

GRADUATE MANUAL

FACULTY OF LAW



INTERNATIONAL UNIVERSITY OF SARAJEVO

November 2024

1. INTRODUCTION

The project/thesis or dissertation completed at the Faculty of Law of the International University of Sarajevo is crucial in demonstrating students' capabilities. Completing a project/thesis or dissertation requires obtaining a Master of Arts (M.A.) or Doctor of Philosophy (Ph.D.) degree at the Faculty of Law IUS. This process showcases students' abilities to conduct substantial academic work.

The faculty of Law IUS is responsible for ensuring that the research quality and compliance with specific standards in terms of format and style are upheld. Consequently, the present manual is designed to assist and guide master's and doctoral students throughout writing their theses or dissertations. This manual outlines the general requirements for a project/thesis/dissertation, focusing on format, documentation, and style. However, it does not cover academic, administrative, and legal requirements defined by the university's rules and regulations.

The guidelines provided are intended to ensure that every project/thesis/dissertation bearing the name of the Faculty of Law of the International University of Sarajevo meets high scientific format and style standards. These guidelines are also meant to assist supervisors in their roles as advisors and mentors to students. All supervisors and students must adhere strictly to this manual to ensure their work is acceptable as a scholarly publication. The present manual has been prepared to help Faculty of Law students throughout planning, researching, and writing their thesis. This manual explains the general requirements of a thesis, its format, documentation, citation, style, and appendices.

Please remember that while this manual provides guidance, it may not address every question related to project/thesis/dissertation completion. Therefore, students are encouraged to consult their mentors to clarify unmentioned matters. Additionally, students are responsible for checking the academic calendar for specific deadlines related to the respective academic year.

2. THESIS/PROJECT RELATED PROCEDURES

Table 1: Overview of procedures for master's thesis and project

Procedure	Deadline	Form	Submit to
Mentor appointment	End of the first semester (Study Rules and Academic Calendar)	Mentor Proposal Form	IUS Graduate Office
Master's thesis/project approval	End of the first semester (Study Rules and Academic Calendar)	Master's Thesis/Project Proposal Approval Form	IUS Graduate Office
Master's thesis/project defense committee appointment	After the mentor's approval, but no later than one month before the Master's thesis defense and two weeks before the Master's project defense.	Defense Committee Appointment Form	IUS Graduate Office
Master's thesis/project submission	After the committee's approval (Study Rules and Academic Calendar).	The final version of the thesis/project, according to this manual	IUS Graduate Office and committee members
Master's thesis/project defense	Academic Calendar	Defense Report Form	IUS Graduate Office <u>Submitted by the mentor</u>

Table 2: Overview of procedures for Ph.D. dissertation

Procedure	Deadline	Form	Submit to
Mentor appointment	End of the first semester (Study Rules and Academic Calendar)	Mentor Proposal Form	IUS Graduate Office

Ph.D. research proposal (Supervisory Committee Appointment procedure)	No deadline. Submitted after passing the Doctoral Qualification Exam.	Research Proposal Approval Form (Supervisory Committee Appointment Proposal)	IUS Graduate Office
Ph.D. progress reports	No deadline. One Progress Report per semester.	Dissertation Progress Report	IUS Graduate Office
Ph.D. dissertation submission	Determined by the Academic Calendar for each semester	Dissertation Submission Form	IUS Graduate Office
Ph.D. defense	Determined by the Academic Calendar for each semester	Defense Report Form	IUS Graduate Office

Note(s): All relevant forms for the procedures mentioned above are available at the IUS Graduate Office and on their webpage: <https://graduateoffice.ius.edu.ba/forms>

3. FORMAT GUIDELINES

There are no strict requirements regarding the project/thesis/dissertation structure. Still, it is recommended that the work has the following components, which must be agreed upon with the mentor: Abstract, Keywords, Introduction, Literature Review, Methodology, Results, Discussion, Conclusions, and References.

It is essential to divide the manuscript into clearly defined and numbered sections. Headings must be in upper case, 12pt, bold, and numbered (e.g., **1. INTRODUCTION**). Subheadings should be 12pt, bold, and numbered (e.g., **1.1. Problem Statement**). A higher number of subheading levels must also be numbered, not bold, and consistent in the chosen style (for example, if 1.1.1 is in italics, then 1.1.2 must be in italics, too). The format for the cover and intro pages is explained in Appendix A.

3.1. Text formatting

Language: English (American or British - acceptable, but once chosen, it should be used consistently).

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) or all 2.0. The decision should be made in cooperation with the mentor.

Justification and Alignment: Both sides

Bullets and Numbering: Use it consistently.

Pagination: The front and the title pages should not have numbers. Actual page numbering begins with "iii" on the Approval page. Roman numerals should be used until the introduction. Arabic numerals should be used with the introduction, and the page where the introduction starts should be numbered "1".

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.

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

All **tables, figures, and equations** used in the work should be appropriately numbered, centralized, and referenced.

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's work, it should be appropriately referenced, 10pt, and centered below the table. Please see an example below:

12 pt

6 pt

10 pt

Country	Year	GDP
N1	2000	\$20 billion

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

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 appropriately referenced, 10pt, and placed centered below the figure:

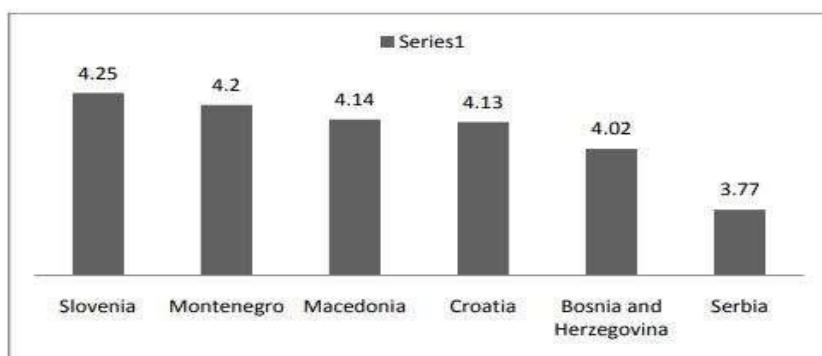


Figure 1: Global Competitiveness Index in the Region (CPU, 2014)

↓ 1*10 pts space (1.5)

Table 3: Recommended word count

Type of work	Word range
Master's Project	6,000–10,000
Master's Thesis	20,000–25,000
Ph.D. Dissertation	50,000–60,000

Table 4: Binding

Type of work	Cover	Number of Copies*
Master's Project	Dark blue with grey letters (hardcover)	At least one (plus an electronic version submitted to the Graduate Office and the IUS Library)
Master's Thesis	Dark blue with grey letters (hardcover)	At least one (plus an electronic version submitted to the Graduate Office and the IUS Library)
Ph.D. Dissertation	Black with gold letters (hardcover)	At least two (plus an electronic version submitted to the Graduate Office and the IUS Library)

Note(s): The specified number of required copies includes the IUS Library for master's theses/projects and the IUS Library and the National Library for Ph.D. dissertations. The number may vary, as the mentor and committee members can request their hard copies.

3.2. Title Page and Cover Page

The cover and title page samples are provided in Appendixes A, B, and C.

3.3. Approval Page

A sample approval page is provided in Appendix D and E. A sample of Ph.D. dissertation committee members is provided in Appendix F.

3.4. Declaration

This is a plagiarism statement and is presented in Appendix G.

3.5. Declaration of Copyright and Affirmation of Fairs Use of Unpublished Work

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

3.6. Acknowledgments

A sample of the Acknowledgments page is presented in Appendix I.

3.7. List of Abbreviations

A sample list of abbreviations is provided in Appendix J.

3.8. Table of Contents

A sample of the Table of Contents is provided in Appendix K.

3.9. Abstract

A sample is presented in Appendix L.

3. 10. List of Figures and List of Tables

A sample is presented in Appendix M and N, respectively.

3.11. Main Part of the Thesis

The number and names of the chapters should be made following the mentor. However, some standard rules are that those chapters cover areas such as introduction, literature review, theoretical framework, methodology (results), discussion, and conclusion.

3.12. Introduction

The primary 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 they are important and how they are unique compared to previous studies. It starts broad and becomes more and more specific.

The introduction, as a 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.....”.

3.13. Body of the Text

The purpose of a 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. This section aims 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.

3.14. Appendices

Appendices (singular: appendix) can include texts, lists, maps, charts, graphs, and other materials that are either too long to be inserted into the main text (chapters) of the thesis or that 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 student and mentor must decide where to put shorter materials (e.g., short text or excerpt of a text, graph, map, etc.). 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 interesting or relevant information 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 in an appropriate text place.

3.15. Style

A thesis is a formal research presentation. Hence, it should be written formally (e.g., in a passive voice or an impersonal style). Adopt the past tense throughout ("Conclusions of the case study 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. A point should separate decimal numbers (.), while a comma should separate thousands (,).

4. CITATIONS AND REFERENCES

Every project/thesis/dissertation will undergo a plagiarism/similarity check. Students should avoid plagiarism and properly cite any sources they use. Faculty of Law (FLW) requires students to use either the American Psychological Association Style (APA) Sixth Edition or Chicago Style. Regardless of the chosen style, a candidate must be consistent in its use.

The similarity percentage is defined in the Study Rules for II and III cycle studies since some parts of the text (e.g., bibliography, methodology) should be excluded when checking similarity.

When listing the reference, students should ensure they are clear about the type of source they are using. The rules about references differ between journal articles, electronic books, printed books, edited books, book chapters, magazine articles, online sources, conference proceedings, research reports, theses, dissertations, etc.

The following section provides examples of how to use APA and Chicago Style. A student should consult with the mentor for the details not covered in this guideline.

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

Table 5: 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	Bradley, Ramirez,	Bradley et al.	(Bradley,	(Bradley et al.,

authors	Soo, and Walsh (2006)	(2006)	Ramirez, Soo, & Walsh, 2006)	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 abbreviation) as authors	National Institute of Mental Health (NIMH, 2003)	NIMH (2003)	(National Institute of Mental Health [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 be shortened 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 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 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 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).

4.1.5. 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 using footnotes. At the end of their work, the writers should provide a comprehensive list of sources in the bibliography.

FLW recommends using citation software such as Zotero to arrange your references most effectively. 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 Purdue University website. To access it, please click [here](#).

The following examples will illustrate how to arrange your sources in the footnotes. Use the full note The first time you refer to a particular source. Later, if you are referring to the same source again, 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, 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=OBosniHercegovini&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 the illustration below.

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

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⁷⁵ 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. You can place shorter direct quotations (up to 100 words) 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.”¹

....

¹ 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. Several provisions 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 the respective remedies; the seller's right to cure defects in its performance not only up to the date of delivery but even after that, 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 were

separated from the passing of "property rights" in the goods and instead linked to their "delivery," etc.¹

...

¹ 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.

All sources can be listed together if the work is based on books and scholarly articles. 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 various 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.

- .

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

6 cm

PROJECT/THESIS/DISSERTATION TITLE 18 pts

3*18 pts space (1.5)

4 cm

2.5 cm



4 cm

1*18 pts space (1.5)

STUDENT'S NAME 18 pts

2*18 pts space (1.5)

4.1. INTERNATIONAL UNIVERSITY OF SARAJEVO 18 pts

5.1.

6.1.

1*18 pts space (1.5)

7.1. YE 18 pts

3 cm

Appendix B – Cover page spine

Cover Page Spine

Times New Roman, Uppercase, 16pts

Left side 2.5 cm	NAME SURNAME	MASTER	2018	IUS	Right side 2.5
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Left side 2.5 cm	NAME SURNAME	Ph.D.	2018	IUS	Right side 2.5
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Left side 2.5 cm	NAME AND SURNAME	DEGREE	YEAR	IUS	Right side 2.5 cm
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Appendix C – Title page

6 cm

TITLE

18 pts

1*18 pts space (1.5)

BY

18 pts

4 cm

1*18 pts space (1.5)

2.5 cm

STUDENT'S NAME

18 pts

1*18 pts space (1.5)

A graduation project/ thesis/ dissertation submitted in partial fulfillment of the requirements for the degree of Bachelor of Arts/Science / Master of / Doctor of

Philosophyin (Program name),

18 pts

1*18 pts space (1.5)

Faculty Name

18 pts

8.1. International University of Sarajevo

1*18 pts space (1.5)

9.1.

10.1.

Month }

18 pts

3 cm

Appendix D – Approval page for projects and thesis

APPROVAL PAGE 14 pts

2.5 cm

1*12 pts space (1.5)

I certify that I have read and reviewed 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 graduation project/master's project/ master's thesis for the degree of Bachelor of Arts/Science / Master of Arts/Science in

12 pts



.....

Academic Title Name Surname

Mentor

1*12 pts space (1.5)

4 cm

2.5 cm

I certify that I have 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 graduation project for the degree of Bachelor of Arts/Science / master's project/thesis for the degree of Master of Arts/Science in

1*12 pts space (1.5)

.....

Academic Title Name Surname

Committee member

1*12 pts space (1.5)

.....

Academic Title Name Surname

Committee member

4 cm

This graduation project/ master's thesis/ master's project was submitted in partial fulfillment of the requirements for the degree of ...Bachelor of Arts/Science / Master of Arts/Science in

2.5 cm



1*12 pts space (1.5)

.....

Academic Title Name Surname

Program Coordinator

1*12 pts space (1.5)

.....

Academic Title Name Surname

Dean



3 cm

**Appendix E – Approval page
for Ph.D. dissertation**

APPROVAL PAGE 14 pts

1*12 pts space (1.5)

This dissertation was submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy (Ph.D.) in

12 pts

1*12 pts space (1.5)

.....

Academic Title Name Surname

Mentor

1*12 pts space (1.5)

This dissertation was submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy (Ph.D.) in

.....

Academic Title Name Surname

Program Coordinator

1*12 pts space (1.5)

I certify that I have supervised and read this study and that in my opinion, it confronts to acceptable standards of scholarly presentation and its full adequate, in scope and quality, as a dissertation for the degree of Doctor of Philosophy (Ph.D.) in

.....

1*12 pts space (1.5)

.....

Academic Title Name Surname

Dean

2.5 cm



PH.D. DISSERTATION COMMITTEE MEMBERS

14 pts

(First name belongs to the chairperson of the committee and the second name belongs to the mentor)

2*12 pts space (1.5)



Title Name Surname 12 pts

Faculty 12 pts

University 12 pts

1*12 pts space (1.5)



Title Name Surname

Faculty

University

1*12 pts space (1.5)



Title Name Surname

Faculty

University

1*12 pts space (1.5)



Title Name Surname

Faculty

University

1*12 pts space (1.5)



Title Name Surname

Faculty

University

4 cm



2.5 cm



25



3 cm

Appendix G – Declaration

DECLARATION 14 pts

2*12 pts space (1.5)

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.

12 pts

2*12 pts space (1.5)

Name:

1*12 pts space (1.5)

Signature

Date

4 cm

2.5 cm

Appendix H – Declaration of copyright and affirmation of fair use of unpublished work

2.5 cm

INTERNATIONAL UNIVERSITY OF SARAJEVO

18 pts

1*12 pts space (1.5)

DECLARATION OF COPYRIGHT AND AFFIRMATION OF FAIR USE OF UNPUBLISHED WORK

16 pts

1*12 pts space (1.5)

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12 pts

1*12 pts space (1.5)

TITLE

12 pts

1*12 pts space (1.5)

4 cm

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2.5 cm

12 pts

6*12 pts space (1.5)

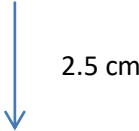
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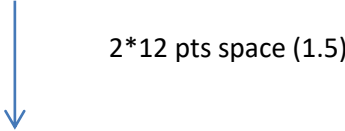
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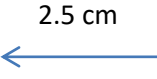
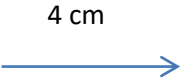


ACKNOWLEDGMENTS 14 pts



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

I would like to thank



Appendix J – List of abbreviations

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LIST OF ABBREVIATIONS

↓
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B&H Bosnia and Herzegovina

EU European Union

FB&H Federation of Bosnia and Herzegovina

FBA Faculty of Business and Administration

GCI Global Competitiveness Index

ILO International Labor Organization

IUS International University of Sarajevo

MNCs Multinational Companies

NGO Non-governmental organization

SMEs Small and Medium Enterprises

→
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←
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3 cm

↓
2.5 cm

Appendix K – Table of contents

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ABSTRACT

TITLE OF THESIS/DISSERTATION

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. 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.

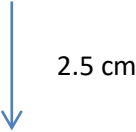
Keywords: *thesis, manual, project, research, hypothesis*

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LIST OF TABLES

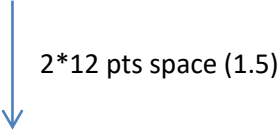
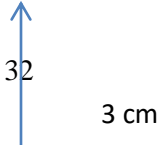
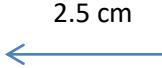
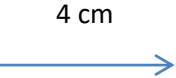


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