

Author of paper

AUTHOR GUIDELINES FOR PAPER PREPARATION

(Title – uppercase letters, 16-point Times New Roman font, centered and boldface)

These instructions contain basic information and guidelines for paper preparation. Following them, your paper should be as this example. Summary typeface and font is 11-point Times New Roman, line spacing 1.0, italicized. The Summary can contain up to 250 words.

Key words: *key word 1, key word 2, key word 3 up to 5 key words the most (11-point Times New Roman font)*

1. Introduction

The papers shall have an Introduction containing the description of the subject, purpose and goal of the paper. The Introduction shall not be a literally rewritten paper summary. The Introduction shall be the first chapter of the paper marked by an ordinal number.

All main chapters of the paper shall be marked with ordinal numbers 1., 2., 3., ... and written in 14-point Times New Roman font, italic, bold with left alignment.

Between the chapters there should be a double spacing, and between the chapter and sub-chapter, there should be a single spacing.

The whole paper should be written in 12-point Times New Roman font, line spacing 1.5 and justified alignment. All margins have to be set at 2.5 cm.

The new paragraph begins with an indented first word (tab).

1.1. Sub-chapters

1.1.1. Sub-subchapters

Sub-chapters and sub-subchapters are written and marked as shown here. Sub-chapters are written in 12-point Times New Roman, bold, italic. Sub-subchapters are written in 12-point Times New Roman, italic.

2. Length of the paper

The paper shall not exceed **15 A4 size pages** (including summary, all chapters, list of literature, figures, charts, graphs etc.)

3. Citation and Reference list

The **IEEE reference style** shall be used for citation and references. Detailed instructions for correct IEEE style citation and references can be found at: "FOI: Preporuke citiranja i referenciranja primjenom stila referenciranja IEEE [Internet]. (2017, November). Sveučilište u Zagrebu, Fakultet organizacije i informatike, Varaždin".

Listing literature following IEEE style:

1. Text references are given numerically in square brackets (e.g. [1], [2], etc.) by order of appearance in the text.
2. List of literature shall be written numbered by order of appearance of references in the text (not in alphabetical order). When the same source is used again, it keeps the same reference number as when appearing first.
3. Authors' names are given as follows: Initial(s) of the name Last name.
4. Title of the paper, chapter in the book, patent, conference paper etc. is written in quotation marks.
5. Title of book, journal, proceedings etc. is italicized.
6. Sources in the literature list shall have left alignment, single spacing, but with additional spacing after each reference (12 pt).

4. Figures, charts and graphs

Figures, charts and graphs in the text are denoted as follows:

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Chart (Figure, Graph) 1. Name of chart, figure or graph (12-point Times New Roman)
Source: 10-point Times New Roman

5. Conclusion

The conclusion is a compulsory part of a paper. It shall consist of a closing consideration, advantages and disadvantages of the proposed solutions etc. The conclusion shall not be a literally rewritten paper summary. It is recommended that the author refers to the goals defined in the introduction, gives the advantages and disadvantages of the proposed methods, gives a comment of the results through a comparison with the existing results, etc.

Literatura

[1] V. Belak, Ž. Aljinović Barać, *Tajne tržišta kapitala*. Zagreb: Belak excellence, 2008. **(for books)**

[2] G. Fuchs, "Pokret bioenergetskog sela u Njemačkoj: korak natrag ili reorganizacija energetskog sustava budućnosti?", *Socijalna ekologija: časopis za ekološku misao i sociologijska istraživanja okoline*, sve. 25, pp. 113-120. 2017. **(for articles in a journal)**

[3] M. A. Perna, "What Is the Right Image Format for Your Website?", 2017. [Internet]. Available at: <https://www.sitepoint.com/what-is-the-right-image-format-for-your-website/> [accessed 19.04.2017.]. **(for internet sources, known author and date of publishing)**

[4] "Two iOS applications available" ICT-AAC [internet]. Available: <http://www.ictaac.hr/index.php/en/applications-news/140-two-ios-applicationsavailable> [accessed 15.04.2015.]. **(for internet sources, author and date of publication unknown)**

Abstract

TITLE OF PAPER IN ENGLISH

Summary in English (11-point Times New Roman, spacing 1,0, italic).

Keywords: *key word 1, key word 2, key word 3 ...*

Notice: Guidelines for authors for paper preparation partially taken from the website of the Polytechnic of Šibenik and the document: "FOI: Preporuke citiranja i referenciranja primjenom stila referenciranja IEEE" of the Faculty of Organization and Informatics of the University of Zagreb.