



INTERNATIONAL
UNIVERSITY OF SARAJEVO



GRADUATE MANUAL

July 2024

1. INTRODUCTION

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

IUS has a responsibility to ensure 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, though it does not cover academic, administrative, and legal requirements, which are 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 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. It is mandatory for all supervisors and students to adhere strictly to this manual to ensure that their work is acceptable as a scholarly publication of the respective faculty.

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 for clarification on any matters not covered here. 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 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 one 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 structure of the project/thesis/dissertation, but 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. Business project requirements and formatting are determined in consultation with the mentor based on the type of work.

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**). In the case of a higher number of subheading levels, they 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 - either acceptable, but once chosen, it should be used consistently) or Turkish (for TLT students).

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: Either 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 as "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 properly numbered, centralized, and referenced. The faculties can decide on the font and format.

The **equations** should be numbered as in the example below:

The following equation explains the model used

$$EDy = \frac{(Qc - Qp)/Qp}{(Yc - Yp)/Yp} \quad (1)$$

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 both the IUS Library and the National Library for Ph.D. dissertations. The number may vary, as the mentor and committee members can request their own hard copies.

3.2. Title Page and Cover Page

Samples of the cover and title page 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.

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. Each faculty should choose the referencing style they prefer to 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, and dissertations, etc.

APPENDICES

6 cm

PROJECT/THESIS/DISSERTATION TITLE

18 pts

3*18 pts space (1.5)



4 cm

INTERNATIONAL
UNIVERSITY OF SARAJEVO

4 cm

2.5 cm

1*18 pts space (1.5)

STUDENT'S NAME

18 pts

2*18 pts space (1.5)

INTERNATIONAL UNIVERSITY OF SARAJEVO

18 pts

1*18 pts space (1.5)

18 pts YEAR

Appendix B – Cover page spine

COVER PAGE SPINE

Font: Times New Roman, Uppercase, 16pts

Left side 2.5 cm	NAME SURNAME	MASTER	2018	IUS	Right side 2.5 cm
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Left side 2.5 cm	NAME SURNAME	Ph.D.	2018	IUS	Right side 2.5 cm
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Left side 2.5 cm	NAME SURNAME MASTER 2018 IUS	Right side 2.5 cm
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6 cm

18 pts TITLE

1*18 pts space (1.5)

18 pts BY

1*18 pts space (1.5)

18 pts STUDENT'S NAME

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)

4 cm

2.5 cm

18 pts

1*18 pts space (1.5)

Faculty Name

18 pts International University of Sarajevo

1*18 pts space (1.5)

18 pts Month Year

3 cm

Appendix D – Approval page for projects and thesis

2.5 cm

APPROVAL PAGE 14 pts

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 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

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

4 cm

2.5 cm

.....
Academic Title Name Surname
Committee member

.....
Academic Title Name Surname
Committee member

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

.....
Academic Title Name Surname
Program Coordinator

.....
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

1*12 pts space (1.5)

Academic Title Name Surname

Program Coordinator

1*12 pts space (1.5)

4 cm

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.....

2.5 cm

1*12 pts space (1.5)

Academic Title Name Surname

Dean

3 cm

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)

12 pts

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

3 cm

Appendix G – Declaration

DECLARATION 14 pts

2.5 cm

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)

12 pts Copyright © 2024 by Student’s Name. All rights reserved.

1*12 pts space (1.5)

12 pts **TITLE**

1*12 pts space (1.5)

No part of this unpublished work may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without prior written permission of the copyright holder and IUS Library.

12 pts

4 cm

2.5 cm

6*12 pts space (1.5)

Affirmed by Student’s Name

.....
Signature

.....
Date

2.5 cm

ACKNOWLEDGMENTS 14 pts

2*12 pts space (1.5)

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

12 pts

I would like to thank

4 cm

2.5 cm

3 cm

Appendix J – List of abbreviations

2.5 cm

LIST OF ABBREVIATIONS 14 pts

2*12 pts space (1.5)

B&H Bosnia and Herzegovina 12 pts

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

4 cm

MNCs Multinational Companies

2.5 cm

NGO Non-governmental organization

SMEs Small and Medium Enterprises

3 cm

Appendix K – Table of contents

2.5 cm

1*12 pts space (1.5)

TABLE OF CONTENTS 14 pts

2*12 pts space (1.5)

APPROVAL PAGE.....	iii	12 pts
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1.2 Problem statement and research aims.....	5	
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1.3 Purpose statement, research questions, and objectives.....	9	
1.4 Dissertation outline.....	11	
2. LITERATURE REVIEW AND HYPOTHESES.....	14	

4 cm

2.5 cm

3 cm

ABSTRACT 14 pts

TITLE OF THESIS/DISSERTATION 12 pts

1*12 pts space (1.5)

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.

12 pts

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

12 pts

4 cm

2.5 cm

3 cm

LIST OF TABLES 14 pts

2.5 cm

2*12 pts space (1.5)

Table 1: Selected macroeconomic indicators 17

Table 2: Differences between entrepreneurs and intrapreneurs 25

Table 3: Sets of characteristics unique for Baby Boomers, Gen X and Gen Y 33

12 pts

4 cm

2.5 cm

3 cm

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LIST OF FIGURES 14 pts

2.5 cm

2*12 pts space (1.5)

Figure 1: Map of B&H..... 15

Figure 2: The unemployment rate in B&H, 2010 – 2020..... 18

Figure 3: Statistics of foreign trade of B&H (mill EUR) 19

12 pts

4 cm

2.5 cm

3 cm