

## BASIC INSTRUCTIONS FOR WRITTEN ASSIGNMENTS

These basic instructions for written assignments (such as short written papers, seminar papers, project papers, master theses, doctoral dissertations, science and research articles) provide information on their structure and necessary technical instructions and basic scientific apparatus at the Euro-Mediterranean University (EMUNI). At the same time, the instructions also serve as an example illustrating how a paper should be formatted, from the title page through to the appendices.

Students can find more information in the following links:

- About APA <https://apastyle.apa.org/>
- Guidelines for paper format <https://apastyle.apa.org/style-grammar-guidelines/paper-format>
- Guidelines for references <https://apastyle.apa.org/style-grammar-guidelines/references>

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# 1 STRUCTURE OF WRITTEN PAPERS

The structure of written assignments is the following:

(1) *head part*: front page and the first inner page, acknowledgments, authorship statement, abstract up to 250 words in English and Slovenian (see graduation rules for details as instructions may differ) and 5 keywords, tables of contents with titles up to the third level, table of tables and table of figures, abbreviations;

(2) *main text*: Introduction (determination of the main topic with precisely defined aims and objectives), middle part (contribution of the research to the expert field and theory with theoretical premises and empirical part of the research) and conclusion (with research findings);

(3) *final part*: literature and appendices.

The total length of the master thesis is a maximum of 70 pages, excluding reference and appendices. There are no blank lines between paragraphs, the line spacing of a paragraph is 6 points and it begins with a 0.75 cm indent to the right.

## 2 TECHNICAL INSTRUCTIONS

### 2.1 Formal writing voice

Do not use first-person pronouns (such as “I”, “we”, “my”, “us”, etc.) when referring to the written work itself. Instead, use passive voice and refer to the academic work in scope. Also, avoid second-person pronouns (such as “you”, “he”, “she”, etc.) when referring to the audience. Some examples are provided in Table 2.1.

Table 2.1: Examples of avoiding first- or second-person pronouns in formal academic writing.

<b>Using pronouns</b>	<b>Avoiding pronouns</b>
My thesis has the following research questions:	The research questions of this thesis are as follow:
<b>Using pronouns</b>	<b>Avoiding pronouns</b>
I have selected the sample using the following criteria:	The sample was selected using the following criteria:
We used the focus groups method to...	Focus groups method was used to...
I would like to point out that...	It worth noting.../Note that...
...as you can see...	...as can be seen...

### 2.2 Font

Lowercase letters in Arial font are used throughout the whole main text. The font size should be 11pt, with a (multiple) line spacing of 1.2. Font size in tables or figures can be smaller for the sake of transparency (10pt). Figures and tables may be in colour. Sources and notes

under pictures and tables are size 10pt and have line spacing of 1.2. Footnote size has to be 9pt, with single line spacing. Avoid underlining text, emphasized parts of the text are written in *italics*; bold text is only used in titles.

The font size on the cover page has to be 20 pt, font size on the first inside page is 18 pt, except for the name of the supervisor and the place, which are 16 pt. The name of the university is always in font size 14 pt and in the same format as in the master thesis title page sample.

## **2.3 Table of Contents**

The table of contents should have up to three levels of chapter titles. The first level must be left-aligned, the second line has to be indented by 0.39 cm, and the third line has to be indented by 0.78 cm. The number of the page where the chapter starts has to be to the right of the titles. The line spacing has to be of 1.2. The table of contents is titled 'CONTENTS' in bold capital letters, font size 14pt. The first level of titles in the table of contents is written in capital letters (11 pt), whereas the other levels are written in lowercase letters with capitalized 1st letter. The head parts and table of contents, figures and charts should not be included in the table of contents.

## **2.4 Table of tables and table of figures**

Separate tables have to be used for tables and figures. The titles of the tables have to be 'TABLES' and 'FIGURES', respectively, written in bold capital letters sized at 14pt. The line spacing has to be 1.2. The tables should include the labels, numbers, titles and page numbers of tables and figures. The tables of tables and figures have to be listed after the table of contents on a separate page. If the tables and figures combined are not longer than one page, they can be listed on the same sheet.

## **2.5 Page numbering**

Pages are numbered from the introduction onwards, as are the list of sources and bibliography. Appendices are not numbered. The pages have to be numbered with Arabic numerals, in the page footer in Arial size 10pt. The page number is centred and 1.2 cm from the bottom edge.

## **2.6 Page layout**

The page layout has to be on an A4 page, portrait orientation, with 2.5 cm margins (upper, lower, right, left). The text is justified; line spacing has to be 1.2 throughout the text, including *head part* (cover page, acknowledgments page, authorship statement, abstract, tables, figures, abbreviations) and *final part* (literature, appendices). The spacing between paragraphs is 6 points, except in the table of contents.

## **2.7 Text distribution**

The text has to be divided into chapters and subchapters. The chapters can be divided into up to three levels. A divided chapter must contain at least two subchapters (subtitles), for instance, title 2 should entail subtitle 2.1 and subtitle 2.2. The chapter title should not be longer

than one line. First-level chapter titles are in size 14 pt and written in capital bold letters, second-level chapter titles are in size 12 pt and written in lowercase bold letters, third-level chapter titles are in size 12 pt and written in lowercase bold letters in italics.

Subtitles after the three-level division, are not numbered and are written in lowercase italic letters (not bolded).

Example: **1 TITLE**, **1.1 Title**, **1.1.1 Title**

The text written in chapters and subchapters is divided into paragraphs. The first line of a paragraph begins with a 0.75 cm indent to the right.

## **2.8 Tables and figures**

Every table and figure shall be marked with the chapter number and the consecutive number of the table or figure (e.g. Table 2.1, Figure 2.3, etc.) and followed by the table or figure caption (font size 10pt) in non-italicized letters. The caption shall not be repeated within the table or the figure itself. The number and caption have to be placed above the table and below the figure.

When there is more data to be included, the table text font can be a smaller size (10pt). The table should be on one page (including its title, sources and notes). If it is longer than one page, the caption line should be added on every next page as well with '(continued)' in brackets at the end. Alternatively, the whole table can be placed in an appendix if it is too long to fit a single page. If the tables and figures are wider than the margins allow, they should be included as an appendix. The tables need to be left-aligned while the figures need to be centred on the page. The sources and notes are written under the table or figure in font size 10pt with a line spacing of 1.2. The list of sources is followed by a full stop and is only stated if the data in tables and figures are not the work of the assignment's author. Abbreviations and symbols are explained in footnotes. Captions, sources and notes in tables are left-aligned; in figures, they are centred.

## **2.9 Abbreviations**

If there are several special, less-familiar abbreviations in the text, they should be explained in the list of abbreviations, placed on a separate page after the table of tables and table of figures. At first mention, the full name/title of the item in question has to be stated with its abbreviation in brackets. For instance, Euro-Mediterranean University (EMUNI). Only the abbreviation is used from there on. The list of abbreviations is entitled 'ABBREVIATIONS' in bold capital letters size 14pt and line spacing of 1.2, the font of the text for the abbreviations is same as the normal font size 11pt.

### 3 CITING REFERENCES IN THE TEXT

Data, texts, knowledge, and thoughts can be referenced from other sources verbatim or by paraphrasing. In the case of verbatim referencing, a part of the text is quoted (copied). By paraphrasing or summarizing, thoughts of other authors are expressed with other words (paraphrased) or summarized (Kobeja, 2001, p. 13).

#### 3.1 Quoting

When the message or meaning (information, motivational, esthetic, etc.) of relevant definitions or complex thoughts or findings would be lost with our interfering (e.g., by expanding, extracting, etc.), quoting is used. Data representing fundamental or general behavior is not quoted (Kobeja, 2002, p. 86). Quotes should be included in the way, so as not to burden the text (Cencič 2009, p. 144). When quoting a particular passage, include the specific page or paragraph number, as well.

Quotes must be separated from the rest of the text:

1. Short quotations (up to 40 words) are marked with quotation marks and included in the text in the following ways:

Zambryski (1988, p. 157) says: "The rapid discovery of the unique mechanisms underlying crown gall disease demonstrated how quickly an area could advance." or "The rapid discovery of the unique mechanisms underlying crown gall disease demonstrated how quickly an area could advance" (Zambryski, 1988, p. 157).

2. Quotations, longer than five lines (more than 40 words) are set in a separate paragraph and do not bear quotation marks. The paragraph is indented by 0.75 cm on both left and right margins.

Albahari (2008, p. 156) claims the following:

The southern Italian heritage of immigration, domestic disparagement, marginalizing moral geography and newly rediscovered Mediterranean centrality cannot be taken as a mechanistic guarantor of fixed sets of (good) dispositions toward migrants and their cultures and regions of origin. In particular, the selective recall and manipulation of individual histories and regional heritage need to be always explored.

#### 3.2 Paraphrasing and summarizing

In paraphrasing, a known topic is presented in a new and different way; in summarizing, the main thoughts of the message are congested. When summarizing a particular passage, the specific page or paragraph number should be included, as well.

Only primary sources should normally be paraphrased and summarized; exceptionally also secondary sources:

Kotler (in Mohr, Webb in Harris, 2001, p. 47) defines social responsibility as the regular operation of the institution in the direction of maintaining and improving the consumer's and general social well-being.

### 3.3 General examples of bibliographic references

APA uses the author-date method of citation. The last name of the author and the date of publication are inserted in the text in the appropriate place. Therefore, the author's lines are referenced by a note in brackets, which is called bibliographic reference. It includes:

- Name of the person bearing responsibility for the referred text (usually the author's last name),
- Year of publication,
- Data on the place in the referred text (usually page number or extent of pages, no. of the paragraph, figure, etc.).

As already explained, the pages are referenced in the case of quoting and summarizing by noting the year of publication, followed by a comma, and then the abbreviation for 'page' (p.) and the page number, or several page numbers, separated by commas. The number of pages can also be indicated by two numbers, preceded by '(pp.)' and connected by a hyphen.

Examples of bibliographic references:

(Ritzer, 2003, pp. 123–167)

Employment Relationship Act (ERA, 2002, ar. 8)

(ERA-OCT3, 2007, ar. 11)

(Business Communication, 2011)

(Keach and Levin, 2009, p. 234)

### 3.4 Footnotes

Footnotes provide additional explanation towards the text context and are used to explain unknown words, quote translations, comparison of scientific conclusions by different authors, referring the reader to other parts of the same text, and for expressing gratitude to be able to use certain documents (Kobeja, 2001, p. 186-187). Footnotes should be used with the goal of improving the main text. Titles have no footnotes.

We distinguish between documenting (bibliographical) and content (discussion) footnotes. We only apply content footnotes. Footnotes are numbered according to the order in which they

follow each other. They are written in font size 9 pt at the bottom of the page, with single line spacing and justified alignment.

#### **4 LIST OF LITERATURE AND SOURCES**

All the bibliographic references should be listed in the literature section of an assignment (in the reference list) and vice versa, all the items in the reference list should be referred to within the text (with bibliographic references). References that were studied but not used in the text are not listed in the reference list.

Bibliographic reference contains only the most relevant information which refers the reader to the reference list. The bibliographic description contains all the data on the source used which the reader needs to identify and find it.

EMUNI chose to follow the American Psychological Association (APA) citation style (which is an "author-date" style) for all students' written work. All written work has to follow the 7<sup>th</sup> edition of the APA Publication Manual (American Psychological Association, 2020). Free resources on the APA style can be found at:

- The APA's Style and Grammar Guidelines page (American Psychological Association, n.d.); and
- The website of the Purdue Writing Lab (Purdue Writing Lab, n.d.).

The author-date system has long been used by those in the physical, natural, and social sciences. In this system, sources are briefly cited in the text, usually in parentheses, by author's last name and date of publication. The short citations are amplified in a list of references, where full bibliographic information is provided. The following examples illustrate citations using the APA style. Each example of a reference list entry is accompanied by an example of a corresponding parenthetical citation in the text.

General rules on reference list:

- References and sources should be listed alphabetically begin with the last name of the first author (or by the name of corporation, organization or source title if there is no known author). All entries must use a hanging indent format: the first line is flush left, and subsequent lines of the same entry are indented by 0.75 cm. References are not numbered.
- For works with three or more authors, include only the name of the first author plus "et al." from the very first citation (e.g., Smith et al., 2023).
- When referring to several different works of one author, they are listed according to the year of publication (starting with the oldest). If the year is the same, bibliographic description are listed alphabetically and years are followed by lower case letters 'a,' 'b,' 'c,' etc., repeating it in bibliographic references.
- The sequence of the works of the same first author is from single authorship to joint authorship, in alphabetical order of the co-authors.
- Academic titles (Dr, Prof, etc.) are not included.

- Year of publication is written in brackets after stating the author, or title if the author is unknown. If you cannot establish the year of publication, use 'n. d.' (no date) in brackets. Sources that are still being printed should be marked '(in print)'.
- Titles of books, proceedings, compendiums, etc. and titles and years ('volume') of magazines are written in italics.
- Foreign titles are quoted in the original language.
- When the place of publication is, for example, USA, the state of publication is also mentioned (e. G. Upper Saddle River, NY: Pearson Education).
- Unnecessary data, such as Inc., etc., are not included.

## 4.1 Books

### *One author*

In references:	In text:
Spring, J. H. (2009). <i>Globalization of education: An introduction</i> . Routledge.	(Spring, 2009)

### *Two or more authors*

In references:	In text:
Everitt, B. S., & Hothorn, T. (2010). <i>A handbook of statistical analyses using R</i> (2nd ed.). Taylor and Francis.	(Everitt & Hothorn, 2010)

### *Book with author(s) and editor(s)*

In references:	In text:
Immerfall, S., Priller, E., & Delhey, J. (2010). Association and community. In S. Immerfall & G. Therborn (Eds.), <i>Handbook of European societies: Social transformations in the 21st Century</i> (pp. 7–35). Springer.	(Immerfall et al., 2010)

### *Book with editor(s), but no author(s)*

In references:	In text:
Walther, A., Batsleer, J., Loncle, P., & Pohl, A. (Eds.). (2019). <i>Young people and the struggle for participation: Contested practices, power and pedagogies in public spaces</i> . Routledge.	(Walther et al., 2019)

## 4.2 Book chapter

In references:	In text:
Curtis, J., & Seyd, B. (2003). Is there a crisis of political participation? In A. Park, J. Curtice, K. Thomson, L. Jarvis, & C. Bromley (Eds.), <i>British social attitudes: The 20th report; Continuity and change over two decades</i> (pp. 93–107). Sage.	(Curtis & Seyd, 2003)

## 4.3 Journal article

### 4.3.1 Article in a printed journal

In references:	In text:
Ball, S. J. (2015). Policy actors/policy subjects. <i>Journal of Education Policy</i> , 30(4), 467–467.	(Ball, 2015)

### 4.3.2 Article in electronic journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

In references:	In text:
Ball, S. J. (2015). Policy actors/policy subjects. <i>Journal of Education Policy</i> , 30(4), 467–467. <a href="https://doi.org/10.1080/02680939.2015.1038454">https://doi.org/10.1080/02680939.2015.1038454</a>	(Ball, 2015)

## 4.4 Article in a newspaper or magazine

In references:	In text:
Andrews, P. (2014, May 6). OECD and Pisa tests are damaging education worldwide—Academics. <i>The Guardian</i> , 5.	(Andrews, 2014)

If the article is online, include the link to it:

Andrews, P. (2014, May 6). OECD and Pisa tests are damaging education worldwide—Academics. *The Guardian*. <https://www.theguardian.com/education/2014/may/06/oecd-pisa-tests-damaging-education-academics>

## 4.5 Book review

In references:	In text:
Shelton, T. (2015). Research resource review [Review of the book <i>The data revolution: Big data, open data, data infrastructures &amp; their consequences</i> , by R. Kitchin]. <i>Progress</i>	(Shelton, 2015, p. 413)

<i>in Physical Geography</i> , 39, 412-413. <a href="http://dx.doi.org/10.1177/0309133315575783">http://dx.doi.org/10.1177/0309133315575783</a>	
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#### 4.6 Thesis or dissertation

In references:	In text:
Abbarno, A. (2014). <i>The behavioral consequences of political tolerance</i> [Unpublished doctoral dissertation]. University of Pittsburgh. <a href="http://d-scholarship.pitt.edu/20203/">http://d-scholarship.pitt.edu/20203/</a>	(Abbarno, 2014)

#### 4.7 Paper presented at a conference

In references:	In text:
Levin, I. (2014, May 19–23). <i>Cultural trends in a digital society</i> [Conference presentation]. TMCE 2014, Budapest, Hungary. <a href="https://www.researchgate.net/publication/262414154_CULTURAL_TRENDS_IN_A_DIGITAL_SOCIETY">https://www.researchgate.net/publication/262414154_CULTURAL_TRENDS_IN_A_DIGITAL_SOCIETY</a>	(Abbarno, 2014)

#### 4.8 Web pages

Web pages often do not have a date of publication. In such cases, the date is added as “n.d.”, as in the example below.

In references:	In text:
<i>Reference semantics</i> . (2021, February 20). <a href="https://cran.r-project.org/web/packages/data.table/vignettes/datatable-reference-semantics.html">https://cran.r-project.org/web/packages/data.table/vignettes/datatable-reference-semantics.html</a>	(Purdue Writing Lab, n.d.)

Sometimes the web pages also don’t have a listed author. In such cases, the title of the source is placed first and is italicised like in the example below.

In references:	In text:
<i>Reference semantics</i> . (2021, February 20). <a href="https://cran.r-project.org/web/packages/data.table/vignettes/datatable-reference-semantics.html">https://cran.r-project.org/web/packages/data.table/vignettes/datatable-reference-semantics.html</a>	( <i>Reference Semantics</i> , 2021)

#### 4.9 Blog post

When citing blog posts, the entry in the reference list has to include the name of the blog in square brackets.

In references:	In text:
Sahlberg, P. (2012). <i>Global Educational Reform Movement is here!</i> [Finnish education reform]. <a href="https://pasisahlberg.com/">https://pasisahlberg.com/</a>	(Sahlberg, 2012)

#### 4.10 E-mail and personal communication

E-mail messages and personal communication are cited in the text but not included in the list of references.

In references:	In text:
As discussed with A. Thomas (personal communication, April 10, 2019)... ...was apparent from the trial (A. Thomas, personal communication, April 10, 2019)...	

### 5 HARDCOVER, PRINTING AND BINDING OF PAPERS

A short-written assignment, seminar paper or project paper can be bound by a spiral or put in a U-folder or clamped together if required by the professor. Otherwise, they are to be submitted in electronic format. Master thesis is submitted in word and pdf format electronically to the Education department.

### 6 REFERENCES

American Psychological Association. (n.d.). *Style and grammar guidelines*.  
<https://apastyle.apa.org/style-grammar-guidelines>

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

Purdue Writing Lab. (n.d.). *General format*.  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

### 7 APPENDICES

The list of appendices and the appendices themselves are placed at the end of the paper or master thesis and pages are not numbered. Appendices are labelled with sequential numbers and titles. Each appendix should start on a new page.

Example:

## **7 APPENDICES**

Appendix 1: Example of title page

**Evro-sredozemska univerza | Università Euro-Mediterranea**  
**Euro-Mediterranean University | Université Euro-Méditerranéenne**  
**الجامعة الأورو-متوسطية**

**MASTER'S THESIS**  
**NAME AND SURNAME**

**KOPER, YEAR**

**Evro-sredozemska univerza | Università Euro-Mediterranea  
Euro-Mediterranean University | Université Euro-Méditerranéenne  
الجامعة الأورو-متوسطية**

**Master study programme**

**(for example Intercultural Business Communication)**

**Master's thesis**

**(TITLE)**

**Author: Name and Surname**

**Supervisor(s): Name and Surname (in alphabetic order)**

**Koper, year**