

# **TITLE OF THE PAPER (Style: Title; Font: Calibri, 16 points, bold, centre alignment, capital letters)**

**Scientific title Author 1, professional title**      **Style: Author; Name and surname of the author; Calibri, 12 points, bold**

**Company / organization name**      **Style: Organization; Name and surname of the author; Calibri, 12 points, bold**

*Note: If there are several authors, they are listed alphabetically. If all the authors of the paper are employed by the same company, then all authors are listed, followed by the name of the company, otherwise the authors are separated according to the companies in which they are employed.*

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## *Abstract*

*The abstract is a presentation of the paper in Slovenian. It should describe the key contents of the paper and contain the main problem, purpose, method of solving the problem and essential findings. It should be written in no more than 15 lines.*

*Style: Abstract; Font type: Calibri, 11 points, italic, single-spaced, double-aligned.*

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## Formatting the text

This document is formatted according to the recommendations and can be used as a basis for editing your paper.

For better transparency of the paper, we recommend dividing chapters into several subsections, and dividing chapters into paragraphs.

The text of the paper should be written in Word in format A4 (21 x 29,7 cm). Font type should be Calibri 11 points, double-aligned, single-spaced, and 8 points spacing between paragraphs.

The paper is written in the national language of the author and the entire paper is translated into English. The length of the report should be up to 8 pages.

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## **Chapters labeling**

### **1 Introduction**

**Style: Title 1; font type: Calibri, 15 points, bold, single line spaced, left alignment, 12 points-space before paragraph.**

The text should be proofread if possible. The length of the contribution should not exceed 8 pages of A4 format, including graphic attachments and charts.

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Name the final version of the paper with the surnames of the authors; if there are more than one author, list at least the first three.

Please send any questions regarding the papers to the email address [logisticni.simpozij@sc-celje.si](mailto:logisticni.simpozij@sc-celje.si)

## 1.1 Subchapter labeling

Titles of subchapters (style: Title 2; 1.1 ...) should be written in Calibri, letters 13 points, bold, left alignment. The spacing between the last paragraph and the subsection is 14 points.

### 1.1.1 Subchapter labeling

Titles of subchapters (style: Title 3; 1.1.1 ..... ) should be written in Calibri, letters 13 points, left alignment. The spacing between the last paragraph and the subsection is 14 points.

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## 2 Labeling and numbering charts and pictures

In the papers, illustration of the text with graphic displays and pictures is desirable. It is recommended that graphics and pictures are inserted in JPEG graphic format (photos).

The structure of charts and pictures should be simple and transparent. Pictures and charts should complement the text, so refer to and describe them in the text.

All charts and pictures should be numbered and named. The position of the title should be above the chart or below the picture.

In the case of charts and pictures taken from a certain source, we consistently indicate the author's last name and the year of publication in parentheses next to their title. In the list of sources at the end, we list this source according to the rules.

Titles of pictures and charts (style *Picture/chart*) should be written in 9 points Calibri, the space before the title Picture 1 and title Picture 1 is 6 points, left alignment. The word "Picture/chart" and the number should be written in bold, there is a colon after the number, the text of the title of the picture/chart should be written in italics.

Charts and pictures should be left aligned. The text in the tables should be left aligned, Calibri font size from 8 to 10 points.

**Chart 1:** *Recommended text sizes for individual parts of the paper*

Chart header	Chart header
Chart text	Chart text
Chart text	Chart text

Picture 1: Invitation to the authors of the papers



The space for the picture is 9 points.

### 3 Quoting sources

For data, claims and findings that are not a direct result of your work, quote the sources that you indicate in the list of used sources and literature at the end of the paper.

In the list we only list the literature used in the paper and to which we refer.

All quoted sources in the text should be listed in the list of quote sources (chapter Sources and literature) and vice versa- all sources listed in the list of references should also be found in the text.

The list of sources in the chapter Sources and literature should be written in Calibri type, 9 points, with a space before the paragraph 6 points.

Quoting examples:

#### 1. Books

Zelenika. R., Kamnik Zebec, S.: Multimodalni prometni sistemi. Fakulteta za gradbeništvo Maribor, Maribor 2007.

#### 2. Articles

Krajnc. R.: Javni mestni potniški promet aktualen za uporabnike, 7. Slovenski kongres o cestah in prometu, Zbornik referatov, Portorož, 2004.

#### 3. Law sources

Pravilnik o notranji kontroli, Uradni list RS št. 107/2007.

#### 4. Website

[www.cipra.org/sl/prihodnost-v-alpah](http://www.cipra.org/sl/prihodnost-v-alpah), 15. 2. 2008.

Template for writing a paper:

**Scientific title Author, professional title  
Company/organization name**

## TITLE OF THE PAPER

*Abstract*

### 1 Introduction

Passenger traffic is carried out in the form of public, personal and transportation for own needs. Public passenger transport is therefore one of the forms of ensuring mobility.

With this form of passenger traffic, the daily trips of residents or passengers who want to travel for the needs of daily activities, weekly, etc., are realized.

#### 1.1 Subchapter

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##### 1.1.1 Sub-subchapter

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With this form of passenger traffic, the daily trips of residents or passengers who want to travel for the needs of daily activities, weekly, etc., are realized.

**Picture 2:** *Invitation to the authors of papers*

