

**NASLOV PRISPEVKA V SLOVENSKEM JEZIKU [Times New Roman,
14, krepko]**

Title in English [Times New Roman, 14, bold]

Ime in priimek avtorja, soavtorjev/Author's name, co-authors
Organizacija avtorja, soavtorjev/Author's organization, co-author's
Elektronski naslov avtorja, soavtorjev/Author's Email address, co-author's

[Times New Roman, 12, sredinska poravnava/center alignment]

Povzetek

Povzetek lahko obsega največ 200 besed (v slovenščini, hrvaščini ali srbščini). Vsebuje naj jedrnat opis problema, namena in najpomembnejše rezultate [Times New Roman, 12, obojestranska poravnava, poševno].

Ključne besede: *Navedite največ 5 ključnih besed [Times New Roman, 12, obojestranska poravnava, poševno].*

Abstract

The abstract can be up to 200 words long. It should contain a concise description of the problem, the purpose and the most important results [Times New Roman, 12, double sided, italic].

Keywords: *Please provide up to 5 keywords [Times New Roman, 12, double sided, italic].*

Pogoj za sprejem prispevka je **oddaja povzetka** kot navedeno zgoraj – torej v dveh jezikih in **z vsemi potrebnimi podatki**. V roku 24 ur boste prejeli potrdilo o prejemu prispevka. Pogoj za oddajo je izviren prispevek (objavljen prvič), skladen z navodili. Za lekturo poskrbi vsak avtor sam. Za predstavitev prispevka je na voljo 10 minut in dodatnih 5 minut za razpravo. Časa predstavitve ni mogoče podaljšati. Mogoča je edino osebna predstavitev. Vpis v COBISS uredi B&B Visoka šola za trajnostni razvoj.

The condition for accepting the paper is **the submission of the abstract** as stated above - that is, in two languages and **with all the necessary information**. You will receive an acknowledgment of receipt within 24 hours. The condition for submission is an original contribution (published for the first time) by following instructions. Proofreading is provided by each author himself. There are 10 minutes to present the paper and 5 minutes for discussion. The presentation time cannot be extended. Only a personal presentation is possible. Enrollment in COBISS is edited by B&B College of Sustainable Development.

Uvod-Introduction [Times New Roman, 12, krepko-bold]

V uvodu opredelite namen prispevka in izhodišča zanj [Times New Roman, 12, obojestranska poravnava].

In the introduction, identify the purpose of the contribution and the starting point for it [Times New Roman, 12, Mutual Settlement].

Osrednji del/Centerpiece [Times New Roman, 12, krepko-bold]

Osrednji del prispevka vsebuje teoretični in izkustveni del. Teoriji naj sledi opis problema, metod in poteka dela. Opis rezultatov in avtorjevih ugotovitev naj predstavlja večinski del osrednjega dela prispevka [Times New Roman, 12, obojestranska poravnava].
[Times New Roman, 12, bold]

The central part of the paper contains a theoretical and experiential part. The theory should be followed by a description of the problem, methods, and workflow. The description of the results and the author's findings should form the majority of the focus of the paper [Times New Roman, 12, Mutual Settlement].

Zaključek/Conclusion [Times New Roman, 12, krepko-bold]

V zaključku na kratko predstavite najpomembnejše ugotovitve, prikažite dodano vrednost in nakažite mogoča nadaljnja raziskovanja. [Times New Roman, 12, obojestranska poravnava].

In conclusion, briefly outline the most important findings, show the added value and outline possible further research. [Times New Roman, 12, mutual settlement].

Viri/Resources [Times New Roman, 12, krepko-bold]

Navedeni naj bodo vsi viri, na katere se sklicujete v besedilu prispevka, večina naj ne bo starejših od pet let. Povzemanje in črpanje iz svojega že objavljenega/predstavljenega drugega dela mora biti ustrezno označeno v tekstu in med viri.

Uporabite slog **APA**. Navodila in primeri za navajanje virov in literature po standardu APA so dosegljivi na naslovu https://www.pef.uni-lj.si/fileadmin/Datoteke/Knjiznica/Datoteke/apa_citiranje.pdf
[Times New Roman, 12, levostranska poravnava].

All sources cited in the text of the paper should be listed, most should not be more than five years old. Summarizing and drawing from your already published/presented second work should be properly indicated in the text and in the sources.

Use APA style. Instructions and examples for citing APA sources and literature are available at https://www.pef.uni-lj.si/fileadmin/File/Books/File/apa_cite.pdf

[Times New Roman, 12, left alignment].

Dodatna navodila/Additional Instructions

Oblikovanje prispevka naj bo enako tej predlogi (robovi, razmik med vrsticami enojen, pisava Times New Roman, 12, obojestranska poravnava). Uvod, osrednji del in zaključek naj vsebujejo od 10.000 do 12.000 znakov s presledki in ne več kot 10 strani. Poglavlja oziroma razdelke oštevilčite 1, 1.1, 1.2, 1.2.1 itd.

Slike, tabele, diagrami naj bodo oštevilčeni (*Slika 1, Tabela 1, Diagram 1*) in ustrezno podnaslovljeni [*pisava Times New Roman, 12, ležeče*]. Slike, tabele, diagrami in besedilo naj bodo na sredini in imajo ločeno številčenje. Slika, diagram oziroma graf naj bodo na isti strani kot oznaka in vir, če ne gre, prestavimo vse na novo stran.

Za prehod med odstavki uporabimo prazno vrstico. Pred naslovom poglavja na 2. in 3. nivoju (podnaslovi) je ena prazna vrstica (oziroma 3 pt razmika).

The design of the paper should be the same as this template (margins, line spacing uniform, Times New Roman font, 12, two-sided alignment). The introduction, center section, and conclusion should be between 10,000 and 12,000 characters long, with no more than 10 pages. Number the sections or sections 1, 1.1, 1.2, 1.2.1, etc.

Figures, tables, diagrams should be numbered (Figure 1, Table 1, Diagram 1) and properly subtitled [Times New Roman font, 12, italics]. The figures, tables, diagrams, and text should be in the middle and have separate numbering. The picture, diagram or graph should be on the same page as the tag and the source, if not, move everything to a new page.

To move between paragraphs, use a blank line. There is one blank line (3 pt spaces) before the chapter title in Levels 2 and 3 (subheadings).