

Instructions to researchers for providing material in the library

We recommend submitting materials electronically whenever possible.
What do you need in the library to enter your bibliographies?

For each document you submit for inclusion in the bibliography, specify keywords and [typology of documents/works](#).

TYPES OF MATERIALS

Book, textbook, handbook, atlas, final research paper, report on projects and other monographs

- original monographs, print or e-form or if the original cannot be obtained: scanned title pages, mostly the first page, the page where the publisher is listed, editors, other authors, CIP... and the other side, sometimes also information at the end of the book;
- ISBN number,
- scanned pages where the used literature is listed,
- last numbered pages scanned.

Doctoral theses, master's theses and theses

- original or if the original cannot be obtained: scanned title page and pages with Key documentation information in Slovenian, scanned pages, where the literature used and the last numbered pages are indicated.

Chapter in a book - monograph

- original or if the original cannot be obtained scanned title pages, mostly the first page, pages where the publisher is listed, editors, other authors, CIP... and other pages, sometimes the information is also at the end of the book;
- ISBN number,
- scanned last numbered pages of Roman and Arabic pagination/numbering,
- scanned your entire chapter including references.

Conference material - collection of papers, summaries or extracts or any other conference publication format

- original or if the original cannot be obtained: scanned title pages, mostly the first page, pages where the publisher is listed, editors, other authors, CIP... and other pages, sometimes the information is also at the end of the book;
- ISBN or ISSN number, if the collection has one,
- scanned last numbered pages of the entire collection,
- scanned your entire chapter including references.

An article published in a magazine, newspaper or other serial publication

- original – full issue of the magazine or pdf article or if the original cannot be obtained: when the article does not have pagina viva (current title at the top of the first page of the article) and title, year and magazine pages) scan/copy magazine covers and magazine table of contents;
- write the volume, year, number, and ISSN number of the magazine, if only this one is listed, scan entire article.

Invited unpublished lecture at the conference

- a photocopy of the organizer's invitation, where the address of the conference must be indicated or a URL link to the conference,
- title of your lecture, all authors,
- place and date of the lecture.

Other performed works

- the title of your lecture and for whom the lecture is organized, or a URL link, all authors,
- place and date of the lecture.

A radio or television broadcast

- the title of the show, the title of the radio or TV/radio station and program
- the title of your contribution within the show, if it is thematically determined, date and place,
- names of all participants.

Ljubljana, January 2022