

Style Guide for the Annual Report of the Jožef Stefan Institute

General

- Texts should be in UK rather than US English, with exceptions for the names of US-related projects, book titles, references, etc.
- Use the word Slovene to refer to the language, and the word Slovenian to describe companies, projects, universities, etc.
- References in departmental texts to places in Slovenia should be followed by a comma and the word Slovenia, e.g., The conference was held in Maribor, Slovenia. In similar cases, where another country is referred to, the name of the country should not be written in brackets.
- The phrase research and development can always be abbreviated to R&D.
- Commonly used words, such as cooperate, online and offline, do not require any hyphenation.
- Do not abbreviate the word approximately to approx. in a flowing text, write the word approximately. Alternatively, choose a synonym like some, about, roughly, or nearly.
- The names of institutions should be written using capitals, e.g., the Ministry of the Environment and Spatial Planning.

The Jožef Stefan Institute

- Write out the full title of the Jožef Stefan Institute at first mention, with subsequent references being either to the JSI or to the Institute.
- References to the department described in the text should use the lower-case form, i.e., the department.

Money and numbers

- References to the euro should be written out in full, except in cases where a particular amount is referred to. In such cases the euro symbol should be used, e.g., ...a contract worth €20,000.
- Numbers in the text larger than 9999 should have a comma after the thousands, e.g., 44,000.

Projects

- A project that is part of the EU's fifth, sixth or seventh framework programmes should always be referred to as an EU 5FP, EU 6FP or EU 7FP project.
- Slovenian projects, or those with non-English titles, should be written in English. This should also be extended to the titles of invited lectures, etc.
- In general, the names of projects should be written out in full at first mention using inverted commas, together with an acronym, and then simply referred to by the acronym later in an individual text. For example, the EU 5FP "Hydrogen-Powered Cars for Cities (HPCFC)" project.

Documents, dates and people

- The names of documents, journals, acts, etc., should be written in capitalised form with Italic lettering, e.g., *Journal of Applied Physics*.

- Dates should be written in the form 28 January 2008. There is no need for any commas. If a range of dates needs to be specified an “n-dash” should be inserted between the numbers, without any spaces, e.g., 24–28 January 2008. If the time period extends over two or more months, the dates should be written as 21 January to 22 March 2008. In lists the months can be shortened to Jan., Feb., Mar., etc.
- People should be given the titles they prefer, e.g., prof. or Prof., Dr or dr, etc. However, the default titles should be Dr (capitalised, with no full stop) and Prof. (capitalised, with a full stop).
- In lists of awarded Ph.D. and other theses, the name of the mentor or supervisor should be placed in brackets after the title of the thesis (which should be in Italics), e.g., Bogdan Rožman: *The Influence of Salt on Muscle Fibre* (D. Valant).