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## Invitation letter to teaching staff and students

Dear teachers and students,

We hereby invite you to submit your work for [name of competition or event]. The aim of this call is to encourage the academic community to research and develop and improve cooperation between teachers and students. Your works are intended to improve the quality of study programs and the development of teaching-scientific work. The selected works should also be in the function of development of quality management.

### Conditions for participation:

1. Works must be original and unpublished.
2. Papers can be submitted in the form of a scientific article, review paper or professional article.
3. The maximum number of authors per paper is three.

### Deadlines

1. **Draft deadline:** Set a date for the delivery of the first draft. For example, "The first draft is due by September 30, 2024."
2. **Deadline for the final version:** The final version should be submitted by October 10, 2024.

**Method of delivery:** Submit the papers via e-mail to the address [dekan@velarca.hr](mailto:dekan@velarca.hr)

For any additional information, feel free to contact [dekan@velarca.hr](mailto:dekan@velarca.hr)

We warmly welcome you and look forward to your works!

Sincerely,



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Dear authors,

Below are guidelines for creating an article:

1. **Title and Abstract:** Clearly state the title of the article and a brief abstract that describes the main topic and key points to be covered.
2. **Target audience:** In this sense, we want to help authors adjust the tone and style of writing.
3. **Structure and format:** Suggested guidelines for article structure, including an introduction, body, and conclusion. Also, specify formatting (paragraph length, use of subheadings, lists, etc.).
4. **Writing style:** Writing style, it can be: formal, informal, or technical style.
5. **Key points and sources:** State the key points the article should cover and recommend sources or literature for research.
6. **Article length:** For example, "The article should be between 1000 and 1500 words."
7. **Details:** The article should include a detailed analysis with examples and references.
8. **Structure:** If you have specific requirements for the structure, such as the number of subheadings or sections, please specify that as well.

## Introduction

This paper is the result of a joint research by the mentor [name of mentor] and student [name of student]. The mentor provided guidance and support during the research, while the student was responsible for data collection and analysis. Through joint efforts, this paper represents a synthesis of their knowledge and skills. Writing a good introduction is essential for attracting the reader's attention and laying the foundation for the rest of the paper. Here are some tips on how to write an effective introduction:

### Tips for writing an introduction:

1. **Start with a challenge:** The first sentence should be interesting and grab the reader's attention. It can be an interesting fact, quote, question or anecdote.
2. **Introduce the topic:** Clearly state what the article is about. This helps the reader immediately understand the context and purpose of the work.
3. **State the thesis:** The thesis is the main idea or argument of the work. It should be clear and concise, usually placed at the end of the introduction.

**Example Introduction:** "In today's digital age, privacy on the Internet has become one of the most important issues. This paper explores the challenges and solutions related to the protection of personal data online, with a particular focus on legislative measures and technological innovations."



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### Tips for writing a Conclusion

1. **Restate the thesis:** Restate the main thesis of the paper, but rephrase it to show how your arguments support that thesis.
2. **Summarize the key points:** Briefly summarize the main points you covered in the paper. This helps the reader remember the key arguments.
3. **Provide a synthesis:** Connect your arguments and show how together they support your thesis. This gives coherence to your work.
4. **Provide new insights:** If possible, offer new insights or perspectives that arise from your work. This may include suggestions for future research or practical applications of your findings.
5. **Conclusion:** Conclude with a sentence that will leave an impression on the reader. It can be a quote, a call to action or an interesting conclusion.

**Example of a Conclusion:** "The protection of privacy on the Internet is becoming more and more important in the digital age." Our findings show that legislative measures and technological innovation are key to protecting personal data. This work highlights the need for continued efforts in this area to ensure the safety of users online."

Here's how you can include the concept of work:

### Work Concept

1. **Objective of the Work:** Clearly state the objective of the work. For example, "The aim of this paper is to investigate the protection of privacy on the Internet."
2. **Main Topics:** Describe the main topics that the paper should cover. For example, "The paper should cover the following topics: causes, impact of Internet abuse and its consequences."
3. **Methodology:** If relevant, specify the methodology to be used. For example, "The paper should include analysis of data from recent research and case studies."
4. **Structure:** Give guidelines on the structure of the work. For example, "The paper should be divided into an Introduction, a main body with subheadings, and a Conclusion."
5. **Expected Results:** Describe what you expect the work to achieve. For example, "We expect the paper to provide a comprehensive overview of the current state of online privacy protection and suggest concrete measures for future research."