



## Instructions to Authors of Articles in Podjetje in delo/Company and Labour

1. Authors are obliged to adhere to the provisions of the Podjetje in delo/Company and Labour Publication Ethics and Publication Malpractice Statement, which are based on the publication ethics of the Committee on Publication Ethics (COPE Best Practice Guidelines for Journal Editors).
2. The journal publishes articles in Slovenian and English and, occasionally, in German and Croatian. Articles sent to the editorial board for publication must be suitable from a linguistic point of view. An article that has not been compiled in accordance with the instructions shall be returned by the editorial board to the author for amendment, or rejected for publication. Articles shall be corrected for language and returned to the author for review and authorisation.
3. Articles should be compiled in digital form using Microsoft Word. Pages should be one-sided with margins of 2.5 cm (A4 size). The text should be presented in Times New Roman 10, font size 10 and 1.5 line spacing. Academic and specialist articles should, as a rule, be no shorter than 8 pages and should not exceed 32 typewritten double-spaced pages (60,000 characters with spaces or approx. 30 pages with 1.5 line spacing), including running footnotes, a list of references, and any tables and figures. Figures, drawings, diagrams and tables, which must be numbered, should only appear in the article if the author refers to them in the text. The source of an illustration or table taken from another work must be indicated as a component part of its explanatory description (alongside the illustration or table).
4. The elements of an article should be arranged into the following order:
  - a. **Author.** The author's full name (first name and surname) should be stated above the title of the article. The following details should be provided in the first (unnumbered) footnote below the line, after the author's full name: professional title, employment/name of institution in which the author is employed, email address. If there is more than one author, the authors shall decide themselves on the order in which they are to be stated. The precise address (with email address) of the author with whom the editorial board will be in contact during preparation of the article for publication must be stated (see the article submission form).
  - b. **Acknowledgements.** Any assistance in the preparation of the article should be mentioned in the first (unnumbered) footnote that follows the author's details. The full name of the person(s) being acknowledged should be given, along with the type of assistance rendered to the author.
  - c. **Title.** The title should be short and clear, and should make a precise reference to the content of the article. The title should contain words suitable for indexing and search purposes. The title must also be given in English.
  - d. **Table of contents.** The table of contents must contain the section titles as they appear in the article. Example:

1. Introduction
2. Basic concepts
  - 2.1. Financial instrument

**e. Abstract and key words.** The table of contents should be followed by an abstract of not more than 250 words and a list of up to 10 key words. Both should also be in English.

**f. Sections and subsections.** Articles should have clearly separated sections (chapters). The titles of the sections should be in bold (font size 12 for the upper level, 11 for the second level and 10 for the lower level). Sections may be broken down into subsections (sub-chapters). Chapters and sub-chapters should be numbered decimally (1., 1.1., 1.1.1., etc.).

**g. Text of the article and citations in the footnotes.** References are to be given in the form of footnotes.

- i. Upon first mention of a cited work, the footnote should contain all the bibliographical information as it appears in the list of references, with the difference being that only the initial of the author's first name and their surname should be given (see also point h):

See S. Cigoj (1981), *Teorija obligacij: Splošni del obligacijskega prava*, Ljubljana: Časopisni zavod Uradni list SR Slovenije, p. 200.

- ii. Where further references are made to the cited work, these should be in abbreviated form. Where two or more consecutive footnotes refer to the same work, the information, in suitable (complete or abbreviated) form, should be given only in the first of the footnotes. In each of the further references, the word *ibidem* should be used, followed by the number(s) of the page(s) cited.

S. Cigoj (1981), p. 201.

*Ibidem*, p. 202.

- iii. Where reference is made to several works or sources by the same author published in the same year, they should be distinguished by means of a letter placed after the year. The letters a, b, c, etc. should follow the order of references in the text. The same order must be used in the list of references.

M. Kocbek (2016a), p. 115; M. Kocbek (2016b), p. 394.

- iv. Where a source has more than three authors (or there is a contribution by a single author in such a source), only the lead author should be mentioned, followed by *et al.*, when reference is made to the source in the footnotes. All authors should be mentioned in the list of references and upon first mention.

M. Juhart (2011) in M. Juhart *et al.*, p. 99.

- v. Where reference is made to a secondary source that refers to a primary source, both sources should be mentioned in the footnote. The primary source should be mentioned first, followed by the words *taken from* and a reference to the second source (full details of the source should be given upon first mention and abbreviated details given for any further reference). Only those works used or read should be mentioned in the list of references. Therefore, only the bibliographical record of the publication from which the citation was taken should be mentioned in the case of indirect citation. This form of citation is only to be used for older sources and sources that are more difficult to access.

B. Vizner (1978), taken from N. Plavšak (2009), p. 198 ...

- vi. Upon its first mention in the text, a law or regulation should be given its full title, followed by its abbreviation in brackets,

e.g. Employment Relationships Act (ZDR-1).

The reference number of the official journal in which the regulation was published, or the reference number of the official journal in which the most recent official consolidated version was published, should be mentioned in the footnote below the line. Depending on the version of the regulation to which the author is referring, suitable reference should be made to the reference numbers of the official journal in which the amendments were published.

Uradni list RS, št. 21/13, 78/13 – popr., 47/15 – ZZSDT, 33/16 – PZ-F, 52/16 and 15/17 – odl. US.

- vii. Judicial decisions of Slovenian and foreign courts. A judicial decision should be referred to as designated by the court that issued it. Reference should be made to the court, or the abbreviation for the court given, with a reference number and the date of issue of the ruling. The abbreviation 'ECLI' may also be added.

Judgment of the Supreme Court of the Republic of Slovenia Ruling I Up 150/2008 of 17 April 2008.

- viii. European Court of Justice case-law. The reference number of the case, the names of the parties (in full or abbreviated) and the abbreviation 'ECLI' should be given

Case C-19/11, Markus Geltl v Daimler AG, ECLI:EU:C:2012:397.

Complete information for references to European Court of Justice case-law (as well as to EU legislation and other legal acts) can be found on the eur-lex.europa.eu website.

- ix. European Court of Human Rights case-law. The names of the parties and the case reference number should be given. The abbreviation 'ECLI' should also be attached to more recent cases.

Ališić and others v Bosnia and Herzegovina, Croatia, Serbia, Slovenia and The Former Yugoslav Republic of Macedonia, No 60642/08, ECLI:CE:ECHR:2014:0716JUD006064208.

- h. List of references.** The sources cited should be collected at the end of the text in the 'List of references' section. Only sources to which the author refers in the text and that have been published or are publicly available should be placed in the list of references. The references should be listed in alphabetical order. If a source has a digital object identifier (DOI), this must be included in the reference to the source (for more information, see Crossref, [www.crossref.org](http://www.crossref.org); [www.crossref.org/guestquery](http://www.crossref.org/guestquery); <http://dx.doi.org/>).

- i. For books, the first name and surname of the author or authors, the title of the work, the place of publication, the publisher and the year of publication should be given.

Cigoj, Stojan (1981). Teorija obligacij: Splošni del obligacijskega prava. Ljubljana: Časopisni zavod Uradni list SR Slovenije.

- ii. For e-books, the first name and surname of the author, the year of issue or publication, the title and, in square brackets, the medium [*electronic source*], the edition (if not the first), the place of publication and the publisher should be given. If the e-book is available online, the words *Accessed from*, the name of the website, the URL and the date accessed should also be added after the publisher's details.

Prostor, Jerneja (2016). Študijsko gradivo pri predmetu Avtonomni gospodarski posli [electronic form]: zbirka vaj. Maribor: Pravna fakulteta. Available at: Lex Mercatoria: Study Material, <http://press.um.si/index.php/ump/catalog/book/8> (9. 10. 2017).

- iii. For a paper or chapter in a book or a commentary on an article of a law, the first name and surname or the author of the paper or chapter with the year of publication in brackets, and the title of the paper or chapter should be given, followed by information on the book itself: the author's, editor's or publisher's surname and first initial, the title of the book or commentary, the place of publication, the publisher, and the pages on which the cited paper is published (first and last page) or the chapter number.

Kocbek, Marijan (2015). Lastni poslovni deleži v družbi z omejeno odgovornostjo – nekatera aktualna vprašanja. In: P. Grilc (ed.), *Izbrani vidiki razvoja slovenskega gospodarskega in civilnega prava od srede 20. stoletja do danes: liber amicorum Bojan Zabel*, pp. 63–76. 1<sup>st</sup> edition. Ljubljana: Pravna fakulteta.

- iv. For articles in journals and other periodical publications, the author's surname and first name should be given, along with the year of publication in brackets, the title of the article and the journal, the issue number or volume, and the pages on which the article is published.

Drnovšek, Klemen (2016). Institut spremenjenih okoliščin v novejši sodni praksi. *Podjetje in delo*, No 8, pp. 1486–1503.

- v. For articles in e-journals, the author's surname and first name should be given, along with the year of issue or publication in brackets, the title of the article and the journal and, in square brackets, the medium [*electronic source*], the issue number, the volume or the date of publication, and the pages on which the article is published. If the e-journal is available online, the words *Accessed from*, the name of the website, the URL and the date accessed should also be added.

Kocbek, Marijan (2017). Naknadna vplačila v kapital – pravna analiza in obdavčitev pri prodaji poslovnih deležev fizičnih oseb [electronic source]. *Sir\*ius – revija za teorijo in prakso revizije, računovodstva, davkov, financ, ocenjevanja vrednosti in drugih sorodnih področij*, No 1, pp. 65–78. Available at: *Sir\*ius/Slovenski inštitut za revizijo*, <http://www.si-revizija.si/publikacije/sir-ius.php> (9. 10. 2017).

- vi. For a paper in a collection, the first name and surname of the author of the paper should be given, along with the year of issue or publication in brackets and the title of the paper, followed by information on the collection: the editor's surname and first initial (if the collection has no editor, only the title of the collection is given), the title of the collection, the place of issue or publication, the publisher, and the pages on which the paper is published.

Samec Berghaus, Nataša, Felicijan Pristovšek, Rok (2016). Nova dognanja o odškodninski odgovornosti zdravnika. In: Kraljić, S. (ed.), Reberšek Gorišek, J. (ed.), Rijavec, V. (ed.), *Razmerje med pacientom in zdravnikom, konferenčni zbornik 25. posveta Medicina in pravo*, pp. 109–125. Maribor: Pravna fakulteta, Lexonomica press, doi: 10.18690/9789616399760.109-125.

- vii. For a paper in an e-collection, the first name and surname of the author of the paper should be given, along with the year of issue or publication in brackets and the title of the paper, followed by information on the e-collection: the editor's surname and first initial (if the collection has no editor, only the title of the collection is given), the title of the collection with an indicator of the medium [*electronic source*], the place of issue or publication, the publisher, and the pages on which the paper is published. If the

e-journal is available online, the words *Accessed from*, the name of the website, the URL and the date accessed should also be added.

Kraljić, Suzana, Drnovšek, Klemen (2016). Fetus: biti ali ne biti subjekt – to je zdaj vprašanje. In: Zbornik predavanj [*electronic source*] = Conference proceedings, Mednarodna znanstvena konferenca Raziskovanje in izobraževanje v zdravstveni negi, pp. 182–185. Maribor: Fakulteta za zdravstvene vede.

- viii. For an undergraduate, Master's or doctoral dissertation, the author's first name and surname should be given, along with the year in brackets, the title (and sub-title) and type of text, the place, the university and the faculty.

Kop, Matej (2016). Odškodninska odgovornost zaradi kršitve pravice do zasebnosti zaradi objave videoposnetkov (undergraduate dissertation). Maribor: Univerza v Mariboru, Pravna fakulteta.

- ix. The work of a known author taken from the worldwide web that has not been published in printed or e-journal form should be included in the list of references. The author's first name and surname, the year of publication, the title of the work, the URL and the date accessed should be given.

Samec Berghaus, Nataša (2017), Varnost pacientov in omejitve terapevtske svobode zdravnika, Medicina, pravo & družba 2017, [http://www.acj.si/images/MPiD\\_2017/Presentatione/PrezentacijeMIP\\_-\\_Samec\\_Berghaus\\_2017.pdf](http://www.acj.si/images/MPiD_2017/Presentatione/PrezentacijeMIP_-_Samec_Berghaus_2017.pdf) (8. 10. 2017).

- x. If reference is made to more than one work by the same author, those works should be listed by year of publication from the oldest to the newest. If the same author is also the author of a work with more than one other co-author, his/her work or work of sole authorship should be given first, followed by his/her work or works with other co-authors. In each reference, reference must be made to all authors regardless of their number.
- xi. If the author does not have a source, or if the source is unknown, the title should be the first item mentioned in the reference.
- xii. Where reference is made to unpublished work that is still being printed, all the prescribed information should be given, with *in preparation* replacing the year of publication or issue in brackets.
- xiii. All information should be in the original language. With foreign-language sources, the Slovenian translation may be placed after the original title in brackets. Sources that are not publicly available, e.g. unpublished lectures or reports, personal interviews, emails, etc. should not be cited.

**i. Legislation and other domestic and foreign legal sources.** All legislation and other legal sources should be given only in running footnotes, with the full title of the source and all pertinent information.

**5.** Articles must be submitted to the journal's editorial board via the online article submission form or directly to the editor-in-chief's email address. By submitting an article, the author signals that he/she accepts the editorial policy and the provisions of the Podjetje in delo/Company and Labour Publication Ethics Statement.