



Postgraduate Studies

TECHNICAL GUIDELINES FOR DOCTORAL DISSERTATIONS

**IEDC-BLED SCHOOL OF MANAGEMENT,
POSTGRADUATE STUDIES**

Bled, April 2017

Article 1

The text should be printed on white A4 paper (210 × 297 mm).
2/19

To allow for binding, set the margins as follows:

- Inside margin 2.5 to 3 cm;
- Outside margin 2 to 2.5 cm;
- Top margin (above the text) 2 to 2.5 cm;
- Bottom margin (to the page number) 2 cm.

The inside title page, the first page of the Table of Contents, the first page of the main text, and the first page of the appendixes must be odd-numbered. Due to binding, please make sure that mirror margins are turned on for individual content sections of the paper (e.g., the Table of Contents if it is more than two pages long, the main text, and appendixes).

Article 2

Page numbers should be centered at the page bottom.

Do not number the Introduction, Conclusion, or Reference List.

Article 3

The text of the Doctoral dissertation including all the exhibits shall be prepared in English. If original documents in other languages are submitted as exhibits, translations with an appropriate legend shall be provided.

Article 4

The expected length of the text without exhibits is a minimum of 60.000 words and a maximum 100.000 words.

Article 5

The cover page shall include the text (see PhD Template as well):

IEDC – Bled School of Management,
Postgraduate Studies

placed in the upper left corner of the page. It shall also include the full title of the Doctoral dissertation in capital letters, centrally positioned, in the center of the page. Divided by one empty line the title shall be followed by the first name and family name of the candidate. Centrally placed at the bottom of the cover page shall be the text:

Bled, month year

where the months and the year shall refer to the date of dissertation defence (in the leather binding).

The text at the top and the bottom of the cover page shall be in Times New Roman font, size 14. The title and the name shall be in Times New Roman font, size 18, bold.

Article 6

The cover page shall appear on the cover of the (leather) binding, which will be in dark blue with golden letters.

The first and the last page of the bounded dissertation shall be blank. The cover page shall reappear as the second page of the bounded dissertation (but with the names of mentors and co-mentors added), or as the first page of the first, limp (spiral) bounded dissertation.

The statement of the candidate on the left side of first page in the Doctoral Dissertation (leather binding) should be included. The statement should be signed and it should state that the student wrote this work by himself. The statement should be the following: "With my signature I declare that my Doctoral Dissertation is the result of my own work and I am aware of the consequences thereof.

Article 7

The text of the dissertation shall be written in Times New Roman font, size 12. Line spacing shall be 1.2. Paragraphs, headings and subheadings of sections of subsections shall be separated by one blank line before and after the respective entry. Use boldface for headings (first and second level) only. Underlining is not allowed.

Article 8

In the beginning an ABSTRACT must be presented. This should be about 300 words long, with one page written in Slovene (first) and English (follows) summarizing the research.

Article 9

A table of contents shall be placed at the beginning of the text, after the inside cover page. It will contain the table of all the heading titles with page references. The table of contents shall be written in Times New Roman font, size 12.

Article 10

The first chapter of the dissertation shall be an introduction, summarizing the issue, which is the topic of the dissertation, its relevance for managerial practice, the approach taken by the candidate in dealing with the issue, as well as the content of individual chapters. There shall be no acknowledgements to mentors or other individuals or organizations.

Article 11

The last chapter of the dissertation shall be the conclusion, summarizing the results of the dissertation in terms of its applicability and contribution to management practice.

Article 12

All the headings shall be numbered, using a numbered tree structure (1., 1.1, 1.1.1, etc.).

Headings on the first level shall be written in capital letters in Times New Roman font, size 12, bold. Headings on the second level shall be written in small letters Times New Roman font, size 12, bold. All the other headings shall be written in small letters Times New Roman font, size 12, normal.

Headings on the first level shall begin on the separate paper (after page break). All other headings shall be preceded and followed by one empty line.

Article 13

All the tables, pictures and other inserts, which are an integral part of the text shall be numbered and have titles. The numbers shall refer to the chapter number (e.g. Table 1.2 is the second table in the text of the first chapter or Figure 3.1 is the first figure in the text of third chapter) and shall be kept separately for every type of insert. The titles shall be written in Times New Roman font, size 12, following the insert with one empty line in between.

In case that the data presented in the insert is taken from another source, the source shall be indicated (according to citing rules) in a line below the insert (one empty line in between), written in Times New Roman font, size 10.

Article 14

Footnotes shall be placed at the end of the page. The footnotes shall be numbered, from 1 onwards.

Article 15

Appendixes usually consist of the following:

- An extensive summary of the basic findings in Slovenian (if the work is not written in Slovenian)
- A list of frequently used abbreviations
- A terminological glossary
- Extensive tables and figures
- Questionnaires used
- Computer data-processing printouts
- Subject indexes
- Other material

Article 16

The third-person point of view is generally used.

Article 17

Proper referencing and citing is an absolute essential skill and practice within academic studies and work. Put simply, references and citations are the ways we give credit to the original authors of the work and ideas we use. We do so by naming in the text the authors of specific works to which we refer (through parenthetical citations), and by providing the full

publication information for all sources we reference in a Reference List. Failure to do so is an act of plagiarism, an offence normally leading to severe disciplinary consequences.

At the end of the current document you will find a referencing guide of how to cite the most common forms of source material you will use in your studies here. For information on how to cite sources that may fall outside these general guidelines you should consult the online APA style guide (<http://www.apastyle.org/>) and/or an IEDC Faculty member, Mentor.

When to cite:

All ideas and facts that are obtained from other sources must be properly cited, unless they qualify as common knowledge. As a general rule, if you are unsure whether you should cite something or not, cite it.

Citation format: APA

There are many different citation formats used in academic work. At IEDC-Bled School of Management, Postgraduate Studies we require you to use APA format (American Psychological Association), one of the most common and widely used formats within business studies, the social sciences and the humanities.

References and citations:

All sources must be documented in 2 ways:

1) **Reference list:** The reference list appears at the end of a paper and lists, in alphabetical order by (first) author last name, full publication information for all sources referred to in the paper.

For example:

Springborg, C., & Sutherland, I. (2014). Flying blind? Teaching aesthetic agency in an Executive MBA course. In D. Ladkin, & S. Taylor, *The physicality of leadership: Gesture, entanglement, taboo, possibilities* (pp. 37-58). Bingley, UK: Emerald.

Sinclair, A. (2005). Body possibilities in leadership. *Leadership*, 1(4). 387-406.

2) **Parenthetical citations** (also referred to as in-text citations): Parenthetical citations appear (in parentheses) directly in the body of the paper and indicate exactly what information has been taken from what source(s). Parenthetical citations indicate the author(s) name(s) and the date of publication. Additionally, in the case of direct quotations (literally taking the words of the original author), the exact page number is also given.

For example:

More recently we have come to understand the centrality of the embodied, subjective, emotional nature of leadership, that "...leadership works at visceral and sensual levels, activating appetites and desires..." (Sinclair, 2005, p. 387).

How to create a Reference List:

Appearing at the end of the paper, the reference list provides full publication information for every source cited in the paper, listed in alphabetical order by first author surname. The core information required for APA format (for each source used) includes:

- 1) Author(s) name(s)
- 2) Date of publication
- 3) Title of the publication (e.g. title of an article, report, book chapter, book)
- 4) Name of editors or translators where applicable (e.g. for edited books or translations)
- 5) Source of the publication (e.g. journal title, book title)
- 6) The place of publication (for books only)

7) The publisher (the name of the publishing house, typically used for books NOT for periodicals)

8) Page numbers (for sources taken from larger publications e.g. a journal article or book chapter)

9) http address (for internet sources)

Below are instructions and examples for the 4 basic type of sources you will likely use in your studies. In each example you will find the specific punctuation (full stops, commas, parentheses and colons) to be used as well as font formatting (use of the ampersand [&], italics and capitalization):

1) Published book

When citing a published book the required information and format is: Author(s) surname(s) + initial(s), year of publication (in parentheses), book title (in italics), name of translators (where applicable), place of publication, publisher.

Gosling, J., Jones, S., & Sutherland, I. (2012). *Key concepts in leadership*. London: Sage.

2) Book chapter

When citing a chapter from a published edited book (i.e. each chapter is by a different author) the required information and format is: Author(s) surname(s) + initial(s), year of publication (in parentheses), title of the chapter, initial(s) + surname(s) of the editor(s), title of the book (in italics), page numbers (in parentheses), place of publication, publisher.

Brkić, N., & Berberović, D. (2013). International marketing. In P. McKiernan, & D. Purg (Eds.), *Hidden champions in CEE and Turkey: Carving out a global niche* (pp. 69-80). Heidelberg: Springer.

3) Article from a periodical (journal, magazine, newspaper, etc.)

When citing an article from a periodical the required information and format is: Author(s) surname(s) + initial(s), year of publication (in parentheses), title of the article, name of the periodical (in italics), volume and issue number (the issue number in parentheses), page numbers.

Krause, R., Whitler, K.A., & Semadeni, M. (2014). Power to the principals! An experimental look at shareholder say-on-pay. *Academy of Management Journal*, 57(1). 94-115.

4) Internet sources

When making a passing reference to a website, simply place the URL in parentheses following the reference. However, if you are using specific information from a website (e.g. a news story or financial report) you must make direct reference to the source document. The required information and format is: Author(s) surname(s) + initial(s), date (year, month and day), title of the document [format description], retrieved from http://xxxxx. If no author is given begin with the title.

Riley, C. (2015, January 26). This Chinese brand is worth more than Alibaba [news report]. Retrieved from <http://money.cnn.com/2015/01/26/news/companies/china-alibaba-tencent-brand/index.html?iid=Lead>

Many of your sources are likely to be internet sources. As there are a wide variety of types, formats and differing amounts of publication information available, you will find a more detailed guide for referencing and citing websites in the following source:

Lee, C. (2015, January 26). How to cite something you found on a website in APA style [blog post]. Retrieved from <http://blog.apastyle.org/apastyle/2010/11/how-to-cite-something-you-found-on-a-website-in-apa-style.html>

How to do parenthetical (in-text) citations:

Parenthetical citations are how we indicate in the text of your work what information came from what sources. There are 2 ways of doing parenthetical citations. You are encouraged to use both.

1) Parenthetical only: In a parenthetical only citation, you simply state the information you wish to use then follow it by a parenthetical citation giving the author(s) surname(s), year of publication.

For example:

As of late January, 2015, the brand value of the Chinese company Tencent was estimated at 66.1 billion USD, placing it ahead of the more globally known brand of Alibaba (Riley, 2015).

2) Name of the author + parenthetical: From time to time, you may wish to use an author's name and/or the year of publication in your text. This is a nice way to vary the content of your writing, making it more enjoyable to read. Whenever you provide publication information directly in your text, remove that piece of publication information from the parenthetical citation (NOTE: All referenced sources and required information MUST be in the reference list regardless of the provision of publication information in the body of the text)

For example:

According to Riley, as of late January, 2015, the brand value of the Chinese company Tencent was estimated at 66.1 billion USD, placing it ahead of the more globally known brand of Alibaba (2015).

NOTE: Whenever you are citing a source by 2 or 3 authors, provide the surnames of each author (Krause, Whitler, & Semadeni, 2014). If you are citing a source of more than 3 authors, provide the surname of the first author followed by *et al.* (Krause *et al.*, 2012). You may also find yourself needing to cite the same information that comes from multiple sources, in this case you list the sources by author last name in alphabetical order within the parentheses, separated by semicolons (Ellert, 2011; Szpiro, 2012; Filipović, 2013).

Finally, whenever you are directly quoting a source (using the exact words of the author), you must place the quote inside quotation marks ("") and provide the page number from where the quote was taken.

For example:

More recently we have come to understand the centrality of the embodied, subjective, emotional nature of leadership that "...leadership works at visceral and sensual levels, activating appetites and desires..." (Sinclair, 2005, p. 387).

For further information about source citation and reference please consult the online APA style guide at <http://www.apastyle.org/> and/or seek the advice of a IEDC Faculty member, Mentor.

Article 18

A list of literature and list of sources shall be placed after the end of the last chapter (after the page break).

List of literature shall be presented in alphabetic order and numbered. Each line shall consist of the family and first name of the author(s); title of the book, the book chapter or the article; editor name and title of the book or the journal name (in case of the book chapter or the article); publisher (in case of the book); volume number (in case of the article); year of publication. In case that the same author has more publications in the same year, letters a, b, c... shall be added after the year of publication for each subsequent reference.

Examples (list should be in alphabetical order and one empty line should follow each literature):

1. Abell, Derek. *Managing with Dual Strategies: Mastering the Present, Preempting the Future*. New York: Free Press, 1993.
2. Abell, Derek. *Dynamic Entrepreneurship in Central and Eastern Europe*. The Hague: Delwel Publishers, 1993a.
3. Adams, John. "Inequity in Social Exchange", in Berkowitz (Ed.), *Advances in Experimental Social Psychology (Vol. 2)*, San Diego: Academic Press, 1985.
4. Amburgey, Thomas; Kelly, Dan and Barnett, William. "Resetting the Clock: The Dynamics of Organizational Change and Failure", *Administrative Science Quarterly*, 38(1) 1999, pp. 20-36.
5. Pierce, Frederick, and Cravens, David. "The network paradigm and marketing organization", *European journal of marketing*, Vol. 29, No. 3, 2000, pp. 7-34.

The list of sources shall indicate the sources of empirical evidence used in the dissertation. These sources may include data sources like databases, annual reports, industry studies etc., surveys, interviews, as well as other public or private sources. They shall be listed in alphabetic order and provide sufficient detail about the source to establish its credibility.

The list of literature and sources can be mixed, but necessarily listed in alphabetic order.

Article 19

Exhibits shall be placed at the end of the text (in Appendix), after the list of literature (on a separate paper). Exhibits shall be numbered and have titles.

Article 20

Candidate shall submit in electronic form the full text of the dissertation including the exhibits. The candidate shall also submit 5 bound copies.

As the Doctoral Dissertation work is public, one copy will be held in the IEDC school library and one in NUK-National University Library.