Guidelines for Authors

Editorial Policy

Organizacija is an interdisciplinary peer reviewed journal that seeks both theoretically and practically oriented research papers from the area of organizational science, business information systems and human resources management. Topics will be drawn from, but are not limited to, the following areas:

- organizational theory, development and restructuring of organizations;
- new and innovative organizational structures and approaches;
- managerial aspects of quality management;
- organizational behaviour;
- human resources management;
- development, restructuring and management of information systems;
- interorganizational systems, electronic commerce;
- decision making, decision support.

In particular, we seek papers which cover state-of-art developments in organizational theory and practice, and present new insights that improve our understanding in the subject area of the journal.

Author Guidelines

It is essential for us that authors write and prepare their manuscripts according to the instructions and specifications listed below. The length and effectiveness of the peer review process will largely depend upon the care used by authors in preparing their manuscripts. Therefore, contributors are strongly encouraged to read these instructions carefully before preparing a manuscript for submission, and to check the manuscript for conformance before submitting it for publication.

Manuscripts preferred for publication in Organizacija (http://www.degruyter.com/view/j/orga, or http://organizacija.fov.uni-mb.si) are those which:

1. **Contain original work** - which is not published elsewhere in any medium by the authors or anyone else and is not under consideration for publication in any other medium.
2. **Are focused on the core aims and scope of the journal** - Organizacija is an interdisciplinary peer reviewed journal that seeks both theoretically and practically oriented research papers from the area of organizational science, business information systems and human resources management.
3. **Are clearly and correctly written** - should contain all essential features of a complete scientific paper, should be written in a clear, easy to understand manner and be readable for a wide audience.
4. **Are written in English** - should be clearly and grammatically written, in an easily readable style. Attention to detail of the language will avoid severe misunderstandings which might lead to rejection of the paper. Correct language is the responsibility of the authors.

Organization of the manuscript:

All parts of the manuscript should be type-written (font size 12), with margins of 2.5 cm. Pages should be numbered consecutively throughout the manuscript.

Paper elements:

1. **Title page** including:

1.2 **Title (short title)**

We suggest the title should be as short, informative and comprehensible for a broad scientific audience as possible. If a long title is necessary, please prepare an optional short title. It should not contain non-standard acronyms or abbreviations. We emphasize, that it is the title, which usually should convey to a broad scientific readership.
1.2. Name(s) of author(s)
A list of all authors of the paper should be prepared. We need full first name, initial(s) for middle name(s) and full last name.

1.3. Name and address of workplace(s)
Authors' affiliations should be indicated in this section.

1.4. Personal e-mail address(es)
At least one e-mail address is needed. It will be used as the corresponding author's email address in all contacts with the authors.

2. Abstract
An abstract must accompany every article. It should be a brief summary of the significant items of the main paper. An abstract should give concise information about the content of the core idea of your paper and clearly describe the major findings reported in the manuscript. It should be informative and not only present the general scope of the paper but also indicate the main results and conclusions. It should not contain literature citations or allusions to the tables or illustrations. All non-standard symbols and abbreviations should be defined. In combination with the title and keywords, the abstract is an indicator of the content of the paper. Authors should remember that online systems rely heavily on the content of titles and abstracts to identify articles in electronic bibliographic databases and search engines. They are therefore requested to take great care in preparing these elements.

Please format the abstract (no more than 250 words) as separate paragraphs: (1) Background and Purpose, (2) Design/Methodology/Approach, (3) Results and (4) Conclusion.

3. Key words
List of key words (not more than 5) proposed by the authors, separated by semicolons.

4. Text
General rules for writing:

- use simple and declarative sentences; avoid long sentences, in which the meaning may be lost by complicated construction;
- be concise, avoid idle words;
- make your argumentation complete; use commonly understood terms; define all non-standard symbols and abbreviations when you introduce them;
- explain all acronyms and abbreviations when they first appear in the text;
- footnotes can be used for short remarks or notes; avoid footnotes if possible.

Structure of a paper

Research papers and review articles should follow a strict structure following typical requirements for scientific publications (please see “IMRAD format”, e.g. at: http://writing.wisc.edu/Handbook/ScienceReport.html)

4.1 Introduction
Indicates the scope of the subject and presents the purpose of the studies reported. Introduction should clearly show the studies reported relationship to earlier work in the field, while avoiding being an extensive review of the literature. The introduction should provide the hypothesis that was addressed and the rationale for present study.

4.2 Methods
This section should contain sufficient detail to enable others to repeat the authors' work. Previously published investigations should be cited in References and only truly new research or modifications of previously published research should be described in detail. In theoretical papers comprising the computational analysis, technical details such as the computational methods, and models applied or newly developed models should be provided to enable readers to reproduce the calculations. If appropriate, a section describing the investigation or the case(s) studied can be added.

4.3 Results
This section should include the results of the study. Results can also be presented in figures and tables. Results not requiring documentation should be given solely in the text. Please take under consideration that Result section should not consists of an extensive interpretation of the results, which is reserved for discussion.

4.4 Discussion
Discuss all important elements of your scientific findings. The Discussion should be focused on the interpretation of the results avoiding a repetition of the Results section. Results and Discussion may be combined together into one section, if appropriate.

4.5 Acknowledgements
This section consists of acknowledgements of the assistance of colleagues or similar notes of appreciation, as well as information concerning any financial support received for the work being published.

4.6 References
A complete reference should give the reader enough information to find the relevant article. Use the British Standard 2879 for transliteration of Cyrillic characters. Please pay particular attention to spelling, capitalization and punctuation here. Completeness of references is the responsibility of the authors. Reference list must conform to the APA style (see APPENDIX).

5. Short biographical note for each of the authors (not more than 150 words). See biographical notes that have been published in Organizacija at the end of each article.

- Authors must also enclose a written statement that the paper is original unpublished work, and not under consideration or publication elsewhere. On publication, copyright for the paper shall pass to Organizacija. In all later publications, Organizacija must be stated as a source.
- Figures, tables and equations, consecutively numbered (Figure 1, Figure 2, ...; Table 1, Table 2, ...) in electronic form should be, together with concise explanatory captions, included in the text. All lettering and figure elements should be large enough to be readable when figure or table has been reduced to fit journal page or column. All figures and tables must be specifically referred in the text.
- When available, provide the URLs to access references online, including those for open access versions of the reference. The URLs are ready to click (e.g., http://www.apastyle.org/).

Please submit manuscripts electronically, in MS Word format, to http://organizacija.fov.uni-mb.si. To contact editorial office send a message to Organizacija@fov.uni-mb.si.

Processing and submission charges

The journal does not have article processing charges (APCs) nor article submission charges.

The review process

Every manuscript submitted to Organizacija will be first evaluated by one of the editors. This initial evaluation is intended to check if:
- the manuscript fits the journal focus and editorial policy;
- the research uses sound methodologies;
- the manuscript is properly structured and it is written in good English.
A manuscript which meets these minimal criteria will enter in a double-blind review process. The manuscript will be sent to a minimum of two anonymous reviewers, chosen according to their expertise in the field of the paper. Each reviewer will provide a detailed report on the manuscript, and will make recommendations to the editor regarding the acceptance or rejection of the paper. Reviewers' reports, along with Editor's own comments, will be made available to the author.

Based on the opinions of the reviewers, the editors will accept the paper, demand minor or major enhancements, or reject the paper. If major enhancements are required the upgraded paper is reviewed again.

APPENDIX: Instructions for Authors on References (see details e.g. at: https://owl.english.purdue.edu/owl/section/2/10/)

1. Introduction

This document describes standards for preparing the references in the APA style. The following sections give detailed instructions on citing books, journal articles, newspaper articles, conference papers, theses, web pages and others.

Please provide all the required elements in the references to your paper. Please pay particular attention to spelling, capitalization and punctuation. Accuracy and completeness of references are the responsibilities of the author. Before submitting your article, please ensure you have checked your paper for any relevant references you may have missed.

A complete reference should give the reader enough information to find the relevant article. And most importantly,
complete and correct references may allow automatic creation of active links by the MetaPress technology that we use for making the electronic version of our journal. Active reference linking is regarded as the greatest benefit of electronic publishing and it adds a lot of value to your publication.

2. Book

a. Book (one author)
Format: Author. (Year of publication). Book title. Place of publication: Publisher.


b. Book (two or more authors)
Format: Author1, Author2, & Author3. (Year of publication). Book title. Place of publication: Publisher.


c. Book chapter or article in an edited book
Format: Author(s) of chapter. (Year of publication). Chapter title. In Editors of the book (Eds.), *Book title* (Chapter page range). Place of publication: Publisher.


d. Proceedings from a conference
Format: Author(s). (Year of publication). Title. In Conference name, Date (Page range). Place of publication: Publisher.


e. Ebook
Format: Author(s). (Year of publication). Title. Publisher. Retrieving date, http address. DOI.


f. Thesis
Format: Author(s). (Year of publication). Title. Information, Place of publication.


g. Report
Format: Author(s). (Year of publication). Title. Place of publication: Publisher. (Report number)


h. Government publication
Format: Institution name. (Year of publication). Title. Place of publication: Publisher.
Example:

3. Article

a. Journal Article (one author)
Format:
Author. (Year of publication). Article title. Journal Title. Volume (issue), range of pages. DOI.

Example:

b. Journal Article (two or more authors)
Format:
Author1, Author2, & Author3. (Year of publication). Article title. Journal Title. Volume (issue), range of pages. DOI.

Example:

c. Journal article from an online database
Format:
Author(s). (Year of publication). Article title [Electronic version]. Journal Title. Volume (issue), range of pages. Retrieved date of access, from name of database. DOI.

Example:

d. Newspaper article (no author)
Format:
Article title. (Publication date). Journal Title. page.

Example:

e. Encyclopedia article
Format:

Example:

4. Other formats

a. Web page
Format:
Author/Sponsor. (last update or copyright date). Title. Retrieved date of access, from URL.

Example:

b. Lecture note
Format:
Author(s). (Date of presentation). Lecture title. Lecture notes distributed in the unit, at the name of the teaching organisation, the location.

Example:
Liffers, M. (2006, August 30). Finding information in the library. Lecture notes distributed in the unit Functional Anatomy and Sports Performance 1102, University of Western Australia, Crawley, Western Australia.
c. Patent
Format:

Example:

d. Standard
Format:

Example:

e. Video
Format:
Producer, P. P. (Producer), & Director, D.D. (Director). (Date of publication). Title of motion picture [Motion picture]. Country of origin: Studio or distributor.

Example:

f. Audio recording
Format:
Songwriter, W. W. (Date of copyright). Title of song [Recorded by artist if different from song writer]. On Title of album [Medium of recording]. Location: Label. (Recording date if different from copyright date).

Example:

g. Mailing list
Format:
Author. (Exact date of posting). Subject line of message. Message posted to followed by name of mailing list, archived at followed by address for the archived version of the message

Example:

h. Computer software
Format:
Author(s). (Year). Title [computer software]. The location: Company.

Example: