UNIVERSITY OF SARAJEVO
School of Economics and Business

GUIDELINES FOR THE TECHNICAL PREPARATION OF THE TEXT AND PRINTING OF THE FINAL THESIS

Sarajevo, May 2023

Overview of Guidelines for the Technical Preparation of the Text and Printing of the Final Thesis

Element	Description
Paper size and margins	The final thesis must be printed single-sided on white A4 paper (210 × 297 mm). Margins: − inner margin: 3 cm; − outer margin: 2.5 cm; − top margin (above text): 2.5 cm; − bottom margin (to page number): 2 cm.
Text format	− Font: Times New Roman, size 12, justified alignment. − – Line spacing: 1.2 for text, with 12 pt spacing between paragraphs.
Heading format	− **Heading 1**: Times New Roman, size 14, uppercase, bold, left-aligned, 18 pt spacing before and after; numbering format: "1. Title". − **Heading 2**: Times New Roman, size 12, bold, left-aligned, 18 pt spacing before and after; numbering format: "1.1. Title". − **Heading 3**: Times New Roman, size 12, regular, left-aligned, 18 pt spacing before and after; numbering format: "1.1.1. Title". − **Heading 4**: Times New Roman, size 12, italic, left-aligned, 18 pt spacing before and after; numbering format: "1.1.1.1. Title".
Page numbering	Page numbers should be placed at the bottom centre of the page. Number pages using Arabic numerals starting from the Introduction to the last page of the reference list. Use Arabic numerals for appendices as well, starting from 1 onwards.
Figures and tables formatting	Tables and figures must be created by the author (scanned tables and figures from other sources are generally not allowed) and inserted into the text without disrupting logical flow. Tables/figures should follow the paragraph they refer to, ensuring a clear reference link. Use Times New Roman for table/figure titles and content. Numbers in all rows should be logically (right) aligned; decimal points and separators (commas) within the same column must be aligned. Tables and figures should be centre-aligned.
In-text citations and reference list	According to the Manual for Citing Sources in Scientific and Professional Papers.
Printing of the final thesis version	After the thesis defence, one hardbound copy must be submitted. The final version must be hardbound with a grey cover (hex code #D3D3D3; rgb (211,211,211)) and black lettering (hex code #000000; rgb (0,0,0)).
Permitted length	25–35 pages of text, excluding references and appendices.

Referencing

An academic paper of any type must include a list of references, i.e. a bibliography, in order to ensure protection against plagiarism. When citing sources, the Harvard referencing style should be followed. The reference list must include all sources that are directly cited or paraphrased in the text:

- A direct quotation reproduces material word-for-word taken directly from a source (a translation is also considered a direct quotation). According to the Harvard referencing style, direct quotations must be placed in quotation marks, followed by an in-text citation including the author's surname, year of publication, and page number(s)..

Examples of direct quotations:

Previous research confirms that "fear of failure has been analysed as a significant negative predictor of entrepreneurial intention" (Turulja et al., 2020, p. 2726).

Ljiljan Veselinović et al. (2020) describe how "the concept of education–job mismatch refers to a situation in which the level of education of an employed individual differs from the level of education appropriate for the job", which is treated as overeducation.

Long direct quotations are generally considered to be those longer than three lines. They are presented as a separate paragraph and indented on both sides. Quotation marks are not used. An example of a long quotation would be:

The concept of education–job mismatch refers to a situation in which the level of education of an employed individual differs from the level of education appropriate for the job. As noted by Cohn and Khan (1995), education–job mismatch is also referred to as over-schooling, overeducation, or surplus education. An individual may be overeducated (the level of education exceeds that required for the job), undereducated (the level of education is below that required for the job), or adequately educated (Veselinović et al., 2020).

- Excessive use of direct quotations from original sources, combined with limited critical analysis by the author, may lead to plagiarism, even if full citations and references are provided.
- It is important to use quotations only when they are absolutely necessary for the content. Otherwise, it is preferable to paraphrase and interpret the information being discussed and to apply your own critical analysis skills.
- Paraphrasing involves expressing part of a source text, i.e. conveying an idea in your own words. Although the wording is your own, the ideas originate from the original source, and therefore the source must still be cited in the text..

Basic Rules of Harvard Referencing Style

In-text referencing

Harvard referencing is an "author–date" method. Sources are cited within the text by stating the author's surname and the year of publication. All other publication details are provided in the reference list or bibliography at the end.

Citations used with direct quotations or referring to a specific part of a source should include the page number, e.g. (Wu, 2017, p. 43) or Wu (2017, p. 43).

Some general rules:

- If the author's surname appears in the text as part of the sentence, the year follows in parentheses, e.g. According to Wu (2017), …
- If the author's surname is not part of the sentence structure, the surname and year should be given in parentheses, separated by a comma, e.g. A country's economy depends… (Wu, 2017).
- If multiple works by the same author(s) from the same year are used, they are distinguished by adding a lowercase letter after the year, e.g. A country's economy… (Mehić, 2017a), as confirmed… (Wu, 2017b).
- If multiple sources are cited for a single sentence or idea, they should be separated by semicolons and listed in chronological order; e.g. Earlier findings confirm… (Veselinović, 2014; Činjarević, 2017).
- When citing in the text, list surnames of up to three authors. If there are four or more authors, use the surname of the first author followed by *et al*. (in italics), e.g. It has been shown that this is the case when Veselinović et al. (2015)… or A study shows… (Veselinović *et al.*, 2015).
- If there are two or three authors, use "and" between surnames instead of "&".
- For works authored by an institution, state the full name of the institution, e.g. Data show… (Agency for Statistics of Bosnia and Herzegovina, 2018), unless the abbreviation is widely known, e.g. Data show… (OECD, 2020).
- If ChatGPT is used, it should be cited in the text, for example: In response to the query "Xxxx xxxxx xxxx xxxxx", the text generated by ChatGPT indicated that "xxxx xxxxx xxxxx xxxxxxx" (OpenAI, 2023).

Reference List

In the Harvard style, the reference list provides full details of the sources used in the text. In other words, it consists of entries that correspond to the in-text citations.

Sources are arranged in alphabetical order by the authors' surnames.

The reference list always begins with the author's surname and initials, the year of publication, and the title of the source. Other required details vary depending on the type of source. Formats and examples for the most common types of sources are provided below:

Book

Surname, initial(s) of the author. (year of publication). *Title of the book*. Edition (only stated if not the first edition, e.g. 3rd ed.). Place of publication (city, not country): Publisher.

Example:

Coetzee, J. M. (2000). *Disgrace*. London: Vintage.

Chapter in an edited book

Surname(s), initial(s) of the chapter author(s). (year of chapter publication). Title of the chapter. In: Initial(s) and surname of the editor(s) followed by ed. or eds. (year of publication). *Title of the book*. Place of publication: Publisher. Page range of the chapter.

Example:

Smith, J. (1975). A source of information. U: W. Jones ed. 2000. *One hundred and one ways to find information about health*. Oxford: Oxford University Press. Ch. 2.

Journal article

Surname, initial(s) of the author. (year of publication). Title of the article. *Full journal title*. Volume (issue), page numbers..

Example:

Maceachen, D. B. (1950). Wilkie Collins and British law. *Nineteenth-Century Fiction*. 5(2), pp. 121–139.

Website

Author or source (year of publication). *Title of the document or webpage*. Available at: URL (Accessed: date)..

Example:

Google (2019). *Google terms of service*. Dostupno na: https://policies.google.com/terms?hl=en-US (Pristupljeno: 29 April 2020).

ChatGPT

OpenAI. (2023). ChatGPT (version 14 March). [Textual response to a query about xxxxxx xxx xxxxx xxxxxx]. https://chat.openai.com/chat

For sources with multiple authors, the following rules apply:

1 author	Veselinović, Lj. (2020) …
2 authors	Veselinović, Lj. i Turulja, L. (2020) …
3 authors	Veselinović, Lj., Mangafić, J. i Turulja, L. (2020) …
4 authors	Veselinović, Lj. *et al.* (2020) …

For detailed referencing instructions, see::

Arslanagić, M. and Kadić-Maglajlić, S. eds. (2011). Manual for Citing Sources in Scientific and Professional Papers. Sarajevo: School of Economics and Business. Available at: https://www.efsa.unsa.ba/ef/sites/default/files/prirucnik_za_navodenje_izvora_u_naucnim_i_strucnim_radovima.pdf

The following section of the document provides an example of a formatted final thesis that students should follow when preparing the technical layout of their thesis.

UNIVERSITY OF SARAJEVO
SCHOOL OF ECONOMICS AND BUSINESS

FINAL THESIS

TITLE OF THE TOPIC

Sarajevo, May 2023

FULL NAME OF THE STUDENTS

In accordance with Article 54 of the Rules of Study for the First and Second Cycles, Integrated, Professional and Specialist Studies at the University of Sarajevo, the following is hereby issued:

STATEMENT OF AUTHENTICITY OF THE THESIS

I, _____, a student of the first (I) cycle of studies, index number _____, enrolled in the programme _____,
major _____, hereby declare that the final thesis entitled:

TITLE OF THE TOPIC

prepared under the supervision of _____ has been completed independently and is based on the results of my own research. The thesis does not contain previously published or unpublished materials of other authors, except those duly acknowledged through references and other sources of information, including artificial intelligence tools.

By this statement, I confirm that, for archiving purposes, I have submitted an electronic version of the thesis which is identical to the printed version of the final thesis.

I consent to the publication of my personal data related to the completion of my studies (name, surname, date and place of birth, date of thesis defence, thesis title) on the website and in the publications of the University of Sarajevo and the School of Economics and Business.

In accordance with Articles 34, 45 and 46 of the Copyright and Related Rights Law (Official Gazette of Bosnia and Herzegovina, 63/10), I authorise that the above-mentioned final thesis be permanently stored in the Institutional Repository of the University of Sarajevo and the School of Economics and Business and be publicly accessible to all.

Sarajevo, 25 May 2023 Signature of the student

ABSTRACT

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LIST OF ABBREVIATIONS

EU – European Union
WB – World Bank

1. INTRODUCTION

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Figure 1. Xxxxxxxx xxxxx xxxxxxx

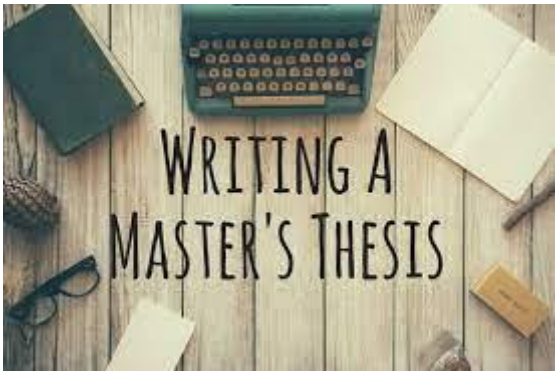

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Table 1. Xxxxxx xxxx xxxxxx

No	Year	Revenue	Costs
1	2019	10.00	5.45
2	2020	5.00	6.30
3	2021	13.00	2.22
4	2022	4.00	3.40

Source: Xxxxxx (2020)

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$$CO_2 pc_{it} = \beta_0 + \beta_1 GDPpc_{it} + \beta_3 GDP^3{}_{it} + \beta_4 Tax_{it} + \beta_5 DI_{it} + \beta_6 FDI_{it} + \beta\varepsilon_{it} \quad (1)$$

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Table 2. Xxxxxxx xxxxx xxxxxxx

Thesis Type	**Permitted Number of Pages**
Final thesis (First-cycle studies)	25 – 30
Final thesis (Second-cycle studies)	50 – 70
Doctoral dissertation	120 -150

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4.2. Title 4.2

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5. CONCLUSION

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LIST OF APPENDICES

Appendix 1. Xxxxxxxxxxxx

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