



**FACULTY OF LAW**

**MASTER'S THESIS MANUAL**

Sarajevo, 2021

## **LIST OF ABBREVIATIONS**

CV – Curriculum Vitae

FLW – Faculty of Law

IUS – International University of Sarajevo

B&HQF – Bosnia and Herzegovina Qualification Framework

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## **1. INTRODUCTION**

Writing a master's thesis is required for the completion of a Master of Arts degree at the Faculty of Law (FLW), both programs in Comparative Public Law and Comparative Private Law and its tracks.

Every thesis accepted as a part of the Faculty of Law programs is submitted to the permanent collection of the International University of Sarajevo Library. In order to maintain the uniformity among the theses, FLW has prescribed certain requirements.

The present manual has been prepared to help FLW graduate students throughout the process of planning, researching, and writing their theses. This manual explains the general requirements of a thesis, its format, documentation, citation, style, and appendices. It should not be forgotten that no manual can address all questions about the completion of a thesis.

Thus, students are advised to consult their mentors for clarifications of issues that are not addressed in this manual.

Note: Before starting to attend lectures, a student is obliged to read this Thesis Manual and Study Rules for the Second Study Cycle which is available at:

[https://www.ius.edu.ba/sites/default/files/docs/study\\_rules\\_for\\_second\\_study\\_cycle\\_at\\_ius.pdf](https://www.ius.edu.ba/sites/default/files/docs/study_rules_for_second_study_cycle_at_ius.pdf)

## 2. MASTER'S THESIS AND STUDENT-MENTOR CONSULTATIONS

The Master's thesis should be prepared in accordance with the Bosnia and Herzegovina Qualification Framework (B&HQF) from 2011 (Council of Ministers of B&H, 2011). According to Bosnia and Herzegovina Qualification Framework, the Master's student shall be assessed based on the following criteria:

1. demonstrates a systematic understanding and mastering of knowledge in their field/discipline that is founded upon, and extends and / or upgrades with Bachelor's level (first cycle), and that represents the basis or opportunity for originality in developing and/or applying ideas, often in the context of research work;
2. can apply his/her knowledge, understanding, and problem-solving abilities in new or unfamiliar environments within broader (or interdisciplinary) contexts related to their field of study;
3. can apply conceptual and abstract thinking, with a high level of ability and creativity, allowing for:
  - Critical evaluation of current research and academic work at the forefront of the discipline and
  - Evaluation of different methodologies, the formation of critical thinking and offer of alternative solutions;
4. has the ability to integrate knowledge and deal with complex problems, and to formulate judgments based on incomplete or limited information, but with reflecting on social and ethical responsibilities related to the application of their knowledge and judgments;
5. can communicate its conclusions, knowledge, and thinking on which they are based, using the appropriate/adequate language for a non-specialized audience, clearly and emphatically;
6. is able to put his/her knowledge to a higher level, deepen the understanding of their field of study or discipline, and continuously develop his/her new skills through individual learning and development; and
7. has learning skills that enable him/her to continue studies in a way that will be largely self-directed and autonomous.

When it comes to the appointment of a mentor, this shall ensue after the official approval of a topic. Mentor and student are advised to consider the following: discussion about the topic, its purpose and focus; submission of tentative writing schedule and getting mentor's approval; developing specific consultations schedule with the mentor; discussing some general issues with the student such as choice and use of sources, plagiarism and paraphrasing, and organizing/structuring the thesis; discussing expectations and responsibilities of both student and mentor.

### *2.1 Student's Responsibility*

Each step in the process of writing the theses involves consultation with the mentor and his/her official approval. The student's responsibility is to produce a thesis according to the topic, proposal and research schedule. The mentor's responsibility is to assist the student to understand and carry out each task, respectively. The mentor will review the work produced by the student, make comments, on both, its merits and deficiencies and offer advice on how to proceed. The following are recommended steps, which the student should follow in planning, researching, and writing the thesis:

- Consult the mentor about the topic at the beginning of the semester after the topic is chosen;
- Make plans for research and writing with the mentor and follow the agreed schedule;
- Identify the focus or research question to be addressed in the work;
- Make a tentative outline that could lead to the tentative organization of chapters;
- Begin research as discussed with the mentor and take notes from sources;
- If necessary, revise the focus or research questions. Also, revise the outline if necessary;
- Continue gathering information, collecting notes and organizing notes to be used in writing;
- Begin to write the first drafts of chapters. These should include a description of methods used to gather information, methods used to analyze the information, findings, and analyses of findings, conclusions reached and implications of the findings;
- Write the introduction, conclusion, and abstract based on the contents of the body of the work;

- Submit a draft of the entire work;
- Make final revisions based on the advice of the mentor;
- Submit the final, bound copies of the thesis to your mentor;
- Obtain the commentaries of the mentor and opponent;
- Prepare for the defense, especially noting and preparing responses to the comments made in the commentaries and
- Key-in and make corrections after your defense.

Students should be aware that if they fail to consult their mentor regularly, there is a high probability that the thesis will not be completed properly and will not be approved for the defense. It will then be necessary to re-write the thesis with proper consultations.

## *2.2 Mentor's Responsibility*

The role of the mentor is to help students to plan and execute the research and writing of the thesis according to the requirements of the program and faculty. The mentor should be available at the arranged meeting times to consult the student, check the work in progress, offer advice, and make suggestions for improvement of the thesis.

The mentor initiates the procedure and communicates with the committee members to assure that the best possible work is going for a defense.



**Table 1: Overview of Procedures for Master thesis**

Procedure	Form	Deadline	Submit to
<b>Mentor appointment</b>	<a href="#">01-Mentor Proposal Form</a>	First semester (Specific deadline is determined by IUS Graduate Office).	IUS Graduate Office
<b>Master thesis approval</b>	<a href="#">02- Master Thesis Proposal/Approval Form</a>	First semester (Specific deadline is determined by IUS Graduate Office).	IUS Graduate Office
<b>Master thesis committee</b>	<a href="#">03-Master Thesis Committee Appointment Request Form</a>	After a mentor's approval.	IUS Graduate Office
<b>Master thesis submission</b>	Final project in accordance with this manual.	After the committee's approval.	IUS Graduate Office
<b>Master thesis defense</b>	<a href="#">04-Master Thesis Defense Result Form</a>	The last date is determined by IUS Academic Calendar.	IUS Graduate Office

### 3. GENERAL REQUIREMENTS

#### 3.1 Text formatting

All papers should be written in English and proofread by a native English speaker before the final submission. In order to submit the paper in proper layout, authors should adopt the following criteria:

**Language:** English (American or British)

**Paper size:** A4

**Margins:** Left: 4 cm (1.6 inches); bottom: 3 cm (1.2 inches); top and right: 2.5 cm (1 inch)

**Font:** Times New Roman, 12pt / 10pt for captions, figures, tables, footnotes, endnotes, and long quotations.

**Spacing:** 1.5 (double space between paragraphs and sections)

**Justification and Alignment:** Both sides

**Bullets and Numbering:** Use it consistently.

**Pagination:** The Title page and the Approval page **do not have** numbers, even though they are counted as pages i and ii, respectively. **Actual page numbering begins with "iii"** on the Approval page. Page numbers should be centered.

**Binding:** Regarding the length, binding, and number of copies that students should submit, please check the table below:

**Table 3: Binding rules**

<b>Degree</b>	<b>Master</b>
<b>Recommended Length (words)</b>	20,000-25,000
<b>Binding</b>	Dark blue with white letters
<b>Number of copies</b>	6 hard copies (1 to IUS Library, 2 to the National Library and 3 to the Committee) and 1 e-copy (IUS Library)

**Paragraphs:** The first line of each paragraph should be indented. Block quotations should be indented from both the right and left margins. Space between paragraphs should be 12pt.

**Tables:** Each table should be numbered. The title should be bold, 12pt and placed left above the table. All data in the tables should be 10pt. The space between a title and a table should be 6pt. If it is someone else work, it should be properly referenced, 10pt and placed centered below the table. Please, see an example below:

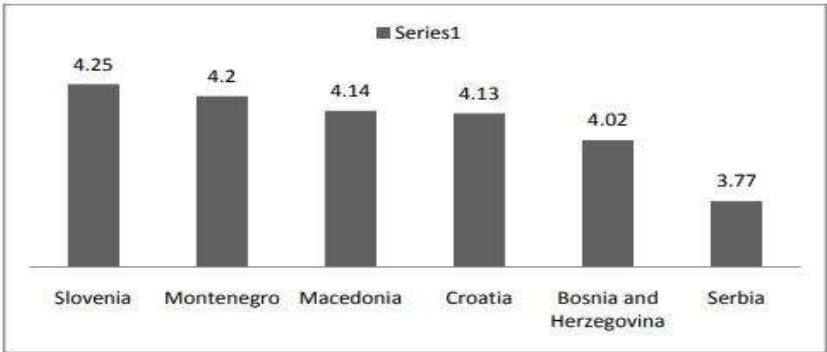
12 pt  
6 pt  
10 pt

**Table 1: Title**

Country	Year	GDP
N1	2000	\$20 billion

Source: Author, Year (if the table is made by the author then put Source: Authors' compilation)

**Figures:** Each figure should be numbered. The title should be bold, 12pt and placed left above the table. If it is someone else work, it should be properly referenced, 10pt and placed centered below the figure:



**Figure 1: Global Competitiveness Index in the Region (CPU, 2014)**

1\*10 pts space (1.5)

**Abbreviations and Acronyms:** Define them the first time they are used in the text (from Introduction)

### **3.2 Organization of thesis**

Depending on the area of the study and program requirements, usually, but not necessarily, the thesis will consist of the sections listed below. In agreement with the mentor, the student will decide whether a section should be a part of a thesis. The thesis should be organized in the following order:

1. Cover page
2. Title page (cover)
3. Approval page
4. Declaration
5. Declaration of copyright and affirmation of fair use of unpublished work
6. Dedication and acknowledgments
7. List of abbreviations
8. Table of contents
9. List of figures
10. List of tables
11. Abstract
12. The body of the text [introduction, methods, results, discussion, and conclusion]
13. References/bibliography
14. Appendices [if any]
15. Glossary [optional] and
16. Index [optional]

### *3.3 Title Page and Cover Page*

The title must be single-spaced of between 18 and 24 point font size, in all capital letters, and should begin at 6 cm from the top of the page. If necessary, long titles can be written in multiple lines avoiding unnecessary line breakages. The title should summarize the main idea of the paper in 10-12 words. All information must be centered and in the following order: title, IUS logo, name of student, the name of the university and year of submission. Samples of the Cover and Title page are provided in Appendix A, B, and C respectively.

### 3.4 *Approval Page*

The Approval Page includes the approval signed by the thesis Dean, Program Coordinator, and the Mentor. The signatures must be original: a photocopy of the approval page is not acceptable. The name of each committee member should be typed under the appropriate signature. A sample approval page is provided in Appendix D.

### 3.5 *Declaration*

This page includes the statement signed by the author regarding the manner of presenting the data and information in the thesis. This is a statement about plagiarism and is presented in Appendix F.

### 3.6 *Declaration of Copyright and Affirmation of Fair Use of Unpublished Work*

This page includes the statement signed by the author about copyright which is presented in Appendix G.

### 3.7 *Acknowledgments*

The acknowledgment must appear on a separate page. It must include headings and should use the same spacing as the main text. A sample of the Acknowledgments page is presented in Appendix H.

### 3.8 *List of Abbreviations*

A list of abbreviations should be placed under a separate heading and if necessary on a separate page. A sample list of abbreviations is provided in Appendix I.

### 3.9 *Table of Contents*

The content of the project should be created through the option to automatically create a table of content available in every version of Microsoft Word. Inserting a table of contents is done by selecting References → Table of Contents → Insert Table of Contents, after which you can choose one of the styles that are offered. By insertion of this chart, all titles and subtitles will be displayed in the desired format with the page number on which they are located. This table of contents allows easy and fast accessing section which is of interest, but what is important is that it enables automatic updating of this list with the insertion of new headings and

subheadings, as well as changes in the number of pages between them. A sample of the Table of Contents is provided in Appendix J.

### *3.10 Abstract*

The purpose of this section is to provide a brief and comprehensive summary of the study. It is very important because it is all that many people will read. It should include a brief description of the problem being investigated, the methods used, the results, and their implications. It should be accurate (do not include information here that is not in the body of the manuscript), self-contained (spell out abbreviations), concise (250-500 words), and specific (begin this section with the most important information and limit it to the four or five most important concepts, findings, or implications of the study). Use active rather than passive voice (but without personal pronouns), for example, use 'Researchers instructed participants to...', rather than, 'Participants were given instructions to...' Use past tense for procedures and present tense for results. It is a good idea to write this section last (after all of the other sections are written). Important thing is that references should not be a part of the abstract. Minimum five keywords must be written at the end of the abstract. A sample is presented in Appendix K.

### *3.11 List of Figures and List of Tables*

Creating a list of figures or tables is made similar to creating a table of content. Tables and figures which are inserted in the text must have formatted title and label using the Caption style. Creating a List of Tables as well as Figures is done by selecting References → Insert Table of Figures. A sample is presented in Appendix L and M respectively.

### *3.12 Main Part of the Thesis*

The number and names of the chapters should be made in accordance with the mentor. However, some common rule is that those chapters cover areas such as introduction, literature review, theoretical framework, methodology, (results), discussion, and conclusion.

### *3.13 Introduction*

The main purpose of this section is to tell the reader why the student performed the study. In other words, he/she has to inform the reader of the research questions and indicate why it is important, and how it is unique when compared to previous studies. It starts broad and becomes more and more specific.

Introduction, as separate chapter, might include the following: statement of a problem, research objectives and justification, research questions and hypotheses, research methodology, research framework, research outline, and literature review.

The final part of the Introduction should provide an overview of the entire thesis. For example; “chapter 2 mentions about ....., chapter 3 presents the model ....., chapter 5 concludes.....”.

### *3.14 Body of the Text*

The purpose of section or chapter is to describe in detail (i.e. the methods used, procedures followed, data sources, survey, and results) how a student performed the study. Separate chapters begin on a new page.

The last part of the thesis body is the discussion/conclusion. The purpose of this section is to evaluate and interpret the results, especially concerning the original research question. Start with a brief, nontechnical summary of the results. Then go on to discuss the implications of the results. It is also important to discuss how the results relate to the literature you cited in the introduction. You might (or might not) also mention any limitations of the study and any suggestions for future research in this section. Finally, you need an ending paragraph in which you make a final summary statement of the conclusions you have drawn. You are also encouraged, when appropriate, to comment on the importance and relevance of your findings.

### *3.15 Appendices*

Appendices (singular: appendix) can include texts, lists, maps, charts, graphs and other materials which are either too long to be inserted into the main text (chapters) of the thesis, or which are interesting, but not centrally important, to the discussion in the main text. Appendices are placed at the very end of the work (after the Bibliography) in a logical order (usually the order in which they are referred to in the main text). They are numbered consecutively, and the number is placed like a title at the top of the first page of the appendix: Appendix 1, Appendix 2, etc.

Lengthy materials are usually placed in the Appendices because they take up too much space in the thesis itself and interrupt the flow of the main text. The decision about where to put shorter materials (e.g. a short text or excerpt of a text, graph, map, etc.) must be made by the student and mentor. If the material is to be discussed in the main text, helpfully illustrates this discussion, or needs to be referred to by the reader to follow the discussion, it should be

included in the main text. If it is only some additional interesting or relevant information, but not discussed in the text, it would probably be better as an appendix. The reader should be referred to an appendix using a parenthetical note placed in an appropriate place in the text: (See Appendix X).

### *3.16 Style*

A thesis is a formal research presentation. Hence it should be written in a formal style appropriate to the discipline (e.g., passive voice, impersonal style). Adopt the past tense throughout ("Results of the experiment demonstrated...") and avoid slang and colloquialisms. Do not use contractions (e.g., can't, shouldn't, won't, etc.) but write each word separately (e.g., cannot, should not, will not, etc.) Avoid using the first person singular „I", to sustain objectivity throughout the thesis. Technical terms should be used where appropriate but avoid using words and phrases that are difficult to understand when a simpler vocabulary will do just as well. Decimal numbers should be separated by a point (.) while thousands should be separated by a comma (,).

## **4. REFERENCING**

Faculty of Law (FLW) requires students to use either the American Psychological Association Style (APA) Sixth Edition or Chicago Style. Regardless to the style chosen, a candidate needs to be consistent in its use.

The following section provides examples of how to use APA and Chicago Style. For the details that are not covered in this guideline, a student should consult with the mentor.

Each work submitted to the mentor will go through the plagiarism/similarity check software.

### *4.1 APA STYLE*

#### **4.1.1. Direct Quotation and Sources**

Reproduce word for word material directly quoted from another author's work or your own previously published work, material replicated from a test item, and verbatim instructions to participants. When quoting, always provide the author, year, and specific page citation or paragraph number for non-paginated material.

If the quotation comprises fewer than 40 words, incorporate it into text and enclose the quotation with double quotation marks. If the quotation appears in mid-sentence, end the passage with quotation marks, cite the source in Parentheses immediately after the quotation marks, and continue the sentence. Use no other punctuation unless the meaning of the sentence requires such punctuation, as demonstrated by the example, below:

Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent's needs or concerns” (p. 541), contributing to an overall climate of negativity.

If the quotation appears at the end of a sentence, close the quoted passage with quotation marks, cite the source in parentheses immediately after the quotation marks, and end with a period or other punctuation outside the final parentheses, as demonstrated by the example, below:

Confusing this issue is the overlapping nature of roles in palliative care, whereby “medical needs are met by those in the medical disciplines; non-medical needs may be addressed by anyone on the team” (Csikai & Chaitin, 2006, p. 112).

#### 4.1.2 Paraphrasing Material

When paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page or paragraph number, especially when it would help an interested reader locate the relevant passage in a long or complex text.

**Table 4: Citing in the Text**

Type of citation	First citation in Text	Subsequent citation in the text	Parenthetical format, the first citation in the text	Parenthetical format, subsequent citation in the text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
One work by five authors	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)
Groups (readily identified through	National Institute of Mental Health	NIMH (2002)	(National Institute of Mental Health	(NIMH, 2002)



abbreviation) as authors	(NIMH, 2003)		[NIMH], 2003)	
Groups (no abbreviation) as authors	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)

#### 4.1.3 Two or More Works within the Same Parentheses

Order the citations of two or more works within the same Parentheses, alphabetically, in the same order in which they appear in the reference list (including citations that would otherwise shorten to et al.).

Arrange two or more works by the same authors (in the same order) by the year of the publication. Place in-press citations last. Give the authors' surnames once; for each subsequent work, give only the date:

Training materials are available (Department of Veterans Affairs, 2001, 2003)

Past research (Gogel, 1990, 2006, in press)

Identify works by the same author (or by the same two or more authors in the same order) with the same publication date by the suffixes a, b, c, and so forth, after the year; repeat the year. The suffixes are assigned in the reference list, where these kinds of references are ordered alphabetically by title (of the article, chapter, or complete work).

Several studies (Derryberry & Reed, 2005a, 2005b, in press-a; Rothbart, 2003a, 2003b)

List two or more works by different authors who are cited within the same parentheses in alphabetical order by the first author's surname. Separate the citations with semicolons.

Several studies (Miller, 1999; Shafranske & Mahoney, 1998)

#### 4.1.4 Secondary Sources

Use secondary sources sparingly, for instance, when the original work is out of print, unavailable through usual sources, or not available in English. Give the secondary source in the reference list; in the text, name the original work and give a citation for the secondary source. For example, if Allport's work is cited in Nicholson and you did not read Allport's work, list the Nicholson reference in the reference list. In the text, use the following citation:

All port's diary (as cited in Nicholson, 2003).

### 7.1.5 Citations in Parenthetical Material

In a citation that appears in the parenthetical text, use commas, not brackets, to set off the date:

(See Table 3 of U.S. Department of Labor, 2007, for complete data)

## **4.2. CHICAGO STYLE OF REFERENCING**

The Chicago Notes and Bibliography (NB) system allows the writers to arrange and present their sources through the use of footnotes. At the end of their work, the writers should provide a comprehensive list of sources in the bibliography.

In order to arrange your references in the most effective manner, FLW recommends the use of a citation software such as Zotero. To download Zotero, please click [here](#). To learn how to use Zotero, you can turn to one of the free-of-charge tutorials on YouTube (for example, [Learn how to use Zotero in 30 minutes](#)).

### **NOTES**

A good sample paper using the Chicago Manual of Style (Notes-Bibliography (NB) System) can be found on the website of the Purdue University. To access it, please click [here](#).

The following examples will illustrate how to arrange your sources in the footnotes. The first time you are referring to a particular source, use the full note. Later, if you are referring to the same source again, make sure to use the short note.

#### **Book (one author)**

Name and surname of the author, Title of the book (Place of publication: Publisher, Year of Publication), page number.

Leslie Benson, *Yugoslavia: A Concise History* (New York: Palgrave Macmillan, 2001), 23.

Short note: Benson, *Yugoslavia: A Concise History*, 23.

#### **Book (two authors)**

Name and surname of the first author and name and surname of the second author, *Title of the book* (Place of publication: Publisher, Year of Publication), page number.

Peter Schlechtriem and Ingeborg H. Schwenzer, *Commentary on the UN Convention on the International Sale of Goods (CISG)* (Oxford University Press, 2005), 75.

Short note: Schlechtriem and Schwenzer, *Commentary on the UN Convention on the International Sale of Goods (CISG)*, 75.

### **Book (three authors)**

Name and surname of the first author, name and surname of the second author and name and surname of the third author, *Title of the book* (Place of publication: Publisher, Year of Publication), page number.

Stefan Michael Kröll, Loukas A Mistelis, and Pilar Perales Viscasillas, *UN Convention on Contracts for International Sale of Goods (CSIG)* (Verlag CH Beck, 2011), 64.

Short note: Kröll, Mistelis, and Viscasillas, *UN Convention on Contracts for International Sale of Goods (CSIG)*, 64.

### **Article published in a scholarly journal**

Name and surname of the author, “Title of the article,” *Journal title* Issue, Number (Year of publication): Page number.

Stefan Kröll, “Recourse against Negative Decisions on Jurisdiction,” *Arbitration International* 20, no. 1 (2004): 59.

Short note: Kröll, “Recourse against Negative Decisions on Jurisdiction,” 59.

### **Conference Paper**

Name and surname of the author, “Title of the paper” (Conference title, Place: Publisher, Year of publication), page number.

Harry M. Flechtner, “The Exemption Provisions of the Sales Convention, Including Comments on ‘Hardship’ Doctrine and the 19 June 2009 Decision of the Belgian Cassation Court” (Uniform Sales Law Conference, Belgrade: University of Belgrade Faculty of Law, 2010), 261.

Short note: Flechtner, “The Exemption Provisions of the Sales Convention,” 261.

### **Thesis**

Name and surname of the author, “Title of the thesis” (Place, University, Year), page number.

Alexandra Horváthová, “Protection of Retail Investors through Their Empowerment: Regulation of Investment Companies in the European Union, the United Kingdom and the United States of America” (Budapest, Central European University, 2015), 22.

Short note: Horváthová, “Protection of Retail Investors through Their Empowerment,” 22.

### **Interview**

Name and surname of the interviewee, Title of the interview, Medium, Date, Year.

Lejla Surić, Criminal Law in Bosnia and Herzegovina, BHT, April 20, 2021.

Short note: Surić, Criminal Law in Bosnia and Herzegovina.

### **Podcast**

Name and surname of the podcaster, “Title of the podcast,” Series title, date of access, URL.

Zak Dychtwald, “How Tech Adoption Fuels China’s Innovation Boom,” HBR IdeaCast, accessed May 6, 2021, <https://hbr.org/podcast/2021/05/how-tech-adoption-fuels-chinas-innovation-boom>.

Short note: Dychtwald, “How Tech Adoption Fuels China’s Innovation Boom.”

### **Website**

Same and surname of the author, if any, “Title,” Title of the website, Year (you can use the year of copyright), URL.

“About Bosnia and Herzegovina,” Parliamentary assembly of Bosnia and Herzegovina, 2016, <https://www.parlament.ba/Content/Read/233?title=OBosniIHercegovini&lang=en>.

Short title: “About Bosnia and Herzegovina.”

### **Statute**

“Title,” Number, Official publication (Year).

“Law on the Protection of the Environment,” No. 15/2021, Official Gazette of the FBiH (2021).

Short note: Law on the Protection of the Environment.

### **Court decision**

Name of the case, Reporter or database (Name of the court Year), URL if available.

Case of Sejdić and Finci v. Bosnia and Herzegovina, HUDOC (European Court of Human Rights 2009), <http://hudoc.echr.coe.int/fre?i=001-96491>.

Short note: Case of Sejdić and Finci v. Bosnia and Herzegovina, HUDOC.

### **CROSS-REFERENCING**

When using short notes, it is necessary to point the reader towards the full note. For example, if the full note is contained in footnote no. 59 while the short note is contained in

footnote no. 75, a reference in footnote no. 75 should be made to footnote no. 59. See illustration below.

<sup>59</sup> Leslie Benson, *Yugoslavia: A Concise History* (New York: Palgrave Macmillan, 2001), 23.

.

.

<sup>75</sup> Benson, *Yugoslavia: A Concise History*, 23 (n. 59).

## **DIRECT QUOTATION AND PARAPHRASING**

Whenever possible, one should paraphrase the ideas and information found in sources. When paraphrasing, the source must still be acknowledged in the footnote.

If paraphrasing is not adequate or appropriate, one can present the ideas and information verbatim. For shorter direct quotations (up to 100 words), you can place them into the text. Make sure you use quotation marks. For example:

Bonell opines that “on the whole there can be no doubt that the CISG provides a most valuable and fairly innovative normative regime for international sales contracts.”<sup>1</sup>

....

<sup>1</sup> Michael Joachim Bonell, “CISG, European Contract Law and the Development of a World Contract Law, The,” *American Journal of Comparative Law* 56, no. 1 (2008): 4.

Direct quotations longer than 100 words should be arranged as blockquotes. When using blockquotes, please do not add quotation marks. For example:

Bonell opines as follows:

Still, on the whole there can be no doubt that the CISG provides a most valuable and fairly innovative normative regime for international sales contracts. To begin with, in contrast to most domestic legislation in this field, it is not only concerned with the rights and duties of buyer and seller arising from the sales contract but also addresses important aspects of general contract law, such as contract formation and interpretation, the right to suspend

performance, anticipatory breach, and finally, damages and exemption from liability for non-performance. There are also several provisions which were virtually unknown at the time to most, if not all, traditional domestic sales laws: mention may be made of the substantially unitary approach to the different cases of non-performance by both seller and buyer and to the respective remedies; the seller's right to cure defects in its performance not only up to the date of delivery but even thereafter, provided that it can do so without unreasonable delay and without causing the buyer unreasonable inconvenience; and the passing of the risk of loss of, or damages to, the goods which was separated from the passing of "property rights" in the goods and instead linked to their "delivery," etc.<sup>1</sup>

...

<sup>1</sup> Michael Joachim Bonell, "CISG, European Contract Law and the Development of a World Contract Law, The," *American Journal of Comparative Law* 56, no. 1 (2008): 4.

## **BIBLIOGRAPHY**

The bibliography should contain a comprehensive and alphabetical list of sources used in your work.

If the work is based on books and scholarly articles only, all sources can be listed together. For example:

### Bibliography

Bonell, Michael Joachim. "CISG, European Contract Law and the Development of a World Contract Law, The." *American Journal of Comparative Law* 56, no. 1 (2008): 1–28.

Schlechtriem, Peter, and Ingeborg H. Schwenzer. *Commentary on the UN Convention on the International Sale of Goods (CISG)*. Oxford University Press, 2005.

Schmidt-Ahrendts, Nils. "CISG and Arbitration." *Annals Fac. L. Belgrade Int'l Ed.*, no. 3 (2011): 211.

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etc.



If the work is based on a variety of sources, then it is advisable to have separate categories. For example:

## Bibliography

### Books

Schlechtriem, Peter, and Ingeborg H. Schwenzer. *Commentary on the UN Convention on the International Sale of Goods (CISG)*. Oxford University Press, 2005.

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etc.

### Scholarly articles

Bonell, Michael Joachim. "CISG, European Contract Law and the Development of a World Contract Law, The." *American Journal of Comparative Law* 56, no. 1 (2008): 1–28.

### Statutes

Law on the Protection of the Environment, Pub. L. No. 15/2021, Official Gazette of the FBiH (2021).

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etc.

### Case law

Case of Sejdić and Finci v. Bosnia and Herzegovina, HUDOC (European Court of Human Rights 2009).

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etc.

## **APPENDICES**

*Appendix A – Cover page*

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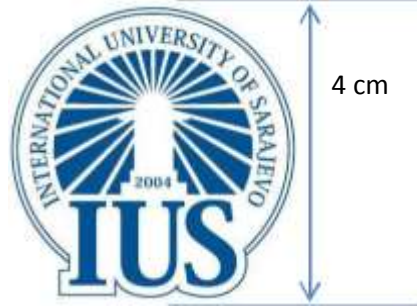
**TITLE OF THESIS**

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**STUDENT'S NAME**

18 pts

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**INTERNATIONAL UNIVERSITY OF SARAJEVO**

18 pts

1\*18 pts space (1.5)

**YEAR**

18 pts

*Appendix B – Cover Page Spine*

Cover Page Spine

Times New Roman, Uppercase, 16pts



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Left side 2.5 cm	NAME SURNAME	BACHELOR	2018	IUS	Right side 2.5
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**TITLE OF THESIS**

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**BY**

18 pts

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**STUDENT'S NAME**

18 pts

1\*18 pts space (1.5)



A thesis submitted in partial fulfillment of the requirements for the degree of Master of ....

.....in.....18 pts

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**Faculty of Law**

18 pts

**International University of Sarajevo**

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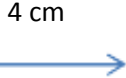


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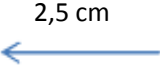
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**Appendix D – Approval Page for Bachelor Graduation Project and Master Thesis**

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**APPROVAL PAGE 14 pts**

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I certify that I have supervised and read this study and that in my opinion, it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a thesis for the degree of Master of .... in

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Mentor

1\*12 pts space (1.5)

Title Name SURNAME

Co-Mentor (if any)

1\*12 pts space (1.5)

I certify that I have supervised and read this study and that in my opinion, it conforms to acceptable standards of scholarly presentation and is fully adequate, in scope and quality, as a thesis for the degree of Master of .... in

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Title Name SURNAME

Examiner 1

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Title Name SURNAME

Examiner 2

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This thesis was submitted to the Department of ..... and was accepted as partial fulfillment of the requirements for the degree of Master of .... in

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.....

Title Name SURNAME

Head of Department

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.....

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Title Name SURNAME

Dean

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**Appendix G – Declaration**

**DECLARATION**

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I hereby declare that all information in this document has been obtained and presented in accordance with academic rules and ethical conduct. I also declare that, as required by these rules and conduct, I have fully cited and referenced all material and results that are not original to this work.

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Date .....

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*Appendix H – Declaration of Copyright and Affirmation of Fairs Use of Unpublished work* 2,5 cm

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**DECLARATION OF COPYRIGHT AND AFFIRMATION OF FAIRS USE OF UNPUBLISHED WORK**

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1\*12 pts space (1.5)

**TITLE OF thesis** 12 pts

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Affirmed by Student’s Name

.....

Signature

.....

Date

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**ACKNOWLEDGMENTS**

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I wish to express my indebtedness to all those who offered their assistance during my research. 12 pts

I would like to thank ....

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**LIST OF ABBREVIATIONS**

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BAM - Bosnian Convertible Mark

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B&H- Bosnia and Herzegovina

B&HQF - Bosnia and Herzegovina Qualification Framework

EBITDA - Earnings before Interest, Taxes, Depreciation and Amortization

EU - European Union

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F.B&H- Federation of Bosnia and Herzegovina

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FBA – Faculty of Business and Administration

GCI - Global Competitiveness Index

GDP - Gross Domestic Product

HRM - Human Resource Management

ILO - International Labor Organization

IUS – International University of Sarajevo

KSA - Knowledge, Skills, and Abilities

MNCs - Multinational Companies

NGO - Non-governmental organization

OECD - Organizations for Economic Co-operation and Development

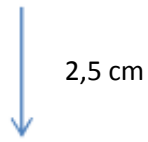
PCA - Principal Component Analysis

PM - Personnel Management

POLC - Planning, Organizing, Leading and Controlling

SMEs - Small and Medium Enterprises

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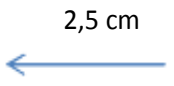
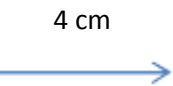
SPSS - Statistical Package for the Social Sciences

UK- United Kingdom

US - United States

UN – United Nations

VIF - Variance Inflation Factor



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*Appendix L – Abstract*

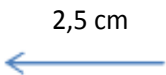
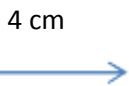


**ABSTRACT**  
**TITLE OF THESIS**

The purpose of this section is to provide a brief and comprehensive summary of the study. It is particularly important because it is all that many people will read. It should include a brief description of the problem being investigated, the methods used, the results, and their implications. If the Abstract is more than one-page, the margins for the second page should be the same except the Top which should be 2.5 cm. The minimum number of words should be 250 while the maximum should be 500. At the end of the Abstract, a student should write at least five keywords.

**Keywords:** *thesis manual, law, criminal law, civil law, international private law*

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## REFERENCES

American Psychological Association Style (2010). *Publication Manual* (6<sup>th</sup> ed.). Washington, DC.

The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers, 17<sup>th</sup> edition

Council of Ministers of Bosnia and Herzegovina. (2011). The decision on Adoption of Baseline Qualifications Framework in Bosnia and Herzegovina. *Sluzbeni glasnik Bosne i Hercegovine*, no. 31. Retrieved from <http://sllist.ba/glasnik/2011/broj31/Broj031.pdf>

THE END