



ALMA MATER
— PRESS —

INSTRUCTIONS FOR AUTHORS

Maribor, 2018

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1 Text editor

When you start editing and writing monographs for Alma Mater Press, we recommend using Microsoft Word or Apache Open Office Writer. The instructions below will be ready for a Microsoft Word 2016 text editor.

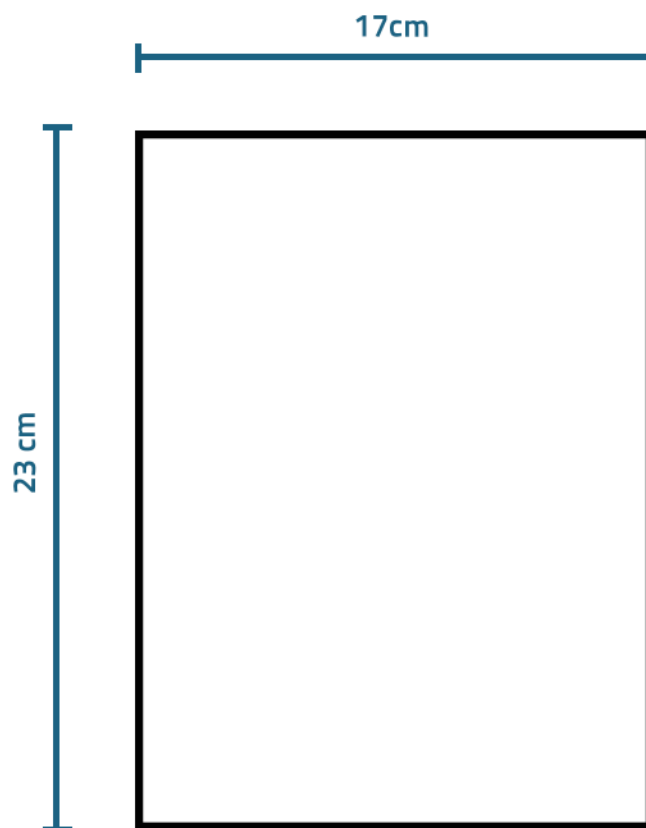
2 Page size

After opening a new blank document, it is first necessary to prepare the page or paper size. For the publication of monographs of the scientific monograph published by Alma Mater Press, we suggest the following parameters of page size or paper:

FORMAT:

Width: 17 cm

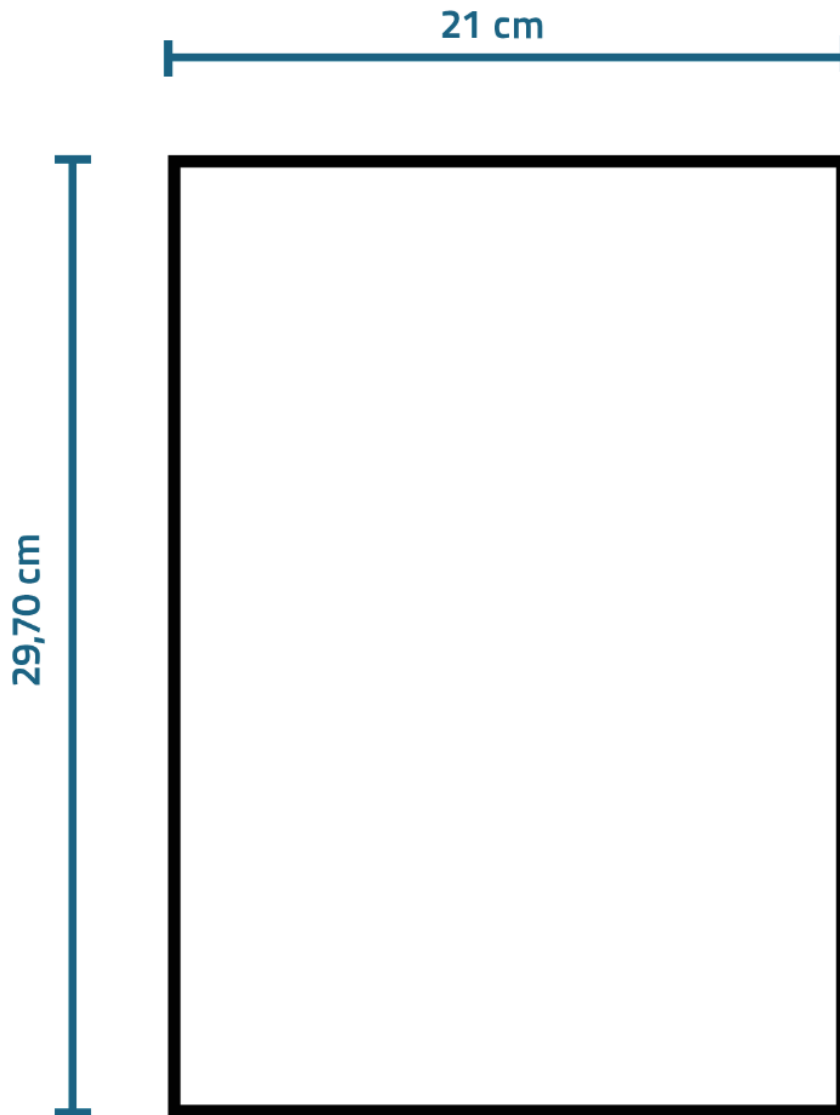
Height: 23 cm 23,5



Picture 1: UZ format UM 17 x 23

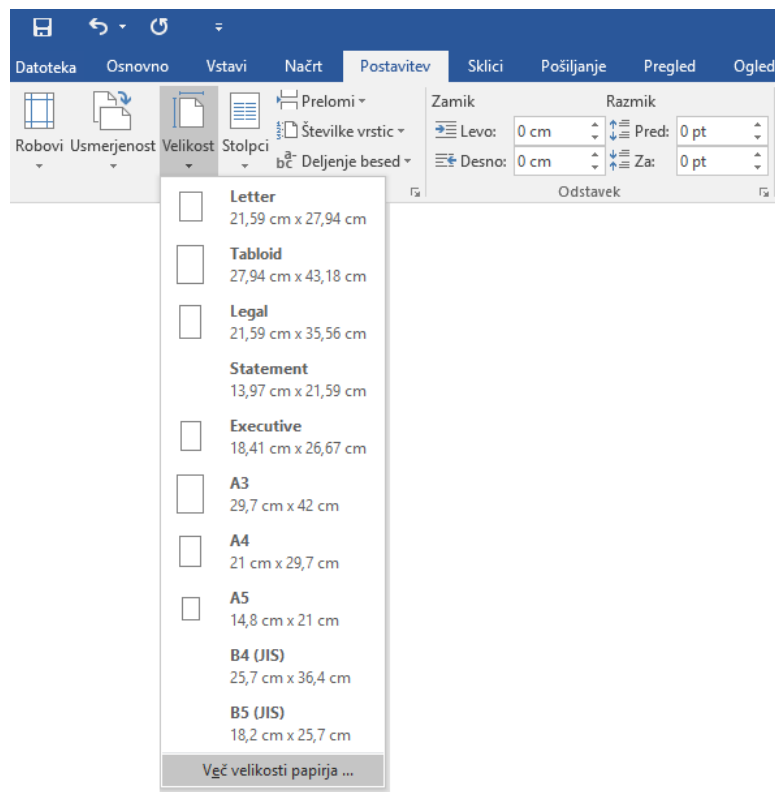
FORMAT: A4

Width: 17 cm
Height: 23 cm

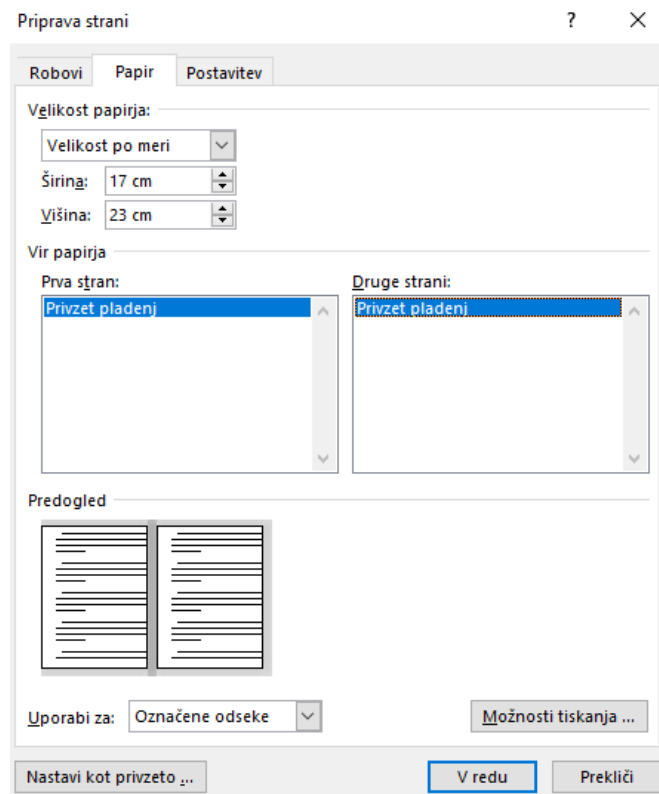


Picture 2: UZ format UM A4

You can set the size on the toolbar under the **Layout tab -> Size -> More Paper Sizes...**



Picture 3: Setting the page size 1/2



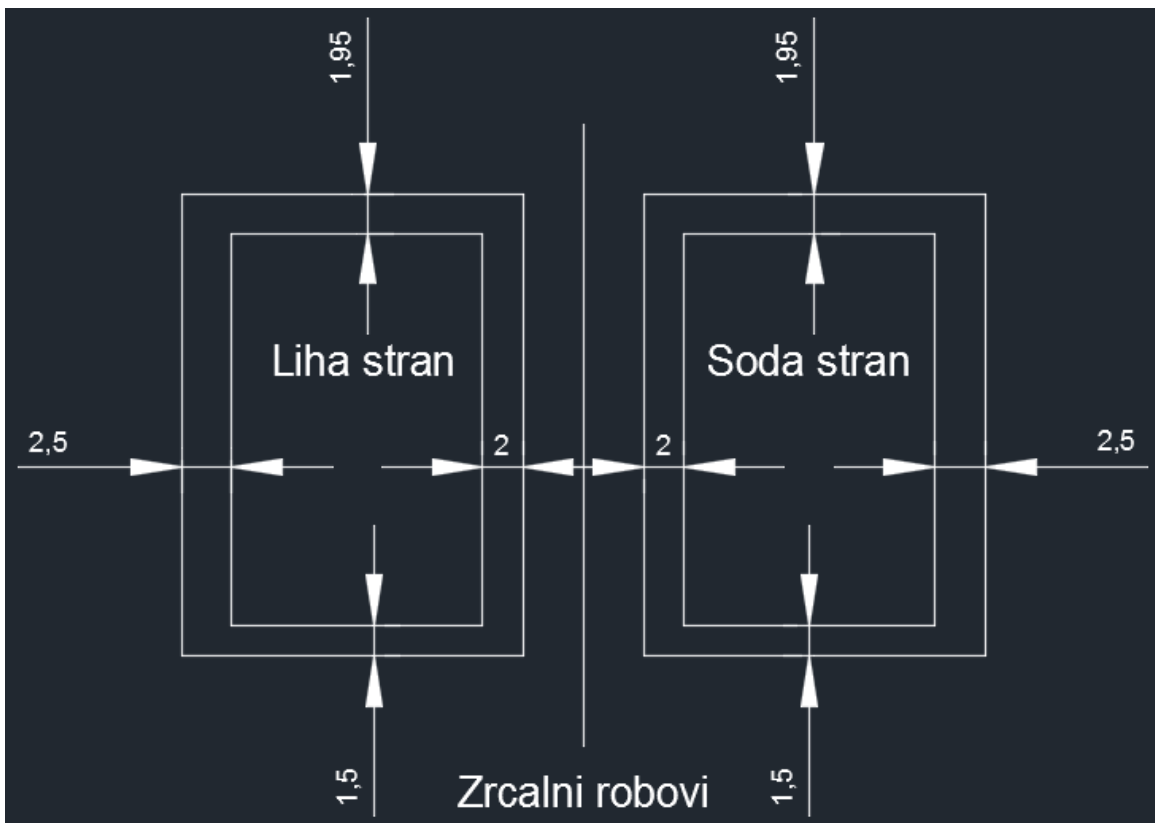
Picture 4: Setting the page size 2/2

3 Edges

The default margin settings should be:

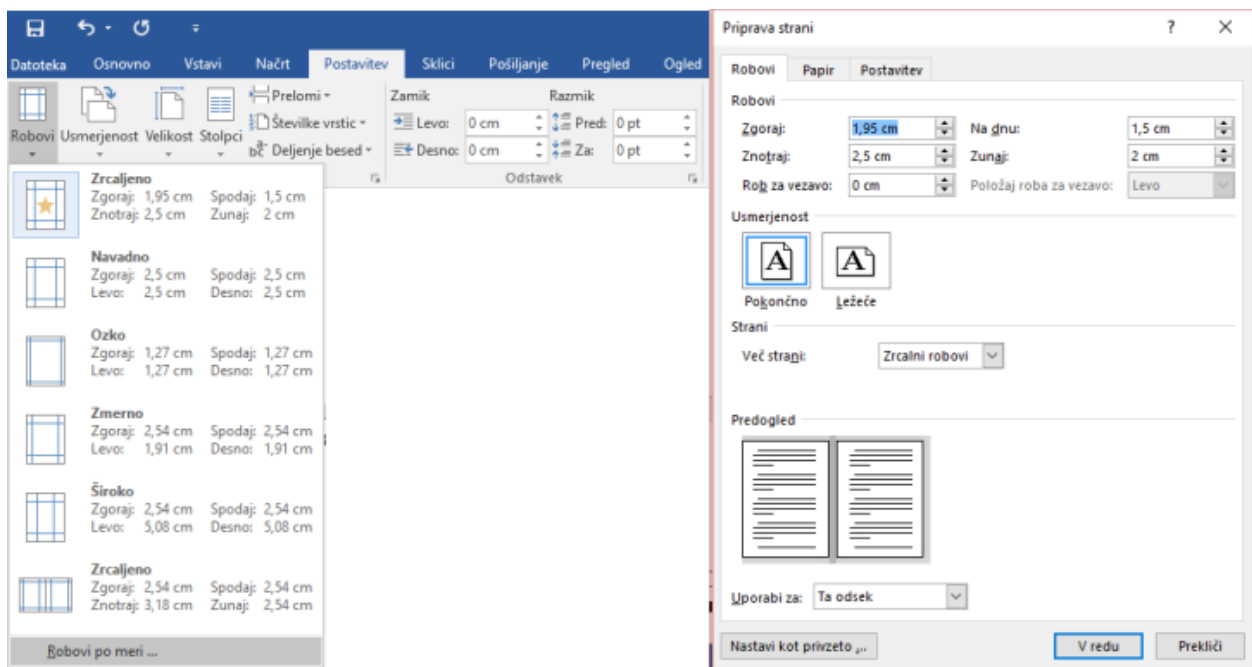
Above:	1.95 cm	At the bottom:	1.5 cm
Inside:	2.50 cm	Outdoors:	2 cm
Binding edge:	0 cm		

The orientation must be **Portrait** and set **Multiple Pages** to **mirror margins**.



Picture 5: Display margins

You can set margins on the toolbar under the **Layout tab -> Margins -> Custom margins...**



Picture 6: Margin settings

4 Font

The font should be **Times New Roman**. Font usage:

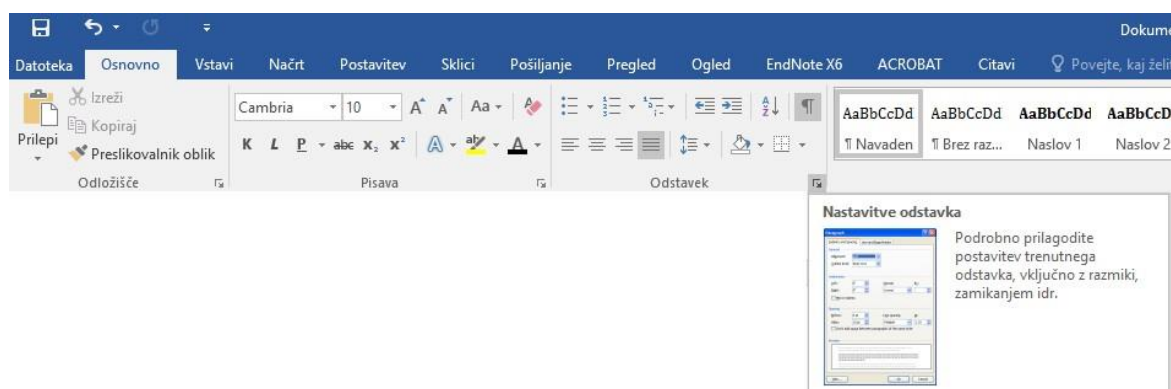
FORMAT 17 x 23			
Use	Font size	K, L, P	Example
Plain (general text)	10	/	Test
Title 1	14	To	Test
Title 2	10	To	Test
Title 3	10	To	Test
Title 4	10	To	Test
Summary title	14	To	Test
Abstract authors	10	/	TEST
Head	9	Pom. v. č.	TEST
Header 2nd row	9	/	Test
Notes	9	/	Test
Footnote title	9	To	Test
Literature	9	/	Test
Title of literature	9	To	Test
Emphasis in text 1	10	To	Test
Emphasis in text 2	10	L	<i>Test</i>
Emphasis in text 3	10	K, L	<i>Test</i>

FORMAT A 4			
Use	Font size	K, L, P	Example
Plain (general text)	12	/	Test
Title 1	16	To	Test
Title 2	12	To	Test
Title 3	12	To	Test
Title 4	12	To	Test
Summary title	16	To	Test
Abstract authors	12	/	TEST
Head	12	Pom. v. č.	TEST
Header 2nd row	12	/	Test
Notes	11	/	Test
Footnote title	11	To	Test
Literature	11	/	Test
Title of literature	11	To	Test
Emphasis in text 1	12	To	Test
Emphasis in text 2	12	L	<i>Test</i>
Emphasis in text 3	12	K, L	<i>Test</i>

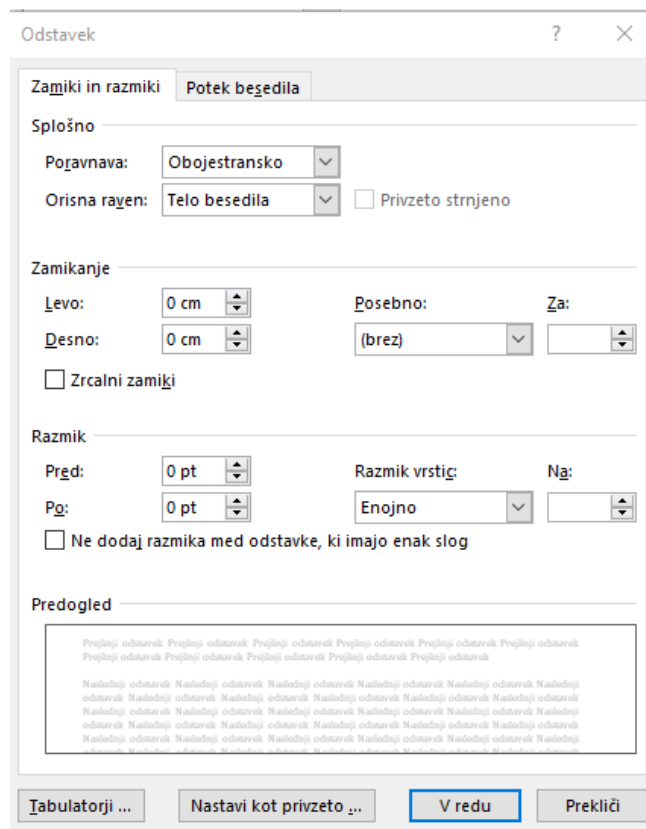
Indent and spacing settings:

General			
Alignment:	Mutual	Outline level:	Body text
Indentation			
Left:	0 cm	Right:	0 cm
Spacing			
Before:	Opt	After:	Opt
Line spacing:	Single		

You can set indents and spacing on the toolbar under the **Home tab -> Paragraph ->** .



Picture 7: Location of indent and spacing settings



Picture 8: Indent and spacing settings

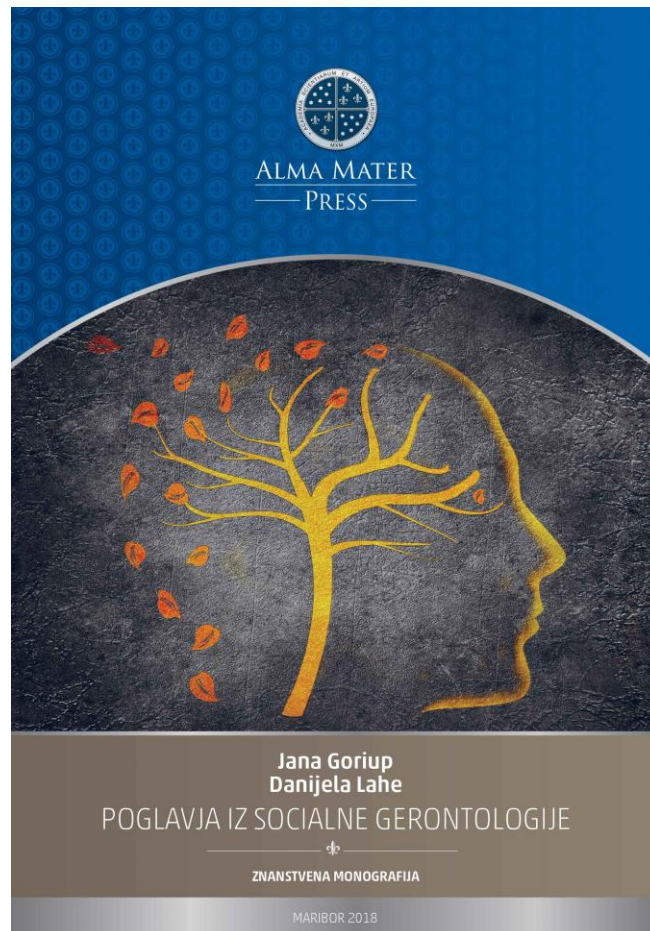
5 Publication structure

In order to achieve a quick and efficient preparation of the final format for the publication of a monograph in electronic form, the correct structure is crucial. The correct order of the monograph:

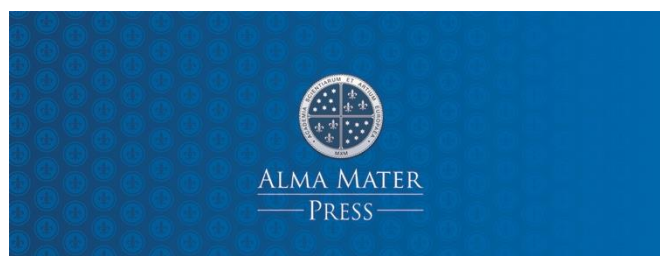
- 1 Title page (cover, wrapping);
- 2 Inside cover page in the language of publication;
- 3 Release;
- 4 Catalog record of the publication;
- 5 Abstract, keywords and information about the author(s) in Slovene (in the case of a scientific monograph);
- 6 Summary, keywords and information about the author(s) in English; (in the case of a scientific monograph);
- 7 Table of Contents;
- 8 Foreword (optional);
- 9 Dedication (if desired);
- 10 Content of the monograph;
- 11 Finish;
- 12 Used literature;
- 13 Appendix (optional);
- 14 Dictionary (optional);
- 15 Index of things (optional);
- 16 Tables of pictures, tables, graphs and sketches;
- 17 Symbols used;
- 18 Scientific review (in the case of a scientific monograph).

5.1 Cover page (cover, wrapping)

The title page should be the fundamental colour, which is defined in the overall identity of Alma Mater Press. It should include the Alma Mater Press logo, the title of the book in Slovenian or English (depending on the monograph language used) should be written in bold, the reference to the avor/ev or editor(s) should be written normally, and the names and surnames of the avor/ev or editor(s) should be bold. The title page should contain the Alma Mater Press logo in the bottom right edge, with a minimum clearance of 1 cm from the bottom and right edges. The minimum allowable height of the Alma Mater Press logo is 1.5 cm.



Picture 9: Example of a title page



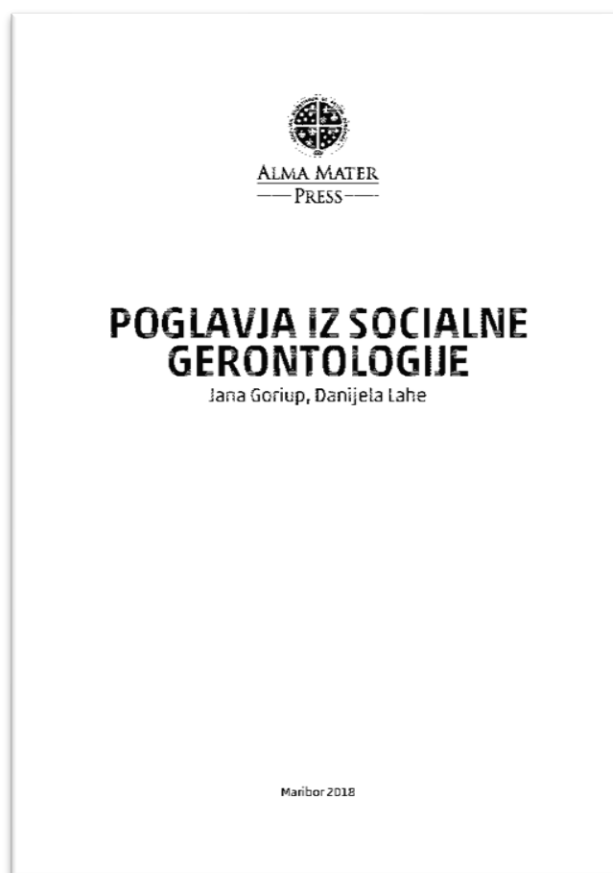
Picture 10: Position of the Alma Mater Press logo in Slovenian with the publication in Slovenian

The title page is prepared by Alma Mater Press.

5.2 Inside cover page in the language of the publication

The next page after the cover page or inside cover should be a blank sheet with the Alma Mater Press logo (in accordance with the language of the publication). On the third page should be located inside the title page. It must contain the following mandatory elements:

- **Level 1:** Alma Mater Press logo (according to the language of the publication).
- **Level 2:** Publication title by font style Heading 1.
- **Level 3:** Citation of author/author/author
- **Level 4:** scientific title (dr., mag, Ph. D., M. S. ...), names and surnames. Each author or editor is on its own line.
- **Level 5:** Month and year of publication.



Picture 11: Example of an internal title page in Slovenian

5.3 Release

The release is a mandatory element of the publication on any medium and must contain the following information:

- Title and subtitle;
- The original title of the work (when translating);
- Information about all authors

(writer, translator, illustrator, photographer, organiser, cover word writer, other collaborators in the creation of the publication);

- Release or print data;
- The title of the book collection and the count in the collection;
- Publisher (address, country, telephone, fax, website and e-mail);
- Publisher (address, country, telephone, fax, website and email);
- Edition
- Print (print publication only);
- Publication date;
- Information on the copyright holder(s);
- Indication of license.
- Indication of the public financier, if the publication is issued with the help of public funds;
- Publication Catalog File (CIP)
- International identifiers (ISBN, DOI, ISMN, ISSN);
- Retail price of the publication;
- The person in charge of the publisher.
- Copyright holder, DOI link, ISBN and web link to full text.

A catalogue record of the publication (CIP) is obtained by Alma Mater Press from the University Library of Maribor.

International identifiers and price may also be printed on covers.

The publication type, the sequence number of the issue or reprinting and other information in accordance with the preceding paragraph must be indicated in the roster of the new publication or reprint. In the case of facsimiles, facsimile and other information in accordance with the preceding paragraph shall be indicated in an additional masthead or elsewhere in the publication. The dotis roster must state that it is a dotis, and supplement the volume of circulation by indicating the original circulation and circulation of the dotis.

The Colophon is also a mandatory part of the electronic publication and contains those information that, depending on the characteristics of the medium, can be provided, as well as information about the online location of the publication. Each time there is a change, a new web location information is added to its rosin.

A monograph published in an electronic edition accessible at a distance shall be assigned a DOI.

5.4 Summary, keywords and information about the author(s) in Slovenian and English

If the monograph is written in Slovenian, first the odd page contains a summary, keywords and information about the author(s) in Slovenian and then a barrel of the page in English. If the monograph is written in English, the course is reversed.

5.4.1 Summary title

The title of the summary is the title of your monograph written with one space below the header, with **the font type Time New Roman**, size 14 (16 for A4 format), bold, **and** center alignment.

Under the title, indicate your first and last name to **Time New Roman** types, size 10 (12 for A4 format), **normal alignment, center alignment** and font type **of reduced capital letter**.

5.4.2 Summary

The abstract should be no more than 150 words long and should contain the essence and brief overview of your monograph.

5.4.3 Keywords

List at least 5 keywords for your monograph. To make it easier to select words, we recommend that you put yourself in the role of a scientific works seeker who wants to search for your monograph through a search engine (example google.si) in an Internet browser.

5.4.4 Information about the author(s)

Note the information as a note to your last name above the summary. Indicate your first name, surname, title, place of work, name of the establishment of the place of work, full address of the place of work, country and your e-mail address for the post office. Before the information, write **ADDRESS AVTOR/EV: / CORRESPONDENCE ADDRESS:.**

For the record, use:

Time New Roman **font type**, size **9 (11 for A4 format)**, caption **normal**, **two-sided alignment**.

5.4.5 Summary header

The title of your monograph should be written in the abstract header:

Time New Roman **font type**, size **9 (11 for A4 format)**, normal caption, left alignment **and** reduced capital font **type**.

The names and surnames of the author(s) or editor(s) should be written under the heading of the monograph in the header of the form "I surname":

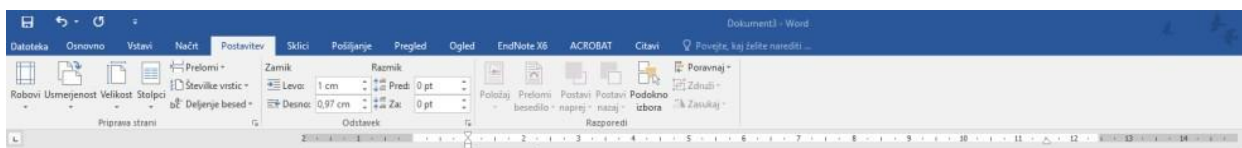
Time New Roman **font type**, size **9 (11 for A4 format)**, **normal** and **left alignment**.

Alma Mater Press logo (according to the language of the publication) with **right alignment**.

5.4.6 Summary and keyword margins

The margins in the summary area and keywords are slightly different from the other margins in the document. The offset is shifted according to the set values **Left: 1cm** and **Right 0.97cm (Left: 2cm and Right 2.25cm for A4 format)**. The text is aligned on both sides.

You can set the margins for this page from **the Layout-> Paragraph -> Indents toolbar**, or directly by dragging the marks on the ruler above the page.



Picture 12: Summary and keyword margins



Picture 13: Example of summary pages, keywords and author information(s)

5.5 Table of contents, images, graph tables, sketches ...

An automatic table of contents is inserted 4 spaces below the header of the document. The index font type should be **Time New Roman**, size **10 (12 for A4 format)**., the inscription **normal**, **two-sided alignment**.

5.5.1 Indexing

The table of contents shall be numbered separately from chapter No 1 onwards. There must be a space between chapter sections.

KAZALO

1	UVOD	25
2	RAZVOJ GERONTOLOGIJE KOT DISCIPLINE	26
3	OPREDELITVE STAROSTI IN STARANJA	28
3.1	TRENDI STARANJA PREBIVALSTVA	31
3.2	TRENDI STARANJA PREBIVALSTVA V SVETU IN EVROPSKI UNIJI	32
3.3	TRENDI STARANJA V SLOVENIJI	33
3.4	PROJEKCIJA RAZVOJA IN TRENDI STARANJA PREBIVALSTVA V EVROPI IN SLOVENIJI	35
3.5	POSLEDICE NARAŠČANJA STAREJŠEGA PREBIVALSTVA	38
3.6	POMEN DEJAVNEGA IN PRODUKTIVNEGA STARANJA	45
4	TEORIJE O STARANJU IN STAROSTI	47
4.1	TEORIJA VLOG	48
4.2	TEORIJA DEJAVNOSTI	48
4.3	TEORIJA UMIKA OZ. RAZBREMENITVE	49
4.4	TEORIJA GEROTRASCENDENCE	50
4.5	TEORIJA KONTINUITETE	51
4.6	TEORIJA SUBKULTURE STARANJA	52
4.7	TEORIJA MODERNIZACIJE	53
4.8	TEORIJA STAROSTNE STRATIFIKACIJE	54
4.9	TEORIJA IZMENJAVE	55
4.10	POLITIČNA EKONOMIJA STAROSTI	55
4.11	TEORIJA ŽIVLJENJSKEGA POTEKA	56
4.12	TEORIJA SOCIALNEGA KONSTRUKCIONIZMA	57
4.13	KRITIČNA TEORIJA	58
4.14	FEMINISTIČNE TEORIJE	59
4.15	POSTMODERNE TEORIJE STARANJA	59
5	IZZIVI IN PRILOŽNOSTI SODOBNEGA SVETA	61
6	VPLIV ČETRTE INDUSTRIJSKE REVOLUCIJE NA STARANJE	65
7	STAROST IN STARANJE Z VIDIKA FENOMENA TELESA	69
7.1	TELO KOT KONCEPT	69
7.2	KAJ JE TELO?	70
7.3	TELESA IN DRUŽBENI (NE)RED	71
7.4	TELESA IN IDENTITETA	72
7.5	NORMALNA TELESA ALI NE?	73
7.6	TELESA, ZDRAVJE, BOLEZNI	75
7.7	TELESA IN TEHNOLOGIJA	76
7.8	TELESA V POTROŠNIŠKI KULTURI	77
7.9	TURNERJEVO RAZUMEVANJE TELESA	78
7.10	RAZUMEVANJE SVETOSTI/DRUŽBENOSTI TELESA	80

Picture 14: Index example

KAZALO

1	UVOD	25
2	RAZVOJ GERONTOLOGIJE KOT DISCIPLINE	26
3	OPREDELITVE STAROSTI IN STARANJA	28
3.1	TRENDI STARANJA PREBIVALSTVA	31
3.2	TRENDI STARANJA PREBIVALSTVA V SVETU IN EVROPSKI UNIJI	32
3.3	TRENDI STARANJA V SLOVENIJI	33
3.4	PROJEKCIJA RAZVOJA IN TRENDI STARANJA PREBIVALSTVA V EVROPI IN SLOVENIJI	35
3.5	POSLEDICE NARAŠČANJA STAREJŠEGA PREBIVALSTVA	38
3.6	POMEN DEJAVNEGA IN PRODUKTIVNEGA STARANJA	45
4	TEORIJE O STARANJU IN STAROSTI	47
4.1	TEORIJA VLOG	48
4.2	TEORIJA DEJAVNOSTI	48
4.3	TEORIJA UMIKA OZ. RAZBREMENITVE	49
4.4	TEORIJA GEROTRASCENDENCE	50
4.5	TEORIJA KONTINUITETE	51
4.6	TEORIJA SUBKULTURE STARANJA	52
4.7	TEORIJA MODERNIZACIJE	53
4.8	TEORIJA STAROSTNE STRATIFIKACIJE	54
4.9	TEORIJA IZMENJAVE	55
4.10	POLITIČNA EKONOMIJA STAROSTI	55
4.11	TEORIJA ŽIVLJENJSKEGA POTEKA	56
4.12	TEORIJA SOCIALNEGA KONSTRUKCIONIZMA	57
4.13	KRITIČNA TEORIJA	58
4.14	FEMINISTIČNE TEORIJE	59
4.15	POSTMODERNE TEORIJE STARANJA	59
5	IZZIVI IN PRILOŽNOSTI SODOBNEGA SVETA	61
6	VPLIV ČETRTE INDUSTRIJSKE REVOLUCIJE NA STARANJE	65
7	STAROST IN STARANJE Z VIDIKA FENOMENA TELESA	69
7.1	TELO KOT KONCEPT	69
7.2	KAJ JE TELO?	70
7.3	TELESA IN DRUŽBENI (NE)RED	71
7.4	TELESA IN IDENTITETA	72
7.5	NORMALNA TELESA ALI NE?	73
7.6	TELESA, ZDRAVJE, BOLEZNI	75
7.7	TELESA IN TEHNOLOGIJA	76
7.8	TELESA V POTROŠNIŠKI KULTURI	77
7.9	TURNERJEVO RAZUMEVANJE TELESA	78
7.10	RAZUMEVANJE SVETOSTI/DRUŽBENOSTI TELESA	80

Picture 15: Example of a conference proceedings index

Under chapters are numbered in numerical order separated by a period and ending with one tab space. First number – title 1, second number – title 2, third number – title 3 ...

1	Naslov
1.1	Podnaslov 1
1.1.1	Podnaslov 2
1.1.1.1	Podnaslov 3
2	Naslov
2.1	Podnaslov 1
2.2	Podnaslov 2
2.2.1	Podnaslov 3

Picture 16: Numbering example

5.5.2 Index header - first page

The 1-page index header is the same as in section [5.4.5 Abstract header](#).

5.5.3 Index header - other pages

In the first column is located the page number in Roman numerals.

The second column contains the title of your monograph **Time New Roman** font type, size **9** (**11** for A4 format), normal inscription, **left alignment** and reduced **capital font type**. Your first and last name of form I. The surname should be written under the heading of monographs in the header, **font type Time New Roman**, size **9** (**11** for A4 format), the inscription **normal** and **left alignment**.

For the odd side:

The first column contains the title of your monograph **Time New Roman** font type, size **9** (**11** for A4 format), **normal alignment**, **right alignment** and reduced **capital font type**. Your first and last name of form I. The surname should be written under the heading of the monograph in the header, **font type Time New Roman**, size **9** (**11** for A4 format), the inscription **normal** and **right alignment**.

In the second, column is located the page number in Roman numerals.



Picture 17: Example of index header, odd - even page

5.6 Content of the monograph publication

5.6.1 Home page

Each chapter should begin on an odd page. If a new chapter happens to fall on an even page, then leave one page in between blank with the intersection of the page with the same page header as described in section [5.4.5 Abstract header](#).

Each first page of the chapter should have a header as described in section [5.4.5 Abstract header](#).

The chapter title is written four spaces below the page header and is written with **Time New Roman** font type, **size 12** (14 for A4 format), **bold**, and **center alignment**. The text of the chapter shall be given two spaces under this heading.

5.6.2 Other pages

For other pages that follow in the chapter, a page header is created as a table with one row and two columns.

For the soda side:

In the first column is located the page number in Arabic numerals.

The second column contains the title of your monograph **Time New Roman** font type, size **9** (**11** for A4 format), normal **caption, left alignment** and the font type **of the reduced capital letter**. Your first and last name of form I. The surname should be written under the heading of monographs in the header, **font type Time New Roman**, size **9** (**11** for A4 format), the inscription **normal** and **left alignment**.

For the odd side:

The second column contains the title of your monograph **Time New Roman** font type, size **9** (**11** for A4 format), normal **caption, left alignment** and the font type **of the reduced capital letter**. Your first and last name of form I. The surname should be written under the heading of the monograph in the header, **font type Time New Roman**, size **9** (**11** for A4 format), the inscription **normal** and **right alignment**.

In the second, the column is located the page number in Arabic numerals.

1 UVOD

V modernih družbah je starost predstavljala priljubljen in docela razširjen simbol usode človekovega življenja. Stare ljudi so spoštovali, pripadal jim je poseben družbeni status. Tudi zato, ker so predstavljali bogastvo življenjskih izkušenj, ki so jih prenašali na mlajše generacije. Ponekod pa so bili starostniki nezaželeni zaradi zmanjšane fiziološke funkcionalnosti. Visoko cenjeni so bili predvsem tisti z visokim družbenim položajem. V svojih rokah so namreč imeli potrebna materialna sredstva in s tem večjo moč pri odločanju. Staranje je predstavljalo priljubljen in docela razširjen simbol usode človekovega življenja. Od šestdesetih let prejšnjega stoletja naprej pa so se pojavile spremembe na področju razumevanja starosti, saj sta starost in staranje postala podvržena procesom družbenega instituiranja (Resman, 2013, 129–153).

Intenzivne demografske spremembe v razvitih postmodernih družbah, ki so povzročile povečevanje heterogenosti starejšega prebivalstva, pa so stare ljudi potisnile na marginalni del družbe in jim z uvedbo akta *institucionalizacije starosti* pripisale status odvisne družbene kategorije. Dejanja instituiranja v svoji osnovi predstavljajo produkt socialne konstrukcije in s svojim delovanjem prispevajo k legitimnosti socialne distance med starostnimi skupinami prebivalstva. Delež starejšega prebivalstva se povečuje in vodi v neizbežno demografsko staranje, medtem ko se kulturni in socialni pomen staranja spreminjata zelo počasi. Povečana heterogenost pa vodi k naraščajoči kompleksnosti identifikacije starega prebivalstva kot družbene kategorije (Hojnik Zupanc, 1999, 15). Kategorija »starih ljudi« tako postaja znotraj sebe vse bolj heterogena po svojih sposobnostih in interesih.

Kljub številnim izboljšavam na področju integracije starih ljudi v družbo se jih še zmerom mnogo srečuje s starostno segregacijo, marginalizacijo, ageizmom in družbeno stigmo. Ti dejavniki spodbujajo njihovo nemoč, odvisnost in nesamostojnost ter zelo vplivajo na družbeno vključenost oz. izključenost stare populacije.

Intenzivno staranje prebivalstva in s tem naraščanje populacije, ki bodisi je bodisi izstopa iz aktivnega dela trga, pa predstavlja enega največjih ekonomskih, socialnih, zdravstvenih in tehnoloških izzivov za vse družbe, ki se soočajo s tem. Ne samo za sedanjost, pač pa tudi za prihodnost. V Sloveniji naj bi bilo po predvidevanjih (Vertot, 2010) do leta 2060 30 % prebivalstva starejšega od 65 let, zato je upravičeno vprašanje, kako pripraviti starostnike na kakovostno življenje v tretjem in četrtem življenjskem obdobju ter kako izboljšati njihov življenjski slog v času bivanja doma in morebiti pozneje v domu za starejše, kar posledično vpliva tudi na njihovo vključevanje v dejavnosti vseživljenjskega učenja. Vseživljenjsko učenje je tisto, ki starostnikom v obeh obdobjih lahko pomaga, da se osredotočajo na kakovost svojega življenja in morebitno spremembo sloga le-tega, kar pomeni, da lahko usmerijo svoje življenje in potrebe ter želje v dejavnosti, ki jih osrečujejo in zadovoljujejo, pri tem pa ostajajo tesno povezani kot dejavni pripadniki družbe ter s svojim znanjem in sposobnostmi dajejo lastni prispevek družbi znanja.

NADZOR NAD EMISIJAMI SNOVI V ZRAK IZ VELIKIH VIROV ONESNAŽEVANJA MONITORING OF THE EMISSION TO THE AIR FROM LARGE STATIONARY SOURCES

Izvleček

V prispevku predstavljamo nadzor nad emisijami snovi v zrak iz industrijskih virov, ki lahko povzročajo onesnaženje večjega obsega. V uvodnem delu je podan pregled predpisov na ravni EU in Slovenije, kar predstavlja pravni okvir za pridobitev okoljevarstvenega dovoljenja za industrijske naprave. Opisane so zahteve iz obratovalnega monitoringa emisij snovi v zrak ter značilnosti prvih, občasnih in trajnih meritev, ki jih mora zagotoviti upravljavec industrijske naprave. Zagotavljanje kakovosti trajnih meritev z opisom standardov in štirinivojskega nadzora je predstavljeno skupaj z opisom zagotavljanja kakovosti občasnih meritev. Prve, občasne in trajne meritve lahko izvajajo pooblaščen podjetja s pridobljeno akreditacijo za določene standardne preizkusne metode. Prikazan je način zagotavljanja kakovosti rezultatov v sodelovanju z medlaboratorijskim primerjalnim testiranjem, ki je del ocenjevalnega akreditacijskega postopka. Uspešnost rezultatov pri medlaboratorijskem primerjalnem testiranju povečuje zaupanje v kompetence izvajalskih skupin in s tem uspešno zaključen akreditacijski postopek ter hkrati povečuje zaupanje v rezultate monitoringa emisij snovi v zrak tako za industrijskega zavezanca kot državne nadzorne organe, to pa so Agencija RS za okolje in inšpekcijske službe.

Ključne besede: emisije snovi, industrijske emisije, medlaboratorijska primerjava, akreditacija.

Abstract

In this paper, we present monitoring of emissions to air from industrial sources which can cause wide range pollution. In the preface, we outline an overview of EU and Slovenian legislation that forms the legal basis for obtaining an environmental permit for industrial installations. Afterwards, requirements for emission to air monitoring are described together with the characteristics of the first, periodic, and continual measurements, which must be performed by the installation operators. Quality assurance of continual measurements, along with the description of reference standards and a four-level control mechanism is presented along with the description of quality control of periodic measurements. Primary, periodic, and continual measurements can only be carried out by authorised companies, which are accredited for certain standard testing procedures.

Furthermore, we show how the quality of results is ensured by implementing the inter-laboratory testing programme, which forms a part of the laboratory accreditation procedure. Good results and hence success in inter-laboratory testing raises confidence in laboratory and emission monitoring data it produces, which benefits the industrial operator and state authorities, e.g. the Slovenian Environment Agency.

Key words: emissions to the air, industrial emission, inter-laboratory comparison, accreditation

Picture 19 Example of the first page of a chapter in the conference proceedings

5.6.3 Notes

You can insert footnotes as endnotes at the end of each chapter. The font types **Time New Roman**, size **9 (11 for A4 format)**, the inscription **normal**, two-sided alignment, **must be indicated**. The title "Notes / Notes" should be written two lines below the last sentence of the chapter **in bold** and size **9 (11 for A4 format)**.

5.6.4 Literature

Literature can be found below the footnotes. In the absence of footnotes, the literature must be given two lines under the last sentence of the chapter with size 9 (11 in the case of A4 format). We recommend quoting according to the Standard APA system.

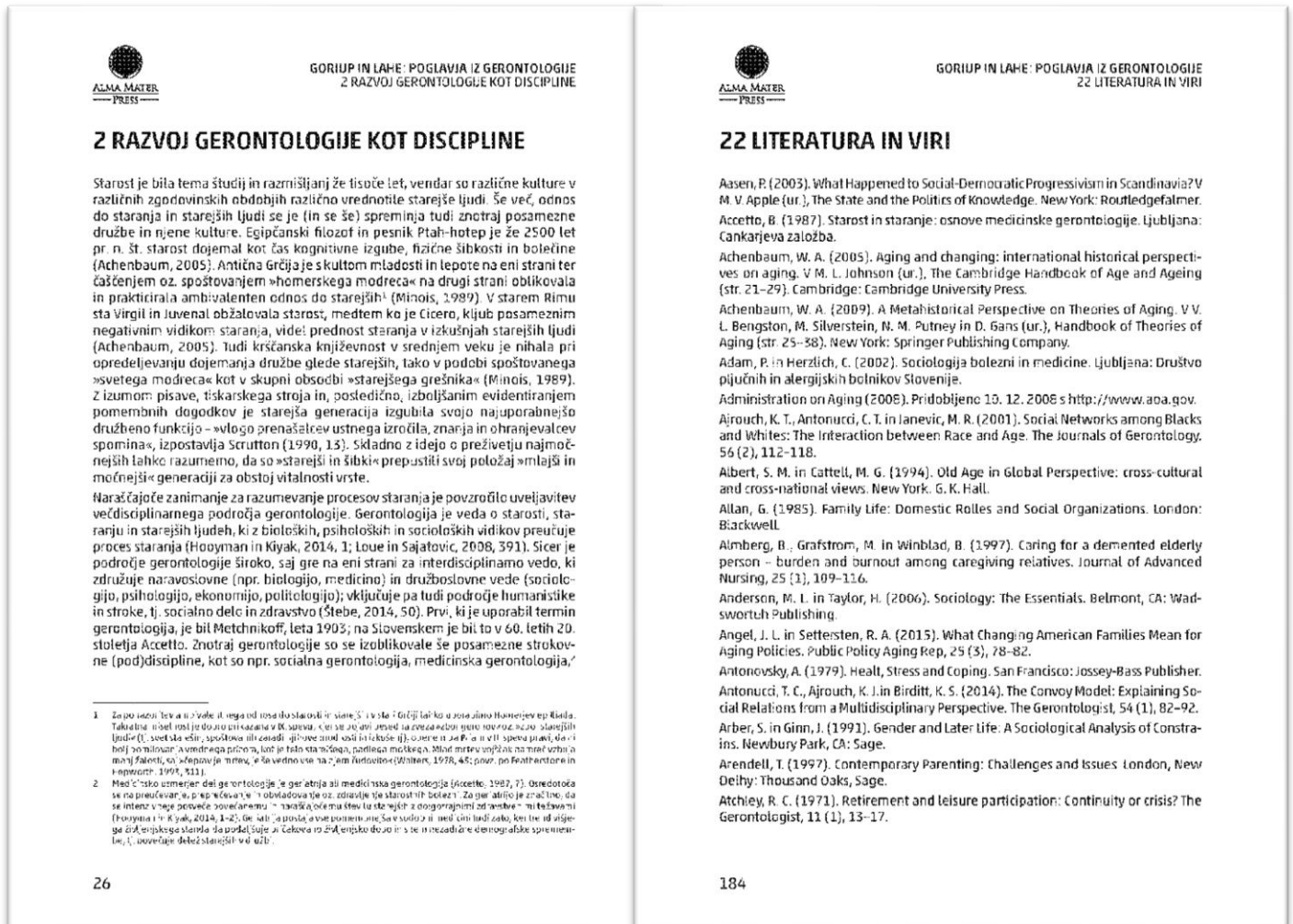


Figure 21: Example of notes and literature

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