pinela in zelen, žlahtna dediščina Vipavske doline*. Ajdovščina: Razvojna agencija ROD, str. 40–45.

Example of an in-text citation (Tomažič, 2006)

Example of citing conference proceedings:

Mozetič, B. in Trebše, P. (2002). Colour development and antocyanin content of dark coloured sweet cherries during ripening. V *Technology – food – nutrition – health: 1st Central European Congress on Food and Nutrition [also] 2nd Slovenian Congress on Food and Nutrition, September 22–25, 2002, Ljubljana*. Ljubljana: Biotehniška fakulteta, Oddelek za živilstvo; Ljubljana: Slovensko prehransko društvo, str. 182.

Example of an in-text citation (Mozetič in Trebše, 2002)

2.2.6.4 Citing other publications

This often involves various annual reports or reviews that include the year in the title; nevertheless, to ensure consistency and accuracy, the year of publication should be cited in the regular way. For example, an annual report might be published in the same or the following year.

Leksikon Cankarjeve založbe. (1993). 3. izd. Ljubljana: Cankarjeva založba.

Example of an in-text citation (Leksikon ..., 1993)

Poročilo o delu Univerzitetne knjižnice Maribor za leto 1995. (1996). Maribor: Univerzitetna knjižnica Maribor.

Example of an in-text citation (Poročilo o delu ..., 1996)

Bernik R. in Rebernik A. (ur.) (1998). *Priročnik za delo s škropilnicami in pršilniki*. Ljubljana, Ministrstvo za kmetijstvo, gozdarstvo in prehrano RS.

Example of an in-text citation (Bernik in Rebernik (ur.), 1998)

2.2.6.5 Citing regulations, laws, statistical data, etc. from special periodicals

Regulations published in the Official Gazette should be cited in accordance with the Register of Legal Regulations, i.e. including the number of the Official Gazette, the regulation number, and the year.

Sklep o razglasitvi gozdov s posebnim namenom. Ur.l. RS št. 80-2899/94.

Example of an in-text citation (Sklep o razglasitvi ..., 1994)

For statistical data, only basic bibliographic information should be provided. Detailed information on tables, charts, etc. is already provided in the text.

Statistični letopis Republike Slovenije 1997. (1997)

Example of an in-text citation (Statistični letopis ..., 1997)

Agromet: mesečni agrometeorološki bilten. (1998) Let. 42, št. 1.

Example of an in-text citation (Agromet, 1998)

2.2.6.6 Citing standards

Citation of a standard should include the number of the standard, its name and year.

ISO 7144, Documentation. Presentation of theses and similar documents. (1986). 1.izd. Ljubljana: Urad RS za standardizacijo in meroslovje.

Example of an in-text citation (ISO 7144, 1986)

2.2.6.7 Citing patents

Citation of a patent should include the author of the patent, the year the patent was issued, the title of the patent, the authorising organisation, and the patent identifier or number.

Pas R.T. (1989). *Foodstuff composition*. UK Patent Application GB 2 207 850 A.

Example of an in-text citation (Pas, 1989)

2.2.6.8 Citing electronic sources

If possible, only cite documents with identifiable authors. Authors, either individuals or institutions, are usually listed at the beginning or end of a document. Information in sources without authors can be very unreliable. Electronic sources should be saved offline and printed out. They should be kept for future reference, since documents published on the Internet can disappear or change after a certain time. If the electronic document also exists in print, the print version should also be cited (following the appropriate citation style). The URL indicates that the document is also available on the Internet. URLs should be written on a new line, since they can be quite long and typically have no spaces.

Citation of a printed document that is available on the Internet should include the author, year of publication, title, source of the printed version, URL address, and the date of retrieval.

Harbertson J. F. in Harwood E. D. (2009). Partitioning of Potassium during Commercial-Scale Red Wine Fermentations and Model Wine Extractions. *American Journal of Enology*, let. 60, št.1, str. 43-49. Retrieved on 23 April 2009 from: <http://ajevonline.org/cgi/reprint/60/1/43>.

Example of an in-text citation (Harbertson in Harwood, 2009)

Citation of a document that is only available on the Internet, should include the author (if known), title, year of publication, organisation (if known), date of last change (if known), URL address, and the date of retrieval.

American Society for Enology and Viticulture. (2009). Retrieved on 23 April 2009 from: <http://asev.org/>.

Example of an in-text citation (American Society for Enology ..., 2009)

2.2.6.9 Citing oral and unpublished sources

Oral and unpublished sources may only be used in exceptional cases and in agreement with the supervisor.