



INTERNATIONAL  
UNIVERSITY OF SARAJEVO

# GRADUATE MANUAL

NUMBER: IUS-SENAT-11-2869/25

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## 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
<b>Mentor appointment/ master's thesis/project approval</b>	End of the first semester (check Study Rules and Academic Calendar)	Mentor/ Thesis/Project Proposal Form	IUS Graduate Office  <b>Submitted by the <u>student</u></b>
<b>Master's thesis/project defense committee appointment</b>	After mentor approval, but no later than one month before the Master's thesis defense and two weeks before the Master's project defense. (check Study Rules and Academic Calendar)	Defense Committee Appointment Form / Final version of the thesis/project formatted according to this manual/Plagiarism Report	IUS Graduate Office (and committee members)  <b>Submitted by the <u>mentor</u></b>
<b>Master's thesis/project defense</b>	Determined by the Academic Calendar for each semester	Defense Scheduling Form/Defense Report Form	IUS Graduate Office  <b>Submitted by the <u>mentor</u></b>

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

PROCEDURE	DEADLINE	FORM	SUBMIT TO
<b>Mentor appointment</b>	End of the first study semester (Study Rules and Academic Calendar)	Mentor Proposal Form	IUS Graduate Office <b>Submitted by the <u>student</u></b>
<b>Qualification Exam</b>	After completing the course requirements prescribed by the program curriculum.	Qualification Exam Committee Appointment Form/Qualification Exam Report Form	IUS Graduate Office <b>Submitted by the <u>mentor</u></b>
<b>Ph.D. research proposal (Supervisory Committee Appointment procedure)</b>	Submitted after passing the Doctoral Qualification Exam.	Research Proposal Approval Form (Supervisory Committee Appointment Proposal)	IUS Graduate Office <b>Submitted by the <u>mentor</u></b>
<b>Ph.D. progress reports</b>	Twice per academic year	Dissertation Progress Report	IUS Graduate Office <b>Submitted by the <u>mentor</u></b>
<b>Ph.D. dissertation submission</b>	After mentor approval (check Study Rules and Academic Calendar)	Dissertation Submission Form/ Final version of the dissertation formatted according to this manual/Plagiarism Report	IUS Graduate Office <b>Submitted by the <u>mentor</u></b>
<b>Ph.D. defense</b>	Determined by the Academic Calendar for each semester	Defense Scheduling Form/Defense Report Form	IUS Graduate Office/ <b>Submitted by the <u>mentor</u></b>

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**). Headings must start on a new page. Subheadings should be 12pt, in 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.” The font style for numerals must be Times New Roman, consistent with the rest of the text.

**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 the Introduction section).

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

<b>TYPE OF WORK</b>	<b>WORD RANGE</b>
<b>Master's Project</b>	6,000–10,000
<b>Master's Thesis</b>	20,000–25,000
<b>Ph.D. Dissertation</b>	50,000–60,000

Table 4: Binding

<b>TYPE OF WORK</b>	<b>COVER</b>	<b>NUMBER OF COPIES*</b>
<b>Master's Project</b>	Dark blue with white letters (hardcover)	At least one (plus an electronic version submitted to the Graduate Office and the IUS Library)
<b>Master's Thesis</b>	Dark blue with white letters (hardcover)	At least one (plus an electronic version submitted to the Graduate Office and the IUS Library)
<b>Ph.D. Dissertation</b>	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 Appendices A, B, and C. Text on the spine for Master projects is optional.

### **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. The date on the declaration page should be the date of the defense.

### **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. The date on the declaration page should be the date of the defense.

### **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 the II and III cycle studies since some parts of the text (e.g., bibliography, methodology) should be excluded when checking similarity.

When listing the references, students should ensure they are clear about the type of source they are using. Referencing rules depend on the source type (i.e., whether the source is a journal article, electronic book, printed book, edited book, book chapter, magazine article, online source, conference proceeding, research report, thesis, dissertation, etc[ ])

# APPENDICES

6 cm

PROJECT/THESIS/DISSERTATION TITLE

18 pts

3\*18 pts space (1.5)



4 cm

INTERNATIONAL  
UNIVERSITY OF SARAJEVO

4 cm

1\*18 pts space (1.5)

2.5 cm

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

3 cm

**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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\* This is a sample of the spine layout and should not be printed in the thesis.





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 Philosophy .....in (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

1.



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  
Co-mentor

Academic Title Name Surname  
Mentor

1\* (If there is no co-mentor, please delete this part)

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

3 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

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6\*12 pts space (1.5)

Affirmed by Student’s Name

.....  
Signature

.....  
Date

3 cm

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 ....

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**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

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**TABLE OF CONTENTS 14 pts**

2\*12 pts space (1.5)

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PH.D. DISSERTATION’S COMMITTEE MEMBERS.....	iv	
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4 cm

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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

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**LIST OF TABLES** 14 pts

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4 cm

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12 pts

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