



SVEUČILIŠTE U RIJECI UNIVERSITY OF RIJEKA  
**FAKULTET ZA MENADŽMENT U TURIZMU I UGOSTITELJSTVU**  
FACULTY OF TOURISM AND HOSPITALITY MANAGEMENT  
OPATIJA, HRVATSKA CROATIA

**G u i d e l i n e s**  
**for the Application, Preparation, Submission and Defence**  
**of the Bachelor's Thesis**  
in the Undergraduate University Study Programme

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## I. Application, Submission and Defence of the Bachelor's Thesis

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### 1. Application for the Bachelor's Thesis (Topic and Supervision) and the Deadline for Application

#### 1.1. Selection of the topic and application for the Bachelor's thesis and supervision

Students in the *final year* of the university undergraduate study programme *may select their Bachelor's thesis from the courses they enrolled during the course of the university undergraduate study programme*, with the exception of the courses *Essentials of Academic Writing* and foreign languages.

It is customary for students to ***select and propose the topic*** of the Bachelor's thesis according to their interest in the field from which the thesis is to be written. The chosen topic is most frequently the outcome of prior interest in a particular field or programme content during the course of study from which the selected topic arises.

The *topic of the thesis* must be concise, neither too narrowly nor too broadly defined. The title of the thesis reflects the content and subject of the written work and must be expressed clearly, succinctly, and completely. Abbreviations should be avoided in the title.

According to the area of interest and the theme of the Bachelor's thesis, ***the student selects a supervisor***. ***The supervisor of the Bachelor's thesis may be the course teacher*** holding a scientific-teaching or teaching title who is the *leader or co-leader* of the course in which the student applies for and writes the Bachelor's thesis. Each academic year, a quota (number of theses) is determined within which a course teacher may accept supervision. Co-supervision may be approved for persons who participate in teaching, hold an assistant rank, and are employed as postdoctoral researchers. The ***co-supervisor*** is appointed by the supervisor.

The student is required to ***contact the course leader*** in order to inquire about acceptance of supervision for the chosen and proposed topic.

***The application of the thesis topic*** and the proposal of the supervisor is carried out on the prescribed form "Application Form for the Bachelor's Thesis Topic", available on the Faculty website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>). The course leader

confirms the acceptance of the thesis topic and supervision with his or her signature on the form, which the supervisor submits to the Students' Office.

The supervisor arranges and establishes the method of work and cooperation in the preparation of the Bachelor's thesis, as well as the dynamics and deadlines for the preparation of individual sections (or the entirety) of the written work, and is obliged to inform the student thereof in a timely manner. The period of thesis preparation presupposes mutual, continuous communication between the student and the supervisor, mutual observance of deadlines, consideration, and responsibility for fulfilling obligations.

#### 1.1.1. Re-application of the Bachelor's thesis topic and supervision in the current academic year

Students who transfer their thesis registration from the previous academic year must **re-enrol and re-apply** for the Bachelor's thesis (for the following reasons: the student did not defend the thesis in the previous academic year; the thesis was graded as insufficient (F); the thesis was not submitted within the deadlines determined by the Academic Calendar; after completing the final examinations the student did not pass all courses of the enrolled year of study).

Students who have ***transferred the thesis from the previous into the current academic year*** must re-apply for the topic and supervisor on the prescribed form and submit the signed form to the Students' Office within the deadline set for the current academic year

#### 1.1.2. Change of the Bachelor's thesis topic

A student may ***change the thesis topic once*** during the academic year. The change of the thesis topic is submitted *at the student's request or at the request of the supervisor*, with a repeated procedure of topic application on the prescribed form "Form for the Change of the Bachelor's Thesis Topic", which is available on the Faculty website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>).

The student submits the completed form to the Students' Office no later than 15 days prior to the submission of the thesis and documentation for the defence.

#### 1.1.3. Application for writing the thesis in a foreign language

The Bachelor's thesis is written and defended in English. Exceptionally, the thesis may be written ***in a foreign language***, in which case it is necessary to submit a request, that is, to complete the form "Request – Form for Writing the Thesis in a Foreign Language" (available on the Faculty website <https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>), which must be approved and signed by the supervisor and the Vice Dean for Teaching.

## 1.2. Deadlines for application of the Bachelor's thesis topic and supervision

The deadlines for application of the Bachelor's thesis topic and supervision are determined in the Academic Calendar for each academic year. The final-year student of the university undergraduate study programme (for courses in the winter and summer semester) submits the application for the Bachelor's thesis topic and supervision within the established deadline for the current academic year, using the form "Application Form for the Bachelor's Thesis Topic" (available on the Faculty website <https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>) to the Students' Office.

**The deadlines** for submission of thesis application forms to the Students' Office are published on the Faculty website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>).

## 2. Acceptance and Submission of the Bachelor's Thesis, and Submission Deadlines

### 2.1. Acceptance of the Final Manuscript and Approval of the Bachelor's Thesis

The Bachelor's thesis is considered ready for further procedure once it has been ***accepted and approved by the supervisor***.

### 2.2. Submission of the Bachelor's Thesis, Documentation, and Deadlines

#### 2.2.1. Submission of the Bachelor's Thesis

After the acceptance of the final version of the thesis, **the supervisor**

- verifies whether the signed **Student - Author Declaration<sup>1</sup> on the Publication of the Defended Bachelor's Thesis** has been included in the thesis
- provides the student with the final version of the thesis (PDF) by e-mail for self-archiving
- uploads the student's thesis to the cloud (cloud.fthm.hr)
- carries out the originality check of the thesis using the TURNITIN system and uploads the **Report on the Originality Check of the Student Thesis** to the cloud (cloud.fthm.hr)

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<sup>1</sup> The **Student - Author Declaration on the Publication of the Defended Bachelor's Thesis** is integrated into the *Bachelor's Thesis Template*, which is available on the Faculty's website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>)

## 2.2.2. Documentation for the Thesis Defence

Once the student has passed all examinations and the supervisor has approved the final version of the thesis, **the student** is required, *prior to the oral defence, to submit* to the Students' Office a screenshot (**print screen**) of the completed archiving process of the thesis in the FMTU Repository, together with the **forms and documentation** available on the Faculty's website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>).

## 2.2.3. Self-Archiving and Storage of the Bachelor's thesis

**The student independently archives the thesis** in the Digital Academic Repository *Dabar*. In the process of self-archiving and storing the Bachelor's thesis, the following steps must be carried out:

### A) Before the thesis defence:

1. *The supervisor* instructs the student on the obligation to archive the thesis, in accordance with the *Guidelines for Self-Archiving Theses in the FMTU Repository*, available on the Faculty's website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>);
2. *The supervisor* provides the student with the final version of the thesis (PDF) for self-archiving by e-mail (the same version that the supervisor *uploads* to the cloud – cloud.fthm.hr);
3. *The student* enters the thesis information, as well as other required information, into Dabar and archives the thesis, following the *Guidelines for Self-Archiving Theses in the FMTU Repository*;
4. *The student* submits to the Students' Office a screenshot (print screen) of the completed archiving process of the thesis in the *Dabar* repository, together with the rest of the required documentation for the defence;

### B) After the thesis defence:

1. *The Students' Office* submits to the library a list of students who have graduated, together with the required data (in accordance with the usual procedure);
2. *The library* verifies the record of the thesis in Dabar entered by the student (checking affiliation, study programme, and other technical details) and makes the record visible.

#### 2.2.4. Deadlines for Submitting the Complete Documentation

**Deadlines** for submitting the complete documentation to the Students' Office are published on the Faculty's website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>).

A student who **fails to submit** the required documentation within the prescribed deadlines and/or who has not settled all financial and other obligations towards the Faculty **will not be allowed to defend the Bachelor's thesis**.

### 3. Assessment of the Thesis

The supervisor evaluates the thesis in accordance with the defined deadlines for thesis assessment for the current academic year. Bachelor's theses uploaded to the cloud by the supervisor are considered accepted, approved, and positively assessed.

### 4. Defence and Grading of the Bachelor's Thesis

A student who has passed all examinations of the undergraduate university study programme, after submitting the complete documentation and receiving a positive evaluation of the written part of the thesis, may proceed to the oral defence of the thesis.

In the **ISVU** system, the student is required to register for each examination, including the defence of the thesis (Bachelor's or Master's) via Studomat. In order for the student to register for the defence of the Bachelor's thesis, all grades must be recorded in the ISVU system (1st, 2nd, and 3rd examination periods); otherwise, the student will not be able to register the defence via Studomat. Students must register for the defence of the thesis three days before the defence date (earlier registration is recommended).

**The deadlines** for the defence of Bachelor's theses (in the winter and summer semesters) are determined in the *Academic Calendar* for each academic year, and are published and available on the Faculty's website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>).

After the defence, **the supervisor** completes the **Report and Registration Form for the Assessment of the Thesis**, in which they provide their opinion on the thesis, assign a grade, and submit the documents to the Students' Office. The Bachelor's thesis is *graded with an ECTS grade, a numerical grade, and a percentage of success*, in accordance with the provisions of the Rulebook on Studies and Studying at the Faculty of Tourism and Hospitality Management, as shown in the following table.

**Table 1.** Student Assessment Based on Final Achievement

SUCCESS (%)	GRADE DESCRIPTION	GRADE	
		ECTS Grade	Numerical Grade
90 – 100	excellent	A	5
75 – 89,9	very good	B	4
60 – 74,9	good	C	3
50 – 59,9	sufficient	D	2
0 – 49,9	insufficient	F	1

Source: Rulebook on Studies and Studying at the Faculty of Tourism and Hospitality Management (consolidated text), as of 17 April 2023.

The Report and Registration Form must state the numerical grade from 1 to 5, the ECTS grade from F to A, and the percentage of success (0–100%). If the Bachelor's thesis is graded as "insufficient" (F), the student is required to re-enrol and re-submit the Bachelor's thesis in the following academic year.

Upon fulfilling all obligations towards the Faculty, the student is issued a **Certificate** of Completion of Undergraduate University Study, which is valid until the issuance and awarding of the *diploma* at the official graduation ceremony.

**The graduation ceremony** (formal awarding of diplomas) is organised by the Faculty. The time of the ceremony (after all dates set for thesis defences have been completed) is published on the Faculty's website.

## II. Writing the Bachelor's Thesis

### 5. Preparation for Writing the Thesis

The topic of the thesis must be grounded in available literature, and the number of relevant bibliographic units used indicates the quality of the treatment and research of the chosen topic.

Before beginning the actual writing of the thesis, the student must **search and study the literature on the chosen topic<sup>2</sup>** in consultation with the supervisor, while recording data about

<sup>2</sup> It is recommended that students begin studying and searching the available literature already in the initial stage of considering a thesis topic. At the time of topic registration, the supervisor may request the student to submit a draft (concept) of the thesis structure and a list of available literature to be used in the thesis. The supervisor may also discuss with the student the subject of



the sources used, noting personal thoughts and critical reflections, writing down attitudes and facts either as quotations or paraphrases, or summarising the text read.

In addition to libraries, students may search for and find literature through the following suggested portals (databases and other information sources):

- Portal of electronic resources for the Croatian academic and scientific community, <http://baze.nsk.hr/>,
- Discovery Service, <http://www.svkri.uniri.hr/>,
- Portal of Scientific Journals of the Republic of Croatia, <http://hrcak.srce.hr/>,
- Croatian Scientific Bibliography, <https://bib.irb.hr/>,
- PERO, <http://lib.irb.hr/utility/pero/>,
- Google Scholar, <http://scholar.google.hr/>,
- ResearchGate, <https://www.researchgate.net/>,
- other databases offered by the FMTU Library, <https://fthm.uniri.hr/en/life-at-fmtu/library/>.

On the official website of the Faculty Library (<https://fthm.uniri.hr/en/life-at-fmtu/library/>), the student may find various useful information required for access to and searching of databases, as well as for finding literature:

- Instructions for connecting via Shibboleth,
- Online databases – search manual,
- Databases available at the University of Rijeka,
- EBSCO Discovery Service of the University of Rijeka Library System,
- Video instructions on database access and search techniques.

Based on *the data* collected for conducting research and processing the topic, a distinction will be made between *theoretical research* (in which phenomena, objects, processes, etc. are studied and understood on the basis of relevant opinions, experiences, and conclusions of others) and *empirical research* (research carried out by the student), in agreement with the supervisor. Data collected for the purposes of research and processing must be reliable.

For the purpose of finding relevant information<sup>3</sup> in the field of thesis writing, students are also advised to use the following institutional websites:

- Croatian Bureau of Statistics,
- Institute of Economics Zagreb,
- Institute for Tourism,
- Ministry of Tourism,
- Ministry of Finance,

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the research, the research question, the intended outcome of the research and treatment of the topic, the objectives, which relevant information and data will be used, and which methods will be applied in the research process. Depending on the *methodological approach* to the topic, the research may be *quantitative* (answering the question *how much*, by applying relevant quantitative methods – mathematical and statistical methods, etc.), *qualitative* (answering the questions *why*, *when*, *what kind*, *where*, by applying suitable methods that allow for a comprehensive description of phenomena), or *combined* (including both quantitative and qualitative methods).

<sup>3</sup> *Wikipedia* is not a reliable source of information!

- Croatian National Bank,
- Croatian Chamber of Economy,
- Zagreb Stock Exchange,
- Statistical Office of the European Union (Eurostat),
- WTO - World Tourism Organisation,
- WTTC -World Travel & Tourism Council.

The student ***prepares a conceptual outline*** (draft) of the thesis. Alongside studying the literature on the chosen topic, preparing, organising, and classifying notes, the student gradually prepares the structure (conceptual outline, draft, preliminary contents) of the thesis. The very structure of the thesis will depend on the topic, the nature, and the scope of the research. The student presents the supervisor with the proposed conceptual outline and preliminary list of literature in order to provide the supervisor with a broader overview of the planned stages of research and to enable the supervisor to give any comments and corrections before the student begins writing the thesis.

## 6. General Notes and Guidelines for Writing the Thesis

General notes on writing the thesis and the obligations of the student:

- The thesis is ***written and defended in English***. Exceptionally, the thesis may be written and defended in a foreign language, with the mandatory preparation of a summary of the thesis in English. A student who wishes to write the thesis in a different foreign language, with prior approval of the supervisor, submits a written request to the Vice Dean for Teaching;
- **The scope** of the *Bachelor's thesis* is **50,000–70,000 characters<sup>4</sup> without spaces**,
- **The title of the thesis<sup>5</sup> is written in English**;
- The student is obliged to write a text that is *clear, concise, complete, stylistically and linguistically correct, grammatically accurate, and free of spelling errors*;<sup>6</sup>
- **The thesis must include**: Title page (internal and external), Statement of Authorship and Public Availability of the Thesis, Abstract (and keywords), Table of Contents, Introduction, Main Text (with corresponding chapters and subchapters), Conclusion, Bibliography or References, Illustrations (list of tables and figures, if included in the text);

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<sup>4</sup> **The number of characters** in the thesis can be checked in MS Word using the "Word Count" option (located under the Review tab). Position the cursor within the text, press Ctrl + A on the keyboard to select the entire text of the thesis, click on the "Word Count" option (under Review), and check the length of the thesis under "Characters – no spaces."

<sup>5</sup> In the title of the thesis, abbreviations should be avoided, as well as in the abstract, and it is recommended to use full terms.

<sup>6</sup> The student should write the thesis using appropriate language and style, which implies adhering to correct spelling, grammar and stylistic rules.

- The student **is obliged to cite** borrowed parts of another author's work (thoughts, facts, ideas, conclusions, illustrations, etc.), with precise indication of the bibliographic source.<sup>7</sup> *The bibliographic units used and cited must be fully and correctly indicated (Chicago style – Bibliographic citation system or Author–Date citation system) in the Bachelor's thesis;*<sup>8</sup>
- The student is obliged to **format and structure the thesis technically** in accordance with the *Bachelor's Thesis Template* available on the Faculty's website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>).

## 7. Technical and Stylistic Guidelines for the Preparation of the Thesis

The following *Guidelines* provide concise information and instructions regarding the format of the thesis, the writing of titles, text and various markings within the text, language, style, illustrations and formulas. The format of the thesis, the arrangement of the text, titles, subtitles, paragraphs, footnotes, tables and figures is shown in the *Bachelor's Thesis Template*<sup>9</sup> available on the Faculty website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>).

### 7.1. Format, text, titles

- The thesis must be written using **MS Word**;
- The text must be written on **standard-sized paper** (A4, 210 × 297 mm), with margins of **2.5 cm**;
- The text must be written in **Times New Roman**, font size **12 pt**;
- The text must be **justified** and set with **1.5 line spacing**;
- The text must be written **in paragraphs**. The **first paragraph** under a title should be **aligned to the left margin** of the main text, and **each subsequent** paragraph **indented 0.5 cm**. There should be **no blank line (space) between paragraphs**. All paragraphs must be **justified**;

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<sup>7</sup> Distinctive sections, as well as any parts taken from another author's work, if not clearly indicated (cited) and without the author and their work being referenced, are considered intellectual theft (plagiarism) by the author who has appropriated them.

<sup>8</sup> Bibliographic entries in the Bibliography or References (list of sources used) cannot include works that are not cited or mentioned in the text of the thesis.

<sup>9</sup> The *Bachelor's Thesis Template* in **Word** format can be downloaded by the student, who may modify the text and save it as their own document. The template can be used by entering one's own text over the placeholder text in the document (XXXX...). If adding one's own text causes any sections to shift or change, the student may check the technical formatting and correct positioning of the thesis elements in the **PDF** version of the *Template*, and make the necessary adjustments.

- **Underlining must not be used** in the text, *nor when referencing websites*;
- **Lists** in the text are marked using *Arabic numerals* or *bullet points*;
- **Footnotes**, used for comments, supplementary text or abbreviated bibliographic references cited in the thesis, are placed **at the bottom of the page**, numbered consecutively from **1** to the end of the thesis, written in **Times New Roman, 10 pt** font size. **The first line** of each footnote should be **indented 0.5 cm, justified** and **without line spacing**;
- All pages **from the Introduction to the end of the thesis** are paginated — marked with *Arabic numerals* (starting with **1**, at the **bottom right-hand corner of the page**, **Times New Roman, 9 pt**). The pages **preceding the Introduction** (title pages, Abstract, Statement, Table of Contents) are *not paginated*<sup>10</sup> and should not be marked with numbers;
- **Unnumbered titles** — Introduction, Conclusion, Bibliography or References, List of Illustrations and Appendices (if applicable) — must be written in **capital letters, Times New Roman, 16 pt, bold**, aligned to the **left margin**, and begin on a separate page;
- **First-level titles** in the main text, i.e. titles of the **main chapters** (numbered, e.g. **1.**), must be written in **capital letters, Times New Roman, 16 pt, bold**, aligned to **the left margin**, and begin on a separate page;
- **Second-level titles** in the main text, i.e. **subtitles of sections** (numbered, e.g. **1.1.**), must be written in **capital letters, Times New Roman, 14 pt, bold**, aligned **to the left margin**;
- **Third-level titles** in the main text, i.e. **lower-level subtitles** (numbered, e.g. **1.1.1.**), must be written in **capital letters, Times New Roman, 14 pt, aligned to the left margin**.

## 7.2. Language and writing style

- The thesis must be written in English in accordance with grammatical and orthographic rules;<sup>11</sup>
- The thesis must be written in an **academic** (scientific) **style** characterised by logicity, conciseness and objectivity in the expression of thoughts, ideas, facts and arguments, as well as the use of **scientific terminology** (literary or journalistic style, colloquial jargon, etc. must be avoided);

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<sup>10</sup> Solely for the purpose of simplifying the technical preparation of the student's thesis.

<sup>11</sup> Writing errors (typos) can be checked and corrected in the text using a spelling-check program, but caution should be exercised, as the suggested corrections may not always be completely accurate.

- **The language** must be *formal*, and the **vocabulary** *simple and clear*, with a preference for *simple sentence structures*;
- It is recommended to use **linguistic structures** such as “it is considered”, “research has shown”, “it was observed”, “were analysed”, “it is concluded”, while avoiding personal pronouns (I, we, you, ...);
- **Punctuation marks** (full stop, comma, question mark, exclamation mark, ellipsis (...)) and others) are written immediately after the word they follow (without a space), and separated by a space from the following word;
- **A sentence** should never begin with a numeral;
- When an **abbreviation** is first introduced **in the text**, it must be given in full with the abbreviation in brackets, after which only the abbreviation may be used. Terms or expressions that occur infrequently should not be abbreviated. Abbreviations must not be used in the title or abstract of the thesis. Units of measurement are abbreviated when placed next to numbers;
- **Foreign words** may be used in cases where no Croatian equivalent exists; in such cases, the recognised foreign term may be written in *italics*;
- **Writing numbers**: Decimal numbers must be written with a comma as the decimal separator (e.g., 26,71). *Symbols of different units of measurement* are separated by a space from the numerical value (e.g., 20 km, 30 kg). The degree sign, minute and second symbols are written directly after the number without a space (e.g., 180°). The percentage sign is written directly after the number without a space (e.g., 20%).

### 7.3. Illustrations

- Tables and figures (charts, diagrams, etc.) must be **labelled with a serial number and a title**;
- Illustrations are numbered consecutively in **Arabic numerals** according to their order of appearance in the thesis (separately for each type of illustration);
- The **type of illustration** (Table, Figure, Chart, etc.) and the **serial number** (e.g., **Table 1.**) must be written in **Times New Roman, 10 pt, bold**;
- The **title of the illustration** must be written in **Times New Roman, 10 pt**;
- **Text and labels** within illustrations must be written in **Times New Roman, 9 or 10 pt**;
- **Notes and Source references** must be written in **Times New Roman, 8 or 9 pt**;

- Each illustration, in addition to its serial number and title, must include a **source note**. **The Source** must be indicated with full bibliographic details of the source from which the illustration was taken. If only part of the illustration served as the basis for the author's own version, the source must still be cited (e.g., Source: author's elaboration based on ...), as well as in cases where the illustration is entirely the author's own work (e.g., Source: author's elaboration);
- As a rule, illustrations are **placed immediately next to the text they refer to, usually directly after the section in which they are first mentioned or described**;
- Illustrations **must be separated** from the text above and below **by a single line space**. The object of the illustration, including its title, source, etc., must be **centred**;
- When an illustration is taken from a source containing terms **in a foreign language**, their meaning must be explained in the text and *translated into English*;
- Only information essential for understanding should be included in the **illustration description**, while additional explanations should be provided in the accompanying text;
- **Tables**: The title of the table is written **above the table**. The title must be concise and clearly defined, indicating what the data in the table refer to. The serial number is placed **before the title** (e.g., Table 1. Tourist arrivals in Croatia in 2020). If further clarification is necessary, it should be included in **Notes** below the table. Tables and their data must be explained and interpreted in the text. **A chapter should not begin or end with a table, but with description, explanation and/or interpretation**, or a transitional sentence leading to the next chapter. **The Source** must be indicated (from which the table is wholly or partly taken, with full bibliographic details). If the table (e.g., calculation results) is entirely the author's own work, this should be indicated (e.g., Source: author's elaboration);
- **Figures**: Most frequently used figures are *graphical presentations*, i.e., *different types of graphs* (bar charts, line graphs, pie or semi-pie charts). As with tables, *each figure must be explained and interpreted*, and **a chapter should neither begin nor end with a figure, but with description, explanation and/or interpretation**. The title is written **below** the figure. The title must be concise and clearly defined. The serial number **precedes the title** (e.g., **Chart 1**. Financial liquidity indicators). Such illustrations may also include a **Legend** (explaining elements of the figure). **The Source** must be indicated (from which the figure is wholly or partly taken, with full bibliographic details). If the figure is entirely the author's own work, this should be indicated (e.g., Source: author's elaboration).

#### 7.4. Formulas

- The **Equation Editor** in Word must be used for writing formulas, applying the International System of Units (SI);

- Formulas must be written in **Times New Roman, 12 pt**, with **indices and exponents** in **10 pt**.
- Formulas are numbered consecutively in **Arabic numerals** according to their order of appearance in the text. The formula number is written in parentheses, aligned to the right margin, in **Times New Roman, 10 pt**;
- Each formula must be accompanied by an ***explanation of the symbols*** used.

## 8. Technical parts of the Thesis

The main parts of the thesis (which are individually listed and described in the following Guidelines) are:

1. **Title page** (external cover page and internal page),
2. **Student - Author Declaration on the Publication of the Defended Bachelor's Thesis**,
3. **Abstract** (and keywords),
4. **Table of Contents**,
5. **Introduction**,
6. **Main Text** (topic elaboration by chapters),
7. **Conclusion**,
8. **Bibliography or References** (depending on the citation style),
9. **List of Illustrations** (if applicable),
10. **Appendices** (if applicable).

### 8.1. Title page

The title pages of the thesis (external and internal) contain the most important information about the author (student), the author's institution (university, faculty, study programme, module), the type of thesis, the course, the supervisor, and the place and date of completion.

On the ***external (cover) page*** of the thesis, the following (basic information) is indicated:

- name and seat of the university,
- name and seat of the faculty,
- name of the study programme,
- student's full name,

- thesis title,
- type of thesis (Bachelor's Thesis), and
- faculty location and year of completion.

On the **internal title page**, the following must be stated (including supplementary information):

- name and seat of the university,
- name and seat of the faculty,
- name of the study programme,
- module,
- thesis title,
- type of thesis (Bachelor's Thesis),
- course (full course name from which the thesis is written),
- supervisor (full name, academic degree, and teaching/research title),
- student (full name),
- student's ID number JMBAG (as recorded at the Faculty),
- faculty location, month, and year of completion.

The title pages are *not paginated* (they **do not have page numbers**).

An example of the *title page* format (layout, placement on the page, type and size of font) is provided in the Bachelor's Thesis Template available on the Faculty website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>).

## 8.2. Student - Author Declaration on the Publication of the Defended Bachelor's Thesis

The Student - Author Declaration on the Publication of the Defended Bachelor's Thesis is placed after the *title pages*, before the *Abstract*, **on a separate page**. It is the student's obligation to sign the Statement by hand and insert it into the thesis (scanned or photographed).

The Student – Author Declaration is *not paginated* (it **does not have a page number**).

An example of the Student – Author Declaration format is provided in the *Bachelor's Thesis Template* available on the Faculty website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>).

## 8.3. Abstract (and Keywords)

The Abstract is placed in the thesis after the *Statement*, before the *Table of Contents*, **on a separate page**. It is usually written as a single paragraph in the language of the thesis. It provides



a **short overview of the thesis and its key conclusions**. It must contain a minimum of **150 words** (up to a maximum of 250 words).<sup>12</sup>

The Abstract is placed in the thesis after the *Statement*, before the *Table of Contents*, **on a separate page**. It is usually written as a single paragraph in the language of the thesis. It provides a **short overview of the thesis and its key conclusions**. It must contain a minimum of **150 words** (up to a maximum of 250 words).

In **a separate line**, under the subtitle *Keywords*, **3–5 keywords** are listed, separated by semicolons (;). Keywords represent the main terms that describe the content and thematic area of the thesis.

The Abstract (as a heading) is not numbered. It is *not paginated* (no page number is shown).

An example of the *Abstract* format is provided in the *Bachelor's Thesis Template* available on the Faculty website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>).

## 8.4. Table of Contents

The Table of Contents provides an overview of the **thesis structure**. It indicates the logical flow of exposition (from general to specific), the composition, as well as the scope and hierarchy of parts of the text. The headings of the structural parts of the thesis (chapters and subchapters) **are numbered**<sup>13</sup> and **include the page number** on which they appear.

Each section of the text (chapters and subchapters) should be **divided into a minimum of two subsections**.<sup>14</sup> The levels of structure are listed in the Table of Contents exactly as they appear in the text. Various formatting styles may be used, provided they ensure clarity and make it easy to locate specific parts of the thesis

The Table of Contents (as a heading) **is not numbered**.<sup>15</sup> It is *not paginated*.<sup>16</sup> It is placed after the *Abstract* and before the *Introduction*, **on a separate page**.

An example of the *Table of Contents* format is provided in the *Bachelor's Thesis Template* available on the Faculty website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>).

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<sup>12</sup> The number of characters in the thesis can be checked in MS Word using the "Word Count" option (located under the *Review* tab). It is necessary to highlight the text of the Abstract, click on the "Word Count" option, and check the number of words (under "Words").

<sup>13</sup> Structural sections of the thesis – Abstract, Student – Author Declaration, Introduction, Conclusion, Bibliography or References, List of Illustrations – as headings are not numbered, but (with the exception of the Abstract and Student – Author Declaration) the page number on which they appear is indicated in the Table of Contents.

<sup>14</sup> The exception applies to structural sections outside the main text, such as Introduction, Conclusion, Bibliography or References.

<sup>15</sup> This is solely for the purpose of simplifying the technical preparation of the student's thesis.

<sup>16</sup> This is solely for the purpose of simplifying the technical preparation of the student's thesis.

## 8.5. Introduction

The Introduction is the opening part of the thesis text, aiming to engage the reader and present the research problem and topic.

In the Introduction, the reader is introduced to the *research area* (topic), *subject*, *purpose*, *methods used*, *data sources*, and *structure (composition) of the thesis*. These elements are **mandatory**.

The Introduction is placed after the *Table of Contents*, **on a separate page**. It is recommended that it be one to two pages long. References are generally not cited in the Introduction.

The Introduction (as a heading) is not numbered. Pagination (**Arabic numerals starting from 1**) begins with the Introduction and continues until the end of the thesis.

An example of the *Introduction* format is provided in the *Bachelor's Thesis Template* available on the Faculty website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>).

## 8.6. Main Text

The topic (elaboration) must be systematically and logically divided into several parts (chapters, subchapters), *each with its own heading* in the main text. The topic must be gradually, logically, and systematically developed, explained, and fully covered.

The main text provides a detailed and well-documented description of the topic, presents the history of the researched problem, includes references to previous research and findings, and explains key insights and arguments (both the author's and others') that support and prove the validity of the results and conclusions. It also includes suggested measures or approaches that may contribute to solving the researched problem.

Elaboration of the topic through the individual sections of the thesis (chapters and subchapters) generally begins with the historical-theoretical framework (*retrospective section*), in which the starting theory of the research is presented and the basic concepts, previous research, and results are described. Based on historical and previous knowledge on the topic of the thesis, the importance, relevance, justification, and usefulness of the research and elaboration of the topic within the written work should be convincingly and argumentatively indicated. As a rule, current and already known and publicly available knowledge, facts, regularities, etc., are used. The further elaboration of the topic (*analytical-experimental section*) describes the research conducted, presents in detail the methodology and instruments used in the work, the description and method of data collection, the processing and analysis of the data, and finally presents the obtained results. The presented results and conclusions must serve the essential elements of the research and elaboration of the topic: title, problem, research subject, purpose, and objectives

of the research. In this section, the most important research results, key scientific facts, findings, regularities, theories, data, and information (both from other sources and the author's own) are presented. The third part of the topic elaboration (*perspective section*) provides a review and discussion of the previously presented and analysed facts, opinions, data, results, and conclusions reached through the elaboration of the topic, and conceptually connects theoretical premises with the obtained results, as well as relates or compares them with the results of other research. In this section, the main and representative results, measures, guidelines, proposals, improvements, innovative solutions, and enhancements for the problem or phenomenon covered by the topic are presented.

The main text with its constituent sections (chapters and subchapters) is placed between the Introduction and the Conclusion. The main text (elaboration of the topic) represents the **central part of the thesis**, divided into several chapters and subchapters **whose headings are numbered according to the corresponding section and level**. It is recommended to divide a chapter **up to the third level** (e.g., 1.1.1.). Headings of the same level of subchapter should be written in the same style (type and size).

**Main chapters** (headings numbered 1., 2., 3., ...) **start on a separate page**.

**Pages** of the Main Text are **paginated** (Arabic numerals).

An example of the Main Text format is provided in the *Bachelor's Thesis Template* available on the Faculty website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>).

## 8.7. Conclusion

The Conclusion is the final part of the thesis and represents a separate **conclusive conceptual and structural unit** in which all essential information, positions, facts, results, and conclusions of the thesis are presented concisely, systematically, and logically. The Conclusion is a synthesis of the research results and the thesis as a whole. Before writing the Conclusion, it is necessary to carefully read the thesis and deliberately extract the synthesised key findings reached in the work.

The Conclusion **does not contain citations** (references are not provided), **nor does it repeat sentences or passages from previous sections**. Instead, it presents **the author's own reflections and conclusions** based on the written thesis.

The Conclusion is placed after the Main Text **on a separate page**. It is recommended that the Conclusion be one to two pages in length, although the extent may vary depending on the depth, complexity, and nature of the research and the treatment of the topic, and it may therefore also be longer.

The Conclusion (as a heading) is not numbered, while the pages are paginated (numbered with Arabic numerals).

An example of formatting the *Conclusion* is provided in the *Bachelor's Thesis Template* available on the Faculty website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>).

## 8.8. Bibliography or References

The defined and required citation style is the **Chicago style**. In agreement with the supervisor, the student **may choose** either the Chicago style – *Bibliographic System* or the Chicago style – *Author-Date System* of citation and referencing.

All sources used in the thesis—whether interpreted, cited, or paraphrased—**must be listed in the Bibliography or References** fully and accurately.

In the *bibliographic system*, sources are cited in abbreviated form in footnotes at the bottom of the page and in full in the *Bibliography*.

In the *author-date system*, sources are cited in abbreviated form within parentheses in the text and in full in the *References*.

Each bibliographic entry in the *Bibliography* or *References* must contain the **complete bibliographic description** of all essential elements, while the **abbreviated description is provided in footnotes** (when the bibliographic system is applied) **or in the text** (when the author-date system is applied).

Every bibliographic entry listed in the Bibliography or References must have been previously cited in the main text.

Entries in the *Bibliography* or *References* are listed **without ordinal numbers, in smaller font size (11 pt, Times New Roman), one beneath the other, in alphabetical order according to the surname of the first author listed**. If **several works by the same author** are cited, these entries must be arranged in **chronological order**. If a bibliographic entry continues into a new line, the second line must be **indented by 0.5**.

The Bibliography or References is placed after the Conclusion **on a separate page**. The Bibliography or References (as a heading) is not marked (numbered), while the pages are paginated (numbered with Arabic numerals).

The number of relevant bibliographic entries included in the Bibliography or References reflects the quality of the treatment of the topic and the conducted research.

An example of formatting the *Bibliography* is provided in the *Bachelor's Thesis Template* available on the Faculty website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>).

### 8.8.1. Chicago Style – Bibliographic System and Author-Date System (Examples)

When citing bibliographic entries in the Chicago style – either the Bibliographic System or the Author-Date System – it is very important to **consistently follow the rules** regarding the order of the main descriptive elements, font style, and punctuation marks. The Chicago citation style **distinguishes between how sources are recorded within the text** and **how bibliographic sources are listed in the bibliography** (Bibliography or References).

**Example of citation in the text** using the Chicago style:

- **Bibliographic System:**

In the thesis text, the passage literally taken (quoted) from the book *Financial Performance Measures and Value Creation: The State of the Art* by Daniela Venanzi is placed in quotation marks, e.g.:

... „Maximizing earnings fails to account for the amount of capital invested to produce earnings.”<sup>1</sup>

The cited source is entered in the footnote as follows:

-----  
<sup>1</sup> Venanzi, *Financial Performance Measures and Value Creation: The State of the Art*, 3.

- **Author-Date System:**

In the thesis text, the passage literally taken (quoted) from the book *Financial Performance Measures and Value Creation: The State of the Art* by Daniela Venanzi is placed in quotation marks.

The cited source is incorporated into the text and recorded either before or after the quotation in one of the following ways:

... „Maximizing earnings fails to account for the amount of capital invested to produce earnings”  
(Venanzi 2012, 3).

or

... According to Venanzi „maximizing earnings fails to account for the amount of capital invested to produce earnings” (2012, 3).

All sources used and cited in the thesis must also be presented in full at the end of the thesis – in the *Bibliography* (if the bibliographic system is used) or in the *References* (if the author-date system is used).

Below are examples of the **most commonly used bibliographic entries**, presented in both **systems of the Chicago style**.<sup>17</sup>

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<sup>17</sup> More examples of citing bibliographic references can be found in: Zoran Ivanović. *Metodologija znanstvenog istraživanja*. Kastav: SAIVA, 2011.

## Bibliographic System

## Author-Date System

### Book (examples)

1 author	
<ul style="list-style-type: none"> <li>Bibliography:</li> </ul> <p>Skinner, Burrhus F. <i>About Behaviorism</i>. New York: Random House, 1974.</p> <p>Surname, First name. <i>Title of the Book</i>. Place of publication: Publisher, year of publication.</p> <ul style="list-style-type: none"> <li>footnote:</li> </ul> <p><sup>1</sup> Skinner, <i>About Behaviorism</i>, 145.</p> <p><sup>1</sup> Surname, <i>Title of the Book</i>, page number cited.</p>	<ul style="list-style-type: none"> <li>References:</li> </ul> <p>Skinner, Burrhus F. 1974. <i>About Behaviorism</i>. New York: Random House.</p> <p>Surname, First name. Year of publication. <i>Title of the Book</i>. Place of publication: Publisher.</p> <ul style="list-style-type: none"> <li>text:</li> </ul> <p>(Skinner 1974, 145)</p> <p>(Surname year, page number cited)</p>
2 authors	
<ul style="list-style-type: none"> <li>Bibliography:</li> </ul> <p>Dawkins, Marvin P., and Graham C. Kinloch. <i>African American Golfers During the Jim Crow Era</i>. Westport, CT: Praeger, 2000.</p> <p>Surname, First name, and First Name Surname. <i>Title of the Book</i>. Place of publication: Publisher, year of publication.</p> <ul style="list-style-type: none"> <li>footnote:</li> </ul> <p><sup>1</sup> Dawkins and Kinloch, <i>African American Golfers During the Jim Crow Era</i>, 97.</p> <p><sup>1</sup> Surname and Surname, <i>Title of the Book</i>, page number cited.</p>	<ul style="list-style-type: none"> <li>References:</li> </ul> <p>Dawkins, Marvin P., and Graham C. Kinloch. 2000. <i>African American Golfers During the Jim Crow Era</i>. Westport, CT: Praeger.</p> <p>Surname, First name, and First name Surname. Year of publication. <i>Title of the Book</i>. Place of publication: Publisher.</p> <ul style="list-style-type: none"> <li>text:</li> </ul> <p>(Dawkins and Kinloch 2000, 97)</p> <p>(Surname and Surname year, page number cited)</p>
3 authors	
<ul style="list-style-type: none"> <li>Bibliography:</li> </ul> <p>Kenneth, Janda, Jeffrey M. Berry, and Jerry Goldman. <i>The challenge of democracy</i>. 6th ed. Boston: Houghton Mifflin, 2000.</p> <p>Surname, First name, First name Surname, and First name Surname. <i>Title of the Book</i>. Place of publication: Publisher, year of publication.</p> <ul style="list-style-type: none"> <li>footnote:</li> </ul> <p><sup>1</sup> Kenneth, Berry, and Goldman, <i>The challenge of democracy</i>, 56.</p> <p><sup>1</sup> Surname, Surname, and Surname, <i>Title of the Book</i>, page number cited.</p>	<ul style="list-style-type: none"> <li>References:</li> </ul> <p>Kenneth, Janda, Jeffrey M. Berry, and Jerry Goldman. 2000. <i>The challenge of democracy</i>. 6th ed. Boston: Houghton Mifflin.</p> <p>Surname, First name, First name Surname and First name Surname. Year of publication. <i>Title of the Book</i>. Place of publication: Publisher.</p> <ul style="list-style-type: none"> <li>text:</li> </ul> <p>(Kenneth, Berry, and Goldman 2000, 56)</p> <p>(Surname, Surname and Surname year, page number cited)</p>

#### Four and more authors

- Bibliography:

Davidson, William, Daniel Sweeney, Thomas Jones, and Ronald Stampfl. *Retailing management*. 6th ed. New York: Wiley, 1988.

Surname, First name, First name Surname, First name Surname and First name Surname. *Title of the Book*. Place of publication: Publisher, year of publication.

- footnote:

<sup>1</sup> Davidson and others, *Retailing Management*, 23.

<sup>1</sup>Surname of first author et al., *Title of the Book*, page number cited.

- References:

Davidson, William, Daniel Sweeney, Thomas Jones, and Ronald Stampfl. 1988. *Retailing management*. 6th ed. New York: Wiley.

Surname, First name, First name Surname, First name Surname, and First name Surname. Year of publication. *Title of the Book*. Place of publication: Publisher.

- text:

(Davidson et al. 1988, 23)

(Surname of first author et al. year, page number cited)

#### Editor of a book

- Bibliography:

Gavin, McCloud, ed. *Proceedings of the Maritime and Shipping Industry's Annual Conference on Ship Building, May 1990*. Annapolis: University of Maryland, 1991.

Surname, First name, abbreviation for editor. *Title of the Book*. Place of publication: Publisher, year of publication.

- footnote:

<sup>1</sup> Gavin, *Proceedings of the Maritime and Shipping Industry's*, 142–143.

<sup>1</sup>Surname, *Title of the Book*, page number cited.

- References:

Gavin, McCloud, ed. 1991. *Proceedings of the Maritime and Shipping Industry's Annual Conference on Ship Building, May 1990*. Annapolis: University of Maryland.

Surname, First name, abbreviation for editor. Year of publication. *Title of the Book*. Place of publication: Publisher.

- text:

(Gavin 1991, 142–143)

(Surname year, page number cited)

#### Contribution by an author in a book

- Bibliography:

Weiser, Mark. "Program slicing." In *Proceedings of the 5th international conference on software engineering, March 9–12, 1981*, 439–449. Los Alamitos, California: IEEE Computer Society Press, 1981.

- footnote:

<sup>1</sup> Weiser, "Program slicing," 441.

- References:

Weiser, Mark. 1981. Program slicing. In *Proceedings of the 5th international conference on software engineering, March 9–12, 1981*, 439–449. Los Alamitos, California: IEEE Computer Society Press.

- text:

(Weiser 1981, 441)

### Contribution by an author in an edited book

- Bibliography:

Ganster, D. C. "Worker control and well-being: A review of research in the workplace." In *Job control and worker health*, edited by Steven L. Sauter, Joseph J. Hurrell, and Cary L. Cooper, 3–23. Chichester, UK: John Wiley and Sons, 1989.

- footnote:

<sup>1</sup> Gamster, „Worker control and well-being: A review of research in the workplace,“ 3.

- References:

Ganster, D. C. 1989. Worker control and well-being: A review of research in the workplace. In *Job control and worker health*, ed. Steven L. Sauter, Joseph J. Hurrell, and Cary L. Cooper, 3–23. Chichester, UK: John Wiley and Sons.

- text:

(Ganster 1989, 3)

### Book in a foreign language with translation

- Bibliography:

Burgos, Elizabeth, ed. *Me llamo Rigoberta Menchú y así me nació la conciencia* [My Name is Rigoberta Menchú and This is How My Consciousness Was Raised]. México City: Stiglo Veintiuno, 1987.

- footnote:

<sup>1</sup> Burgos, *Me llamo Rigoberta Menchú y así me nació la conciencia*, 5.

- References:

Burgos, Elizabeth, ed. 1987. *Me llamo Rigoberta Menchú y así me nació la conciencia* [My Name is Rigoberta Menchú and This is How My Consciousness Was Raised]. México City: Stiglo Veintiuno.

- text:

(Burgos 1987, 5)

### Book published by an organisation

- Bibliography:

American Psychological Association. *The Publication Manual of the American Psychological Association*. 6th ed. Washington, DC: American Psychological Association, 2010.

- footnote:

<sup>1</sup> American Psychological Association, *The Publication Manual*, 25.

- References:

American Psychological Association. 2010. *The Publication Manual of the American Psychological Association*. 6th ed. Washington, DC: American Psychological Association.

- text:

(American Psychological Association 2010, 25)



### Online book in the digital library

- Bibliography:

Watson, Richard T. *Data Management: Databases and Organizations*. 5th ed. New York: John Wiley & Sons, 2005. Safari Books Online. <http://my.safaribooksonline.com/> (accessed August 10, 2025).

- footnote:

<sup>1</sup> Watson, *Data Management*, 59, table 3.2.

- References:

Watson, Richard T. 2005. *Data Management: Databases and Organizations*. 5th ed. New York: John Wiley & Sons. Safari Books Online. <http://my.safaribooksonline.com/> (accessed August 10, 2025).

- text:

(Watson 2005, 59, table 3.2)

### Journal (examples)

#### Article in a journal, 1 author

- Bibliography:

Salama, Aly. "A note on the impact of environmental performance on financial performance." *Structural change and economic dynamics* 16, no. 3 (2005): 413–421.

Surname, First name. "The title of the article is written in quotation marks." *The journal title is written in italics* (without a preceding punctuation mark follows) volume number, issue number (year of publication in brackets): page range on which the article is found in the journal.

- footnote:

<sup>1</sup> Salama, "A note on the impact of environmental performance on financial performance," 415.

<sup>1</sup> Surname, "Title of the article in quotation marks", page number in the article from which the quotation is taken.

- References:

Salama, Aly. 2005. "A note on the impact of environmental performance on financial performance." *Structural change and economic dynamics* 16.(3): 413–421.

Surname, First name. Year of publication. Title of the article. *The journal title is written in italics* (without a preceding punctuation mark follows) volume number issue number in brackets: page range on which the article is found in the journal.

- text:

(Salama 2005, 415)

(Surname year, page number in the article from which the quotation is taken)

#### Article in a journal, 2 authors

- Bibliography:

Smith, Malcolm, and Richard Taffler. "The chairman's statement and corporate financial performance." *Accounting & Finance* 32, no. 2 (1992): 75–90.

- footnote:

<sup>1</sup> Smith and Taffler, "The chairman's statement and corporate financial performance," 76.

- References:

Smith, Malcolm, and Richard Taffler. 1992. "The chairman's statement and corporate financial performance." *Accounting & Finance* 32(2): 75–90.

- text:

(Smith and Taffler 1992, 76)

#### Article in a journal, 3 authors

- Bibliography:

Orlitzky, Marc, Frank L. Schmidt, and Sara L. Rynes. "Corporate social and financial performance: A meta-analysis." *Organization studies* 24, no. 3 (2003): 403–441.

- footnote:

<sup>1</sup> Orlitzky, Schmidt, and Rynes, "Corporate social and financial performance: A meta-analysis," 408.

- References:

Orlitzky, Marc, Frank L. Schmidt, and Sara L. Rynes. 2003. "Corporate social and financial performance: A meta-analysis." *Organization studies* 24 (3): 403–441.

- text:

(Orlitzky, Schmidt, and Rynes 2003, 408)

#### Online article in the digital library

- Bibliography:

Mardis, E. R. "The impact of next-generation sequencing technology on genetics." *Trends in Genetics* 24, no. 3 (2008): 133–141. ScienceDirect. <http://www.sciencedirect.com/> (accessed August 10, 2025).

- footnote:

<sup>1</sup> Mardis, "'The impact of next-generation sequencing technology on genetics," 135.

- References:

Mardis, E. R. 2008. The impact of next-generation sequencing technology on genetics. *Trends in Genetics* 24 (3): 133–141. ScienceDirect. <http://www.sciencedirect.com/> (accessed August 10, 2025).

- text:

(Mardis 2008, 135)

#### Report (example)

- Bibliography:

Merchant, Dean C. *Applied research in analytical photogrammetry: Final report*. Columbus, Ohio: Ohio State University, Engineering Experimental Station, 1980.

- footnote:

<sup>1</sup> Merchant, *Applied research in analytical photogrammetry: Final report*, 5.

- References:

Merchant, Dean C. 1980. *Applied research in analytical photogrammetry: Final report*. Columbus, Ohio: Ohio State University, Engineering Experimental Station.

- text:

(Merchant 1980, 5)

#### Online statistical yearbook (example)

- Bibliography:

Croatian Bureau of Statistics. *Statistical Yearbook of the Republic of Croatia 2009*. Zagreb: Croatian Bureau of Statistics, 2009. [http://www.dsz.hr/hrv/publication/stat\\_year.html](http://www.dsz.hr/hrv/publication/stat_year.html) (accessed 10 August 2025).

- footnote:

<sup>1</sup> Croatian Bureau of Statistics, *Statistical Yearbook of the Republic of Croatia 2009*, 21.

- References:

Croatian Bureau of Statistics. 2009. *Statistical Yearbook of the Republic of Croatia 2009*. Zagreb: Croatian Bureau of Statistics. [http://www.dsz.hr/hrv/publication/stat\\_year.html](http://www.dsz.hr/hrv/publication/stat_year.html) (accessed 10 August 2025).

- text:

(Croatian Bureau of Statistics 2009, 21)

### Online legal acts (example)

- Bibliography:

*Nature Protection Act*. Official Gazette, 2005, no. 75.  
<http://narodne-novine.nn.hr/> (accessed 20 August 2025).

- footnote:

<sup>1</sup> *Nature Protection Act*, Art. 3, para. 2.

- References:

*Nature Protection Act*. 2005. Official Gazette, no. 75.  
<http://narodne-novine.nn.hr/> (accessed 20 August 2025).

- text:

(*Nature Protection Act* 2005, Art. 3, para. 2)

## 8.8.2. Use of Latin Expressions (Abbreviations) in Shortened Citations in Footnotes

When writing shortened descriptions of bibliographic entries in footnotes, Latin expressions and their abbreviations are often used. The most common are: *Opus citatum* (abbreviated **op. cit.** – the cited work, i.e., a work mentioned earlier), *Ibidem* (abbreviated **ibid.** – in the same place, in the same work, on the same page), and *Loco citato* (abbreviated **loc. cit.** – immediately before, in the cited place). These abbreviations are used<sup>18</sup> **when a bibliographic entry is cited several times in a thesis**, i.e., when it is repeated in a footnote. In such cases, the name of the author may be replaced by the abbreviation, or the abbreviation may be added to the author's surname.

Example of using **Latin expressions** for the same bibliographic entry repeatedly cited *in footnotes*:

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<sup>1</sup> Smith and Taffler, "The chairman's statement and corporate financial performance," 76.

<sup>2</sup> *Ibid.* (same source, i.e. bibliographic entry cited in the *previous footnote*, *same page*)

<sup>3</sup> *Ibid.*, 77. (same source i.e. cited in the *previous footnote*, but a *different page*)

<sup>4</sup> Citation of another source, i.e. bibliographic entry (e.g. Watson, *Data Management*, 59.)

<sup>5</sup> Citation of another source (e.g. Davidson and others, *Retailing Management*, 23.)

(6, 7, 8, ... 20)

<sup>21</sup> Smith and Taffler, *op. cit.* 79. (same source i.e. the bibliographic entry *previously cited* in the thesis, but quotation is from a *different page* of the cited source)

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<sup>18</sup> For further information see: Zoran Ivanović. *Metodologija znanstvenog istraživanja*. Kastav: SAIVA, 2011.

## 8.9. List of Illustrations

**The list of illustrations** provides a *clear and systematic overview* of the illustrations (tables and figures) included in the main body of the thesis. A list is particularly useful when the thesis contains a larger number of illustrations. The list includes *the ordinal number of the illustration, its title, and the page number* on which it appears.

Illustrations may include tables, charts, diagrams, drawings, figures, maps, and photographs.

*Graphic representations* are used for clearer interpretation and easier recognition of different relationships, forms, and trends, while *tabular representations* are used for numerical data. Presenting information illustratively, particularly numerical data, has significant advantages over descriptive presentation, as extensive and complex data can be systematically, logically, and concisely displayed in a relatively smaller space within the thesis.

The List of Illustrations (as a heading) is not numbered. Pages are paginated (numbered with Arabic numerals). The List of Illustrations is placed after the Bibliography or References **on a separate page**.

An example of formatting the List of Illustrations can be found in the *Bachelor's Thesis Template* available on the Faculty's website (<https://fthm.uniri.hr/en/life-at-fmtu/instructions-for-students/>).

## 8.10. Appendices

Depending on the nature of the research topic, methodology, and research process, a thesis may include *appendices*, i.e., *supplementary materials*, which are presented in a **separate section** so as not to unnecessarily burden the main body of the text. Therefore, within the main text, the reader is usually directed to an appendix relevant to the discussion (e.g., **Appendix 1**). If appendices are included, they are placed **at the very end of the thesis on a separate page**.

Appendices may contain survey questionnaires, complex or numerous diagrams, tables, extracts, and similar materials — in short, any supplementary content that is necessary to present and important for the research subject.

The Appendix (as a heading) is not numbered.

Pages are numbered in the same way as the preceding pages of the thesis.