

INTERNATIONAL UNIVERSITY OF SARAJEVO  
FACULTY OF BUSINESS AND ADMINISTRATION



**MASTER'S THESIS and Ph.D. DISSERTATION  
MANUAL**

SARAJEVO, 2018

## **LIST OF ABBREVIATIONS**

CV – Curriculum Vitae

FBA – Faculty of Business and Administration

Ph.D. – Doctor of Philosophy

IUS – International University of Sarajevo

B&HQF – Bosnia and Herzegovina Qualification Framework

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## 1. INTRODUCTION

Writing a master's thesis is optional for the completion of a Master of Arts in Economics, International Business and Finance, and Master of Business and Administration at the Faculty of Business and Administration (FBA). If students do not opt to write a master's thesis, they have to complete a graduation project. For students of International Relations, a master's thesis is mandatory for the completion of a Master of Arts in International Relations.

On the other hand, writing a dissertation is a requirement for the completion of a Doctor of Philosophy (Ph.D.) in Management, Economics, International Business and Finance, and International Relations at Faculty of Business and Administration (FBA).

Every thesis/dissertation accepted as a part of the Faculty of Business and Administration programs is submitted to the permanent collection of the International University of Sarajevo Library. In order to maintain the uniformity among the theses/dissertations, FBA has prescribed certain requirements.

The present manual has been prepared to help FBA post/graduate students throughout the process of planning, researching, and writing their theses/dissertations. This manual explains the general requirements of a dissertation, 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/dissertation.

**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/Dissertation Manual and Study Rules for the relevant Study Cycle which are available at:

Second Study Cycle:

[http://www.ius.edu.ba/sites/default/files/study\\_rules\\_for\\_the\\_second\\_study\\_cycle\\_at\\_ius\\_02\\_2014.pdf](http://www.ius.edu.ba/sites/default/files/study_rules_for_the_second_study_cycle_at_ius_02_2014.pdf)

Third Second Study Cycle:

[http://www.ius.edu.ba/sites/default/files/study\\_rules\\_for\\_the\\_third\\_study\\_cycle\\_at\\_ius\\_02\\_2014.pdf](http://www.ius.edu.ba/sites/default/files/study_rules_for_the_third_study_cycle_at_ius_02_2014.pdf)

## 2. MASTER'S THESIS

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.

### 3. Ph.D. DISSERTATION

A doctoral dissertation must fulfill at least one of the following conditions:

- a. Demonstrates a new approach in the research area.
- b. Uses a new scientific/artistic methodology/approach.
- c. Finds new results and/or outputs by applying new or existing methods.
- d. Applies an existing method onto a new research area and produces novel scientific findings.

The dissertation should be prepared in accordance with **the Bosnia and Herzegovina Qualification Framework (B&HQF)** from 2011 (Council of Ministers of B&H, 2011). This framework is provided to satisfy the scientific standards of a doctoral dissertation.

According to Bosnia and Herzegovina Qualification Framework, the Ph.D. candidate shall be assessed based on the following criteria:

1. has demonstrated a systematic understanding of a field of study and mastery of the skills and methods of research associated with that field;
2. has demonstrated the ability to design a research project and then implement the research in accordance with the methodology of a given science;
3. has made a scientific contribution through original research that extends the frontier of knowledge;
4. will continue scientific research and development, and be initiator and implementer of development of knowledge-based society, constantly contributing to the development of new techniques, ideas, or approaches;
5. is capable of critical analysis, evaluation, and synthesis of new and complex ideas; and
6. can communicate with their peers, the larger scholarly community and with society in general about their areas of expertise.

#### **4. STUDENT-MENTOR CONSULTATIONS: GENERAL RECOMMENDATIONS**

Assigning of a mentor must be followed by 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/dissertation; discussing expectations and responsibilities of both student and mentor.

##### **4.1 Student's Responsibility**

Each step in the process of writing the theses /dissertations involves consultation with the mentor and his/her official approval. The student's responsibility is to produce a thesis/dissertation 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/dissertation:

- 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/dissertation 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/dissertation will not be completed properly and will not be approved for the defense. It will then be necessary to re-write the thesis/dissertation with proper consultations.

#### 4.2 Mentor’s Responsibility

The role of the mentor is to help students to plan and execute the research and writing of the thesis/dissertation 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/dissertation.

The mentor initiates the procedure and communicates with the committee members to assure that the best possible work is going for a defense. Here is the overview of necessary procedures:

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

Procedure	Form	Deadline	Submit to
<b>Mentor appointment</b>	<u>01-Mentor Proposal Form</u>	First semester (Specific deadline is determined by IUS Graduate Office).	IUS Graduate Office
<b>Master thesis approval</b>	<u>02-Master Thesis Proposal Approval Form</u>	First semester (Specific deadline is determined by IUS Graduate Office).	IUS Graduate Office
<b>Master thesis committee</b>	<u>04-Defense Committee Appointment Request Form</u>	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>	<u>05-Master Thesis Defense Result Form</u>	The last date is determined by IUS Academic Calendar.	IUS Graduate Office
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**Table 2: Overview of Procedures for Ph.D.**

<b>Procedure</b>	<b>Form</b>	<b>Deadline</b>	<b>Submit to</b>
<b>Mentor appointment</b>	<u>01-PhD Mentor/Co-mentor Proposal Form</u>	After completion of courses and before qualification exam (Specific deadline may be determined by IUS Graduate Office).	IUS Graduate Office
<b>Ph.D. research proposal (committee selection)</b>	<u>06-Research Proposal Approval Form</u>	The specific deadline may be determined by the IUS Graduate Office.	IUS Graduate Office
<b>Ph.D. progress reports</b>	<u>07-PhD Progress Report</u>	Per committee agreement.	IUS Graduate Office
<b>Ph.D. dissertation submission</b>	<u>08-PhD Dissertation Submission Form</u>	Per committee approval.	IUS Graduate Office
<b>Ph.D. defense</b>	<u>10-PhD Dissertation Defense Result Form</u>	The last date is determined by IUS Academic Calendar.	IUS Graduate Office

## 5. GENERAL REQUIREMENTS

### 5.1 Text formatting

All papers should be written in English. 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**

Degree	Master	PhD
Recommended Length (words)	20,000-25,000	50,000-60,000
Binding	Dark blue with gold letters	Black with gold letters
Number of copies	6 hard copies (1 to IUS Library, 2 to the National Library and 3 to the Committee) and 1 e-copy (IUS Library)	8 hard copies (1 to IUS Library, 2 to the National Library and 5 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:

10 pt

12 pt

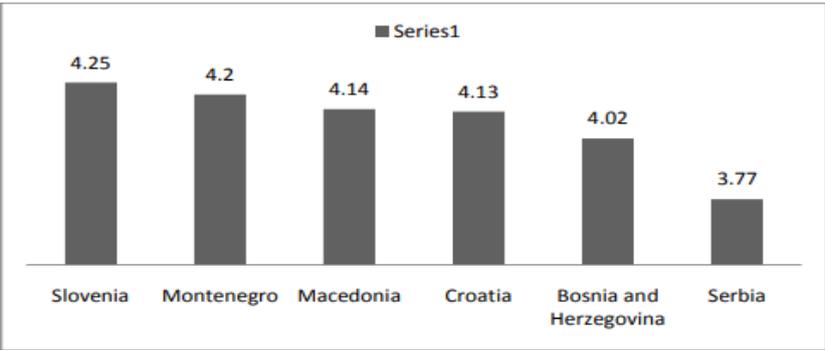
6 pt

**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)

Equations: centered and numbered. It is important that equations and symbols are clearly defined before or after the equations:

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

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

## **6. FORMAT OF THESIS/DISSERTATION**

### **6.1 Organization of Thesis/Dissertation**

Depending on the area of the study and program requirements, usually, but not necessarily, the thesis/dissertation will consist of the sections listed, below. In agreement with the mentor, the student will decide whether a particular section should be a part of a thesis/dissertation.

The thesis/dissertation should be organized in the following order:

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

### **6.2 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 a 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.

### **6.3 Approval Page**

The Approval Page includes the approval signed by the thesis/dissertation 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.

### **6.4 Examination Committee Members Page\* [for Ph.D. dissertation only]**

The Examination Committee Members Page lists the names of the members of the dissertation committee. This page includes the approval signed by the Committee Members. 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 E.

### **6.5 Declaration**

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

### **6.6 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.

### **6.7 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.

### **6.8 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.

### **6.9 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.

### **6.10 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.

### **6.11 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.

### **6.12 Main Part of the Thesis/Dissertation**

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.

### **6.13 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.

It is important to mention that for programs other than Psychology and Social and Political Science (SPS), which use historical, ethnographic, analytical and comparative methods, an 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/dissertation. For example; “chapter 2 mentions about ....., chapter 3 presents the model ....., chapter 5 concludes.....”.

#### **6.14 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/dissertation 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.

#### **6.15 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/dissertation, 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/dissertation 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 through the use of a parenthetical note placed in an appropriate place in the text: (See Appendix X).

#### **6.16 Curriculum Vitae (CV)\* [for Ph.D. dissertation only]**

The CV is required only for doctoral dissertations. It is a professional biography of the candidate which includes date and place of birth, educational institutions attended (after high school), degrees and honors won, publications, and teaching and professional experience. It should be short, concise, and written in the third person; although in some departments a resume or curriculum vitae may be substituted. Do not give CV a chapter number, but it must have page numbers and be included as the last item in the table of contents. The CV must be in the same font and point size as the rest of the dissertation.

#### **6.17 Style**

A thesis/dissertation 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/dissertation. 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 (,).

## **7. REFERENCING**

Faculty of Business and Administration (FBA) requires students to use the American Psychological Association Style (APA) Sixth Edition. The following section provides examples of how to use APA. **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.**

### **7.1 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).

## 7.2 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 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)

## 7.3 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)

#### **7.4 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).

#### **7.5 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)

## 8. REFERENCE LIST

The reference list at the end of a thesis/dissertation provides the information necessary to identify and retrieve each source. Choose references judiciously and include only the sources that you used in the research and preparation of the article.

Although some volume numbers of books and journals are given in Roman numerals, APA journals use Arabic numerals (e.g., Vol. 3, not Vol. III) because they use less space and are easier to comprehend than Roman numerals. A Roman numeral that is part of a title should remain Roman (e.g., Attention and Performance XIII). Arrange entries in alphabetical order by the surname of the first author followed by initials of the author's given name.

**Table 5: Periodicals**

Journal article with DOI	Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. <i>Health Psychology, 24</i> , 225-229. doi:10.1037/027S-6133.24.2 .225
Journal article with DOI more than seven authors	Gilbert, D.G., McClernon, J.F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., . . . Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence, DRD2 A1 allele, and depressive traits. <i>Nicotine and Tobacco Research, 6</i> , 249-267. doi:10.1050/146222004 10001676305
Journal article without DOI (when DOI is not available)	Sillick, T. J., & Schutte, N.S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. <i>E-Journal of Applied Psychology, 2</i> (2), 38-48. Retrieved from <a href="http://ojs.lib.swin.edu.au/index.php/ejap">http://ojs.lib.swin.edu.au/index.php/ejap</a> Light, M. A., & Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. <i>Law Enforcement Executive Forum Journal, 8</i> (1), 73-82.
Journal article without DOI, title translated into English, print version	Guimard, P., & Florin, A. (2007). Les evaluations des enseignants en grande section de maternelle sont-elles predictives des difficultes de lecture au cours preparatoire? [Are teacher ratings in kindergarten predictive of reading difficulties in first grade?]. <i>Approche Neuropsychologique des Apprentissages chez l'Enfant, 19</i> , 5-17.
Journal article with DOI, an advance online publication	Von Ledebur, S.C. (2007). Optimizing knowledge transfer by new employees in companies. <i>Knowledge Management Research &amp; Practice</i> . Advance online publication. doi:10.1057/palgrave.kmrp.8500141
In-press article posted in a preprint archive	Briscoe, R. (in press). Egocentric spatial representation in action and perception. <i>Philosophy and Phenomenological Research</i> . Retrieved from <a href="http://cogprints.org/5780/1/ECS_RAP_F07.pdf">http://cogprints.org/5780/1/ECS_RAP_F07.pdf</a>
Magazine article	Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. <i>Monitor on Psychology, 39</i> (5), 26-29.
Online magazine article	Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. <i>Monitor on Psychology, 39</i> (6). Retrieved from <a href="http://www.apa.org/monitor/">http://www.apa.org/monitor/</a>
Newsletter article, no author	Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). <i>OJJDP News @ a Glance</i> . Retrieved from <a href="http://www.ncjrs.gov/html/ojjdp/news_acglance/216684/topstory.html">http://www.ncjrs.gov/html/ojjdp/news_acglance/216684/topstory.html</a>

Newspaper article	Schwartz, J. (1993, September 30). Obesity affects economic, social status. <i>The Washington Post</i> , pp. A1, A4.
Online newspaper article	Brody, J. E. (2007, December 11). Mental reserves keep brain agile. <i>The New York Times</i> . Retrieved from <a href="http://www.nytimes.com">http://www.nytimes.com</a>
Special issue or section in a journal	Haney, C., & Wiener, R. L. (Eds.). (2004). Capital punishment in the United States [Special issue]. <i>Psychology, Public Policy, and Law</i> , 10(4). Greenfield, P., & Van, Z. (Eds.). (2006). Children, adolescents, and the Internet [Special section]. <i>Developmental Psychology</i> , 42, 391 -394. doi:10.1037/0012-1649.42.3.391
Abstract as the original source	Woolf, N. J., Young, S. L., Fanselow, M. S., & Butcher, L. L. (1991). MAP-2 expression in cholinceptive pyramidal cells of rodent cortex and hippocampus is altered by Pavlovian conditioning [Abstract]. <i>Society for Neuroscience Abstracts</i> , 17, 480. Lassen, S. R., Steele, M. M., & Sailor, W. (2006). The relationship of school-wide positive behavior support to academic achievement in an urban middle school. <i>Psychology in the Schools</i> , 43, 701-712. Abstract retrieved from <a href="http://www.interscience.wiley.com">http://www.interscience.wiley.com</a>

**Table 6: Books and Book Chapters**

The entire book, the print version	Shotton, M. A. (1989). <i>Computer addiction? A study of computer dependency</i> . London, England: Taylor & Francis.
An electronic version of the print book	Shotton, M. A. (1989). <i>Computer addiction? A study of computer dependency</i> [DX Reader version]. Retrieved from <a href="http://www.ebookstore.tandf.co.uk/html/index.asp">http://www.ebookstore.tandf.co.uk/html/index.asp</a> Schiraldi, G. R. (2001). <i>The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth</i> [Adobe Digital Editions version]. doi:10.1036/0071393722
Electronic-only book	O'Keefe, E. (n.d.). <i>Egoism &amp; the crisis In Western values</i> . Retrieved from <a href="http://www.onlineoriginals.com/showitem.asp?itemID=135">http://www.onlineoriginals.com/showitem.asp?itemID=135</a>
An electronic version of the republished book	Freud, S. (1953). The method of interpreting dreams: An analysis of a specimen dream. In J. Strachey (Ed. & Trans.), <i>The standard edition of the complete psychological works of Sigmund Freud</i> (Vol. 4, pp. 96-121). Retrieved from <a href="http://books.google.com/books">http://books.google.com/books</a> (Original work published 1900)
Limited-circulation book or monograph, from an electronic database	Thomas, N. (Ed.). (2002). <i>Perspectives on the community college: A journey of discovery</i> [Monograph]. Retrieved from <a href="http://eric.ed.gov/">http://eric.ed.gov/</a>
Several volumes in a multivolume work	Koch, S. (Ed.). (1959-1 963). <i>Psychology: A study of science</i> (Vols. 1-6). New York, NY: McGraw-Hill.
An electronic version of the book chapter in a volume in a series	Strong, E. K., Jr., & Uhrbrock, R. S. (1923). Bibliography on job analysis. In L. Outhwaite (Series Ed.), <i>Personnel Research Series: Vol. 1. Job analysis and the curriculum</i> (pp. 140-146). doi:10.1037/10762-000
Book chapter, the print version	Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.). <i>The science of subjective well-being</i> (pp. 1 7-43). New York, NY: Guilford Press.

Book chapter, English translation, reprinted from another source	Piaget, J. (1988). Extracts from Piaget's theory (G. Gellerier & J. Langer, Trans.). In K. Richardson & S. Sheldon (Eds.), <i>Cognitive development to adolescence: A reader</i> (pp. 3-18). Hillsdale, NJ: Erlbaum. (Reprinted from <i>Manual of child psychology</i> , pp. 703-732, by P. H. Mussen, Ed., 1970, New York, NY: Wiley)
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**Table 7: Technical and Research Reports**

Corporate author, government report	U. S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2003). <i>Managing asthma: A guide for schools</i> (NIH Publication No. 02-2650). Retrieved from <a href="http://www.nhlbi.nih.gov/health/prof/lung/asthma/asthma_sch.pdf">http://www.nhlbi.nih.gov/health/prof/lung/asthma/asthma_sch.pdf</a>
An authored report, from a nongovernmental organization	Kessy, S. S. A., & Urio, F. M. (2006). The contribution of microfinance institutions to poverty reduction in Tanzania (Research Report No. 06.3). Retrieved from Research on Poverty Alleviation website: <a href="http://www.repoa.or.tz/documents_storage/Publications/Reports/06.3_Kessy_and_Urio.pdf">http://www.repoa.or.tz/documents_storage/Publications/Reports/06.3_Kessy_and_Urio.pdf</a>
Report from an institutional archive	McDaniel, J. E., & Miskel, C. G. (2002). The effect of groups and individuals on national decision making: Influence and domination in the reading policymaking environment (CIERA Report 3-025). Retrieved from University of Michigan, Center for Improvement of Early Reading Achievement website: <a href="http://www.ciera.org/library/reports/inquiry-3/3-025/3-025.pdf">http://www.ciera.org/library/reports/inquiry-3/3-025/3-025.pdf</a>
Issue brief	Employee Benefit Research Institute. (1992, February). Sources of health insurance and characteristics of the uninsured (Issue Brief No. 123). Washington, DC: Author.

**Table 8: Meetings and Symposia**

Symposium contribution	Muellbauer, J. (2007, September). Housing, credit, and consumer expenditure. In S. C. Ludvigson (Chair), <i>Housing and consumer behavior</i> . Symposium conducted at the meeting of the Federal Reserve Bank of Kansas City, Jackson Hole, WY.
Conference paper abstract retrieved online	Liu, S. (2005, May). <i>Defending against business crises with the help of intelligent agent based early warning solutions</i> . Paper presented at the Seventh International Conference on Enterprise Information Systems, Miami, FL. Abstract retrieved from <a href="http://www.iceis.org/iceis2005/abstracts_2005.htm">http://www.iceis.org/iceis2005/abstracts_2005.htm</a>
Proceedings published regularly online	Herculano-Houzel, S., Collins, C. E., Wong, P., Kaas, J. H., & Lent, R. (2008). The basic non uniformity of the cerebral cortex. <i>Proceedings of the National Academy of Sciences, USA</i> , 105, 12593-12598. doi:10.1073/pnas.0805417105
Proceedings published in book form	Katz, I., Gabayan, K., & Aghajan, H. (2007). A multi-touch surface using multiple cameras. In J. Blanc-Talon, W. Philips, D. Popescu, & P. Scheunders (Eds.), <i>Lecture Notes in Computer Science: Vol. 4678. Advanced Concepts for Intelligent Vision Systems</i> (pp. 97-108). doi:10.1007/978-3-540-74607-2_9

**Table 9: Theses and Dissertations**

Master's dissertation, from a commercial database	McNiel, D. S. (2006). <i>Meaning through narrative: A personal narrative discussing growing up with an alcoholic mother</i> (Master's dissertation). Available from ProQuest Dissertations and Dissertations database. (UMI No. 1434728)
Doctoral dissertation, from an institutional database	Adams, R. J. (1973). <i>Building a foundation for evaluation of instruction in higher education and continuing education</i> (Doctoral dissertation). Retrieved from <a href="http://www.ohiolink.edu/etd/">http://www.ohiolink.edu/etd/</a>
Doctoral dissertation, from the web	Bruckman, A. (1997). <i>MOOSE Crossing: Construction, community, and learning in a networked virtual world for kids</i> (Doctoral dissertation, Massachusetts Institute of Technology). Retrieved from <a href="http://www-static.cc.gatech.edu/-asb/dissertation/">http://www-static.cc.gatech.edu/-asb/dissertation/</a>
Doctoral dissertation, abstracted in DAI	Appelbaum, L. G. (2005). Three studies of human information processing: Texture amplification, motion representation, and figure-ground segregation. <i>Dissertation Abstracts International: Section B. Sciences and Engineering</i> , 65(10), 5428.
Doctoral dissertation, from a university outside the United States	Carlbon, P. (2000). <i>Carbody and passengers in rail vehicle dynamics</i> (Doctoral dissertation, Royal Institute of Technology, Stockholm, Sweden). Retrieved from <a href="http://urn.kb.se/resolve?urn=urn:nbn:se:kth:d_iva-3029">http://urn.kb.se/resolve?urn=urn:nbn:se:kth:d_iva-3029</a>

**Table 10: Internet Message Boards, Electronic Mailing Lists, and Other Online Communities**

Message posted to a newsgroup, online forum, or discussion group	Rampersad, T. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions [Online forum comment]. Retrieved from <a href="http://www.wipo.int/roller/comments/ipisforum/Weblog/themeeighChow_cain_cultura_l#comments">http://www.wipo.int/roller/comments/ipisforum/Weblog/themeeighChow_cain_cultura_l#comments</a>
Message posted to an electronic mailing list	Smith, S. (2006, January 5). Re: Disputed estimates of IQ [Electronic mailing list message]. Retrieved from <a href="http://tech.groups.yahoo.com/group/ForensicNetwork/message/670">http://tech.groups.yahoo.com/group/ForensicNetwork/message/670</a>
Blog post	PZ Myers. (2007, January 22). The unfortunate prerequisites and consequences of partitioning your mind [Web log post]. Retrieved from <a href="http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php">http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php</a>  <b>A blog comment would be referenced as follows:</b> Middle Kid. (2007, January 22). Re: The unfortunate prerequisites and consequences of partitioning your mind [Web log comment]. Retrieved from <a href="http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php">http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prerequisites.php</a>

**APPENDICES**

**Appendix A – Cover page**

6 cm

**TITLE OF THESIS/DISSERTATION** 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)

**INTERNATIONAL UNIVERSITY OF SARAJEVO** 18 pts

1\*18 pts space (1.5)

**YEAR** 18 pts

3 cm

**Appendix B – Cover Page Spine**

**Cover Page Spine**

Times New Roman, Uppercase, 16pts



Left side 2.5 cm	NAME SURNAME	DEGREE	YEAR	IUS	Right side 2.5
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Left side 2.5 cm	NAME SURNAME	BACHELOR	2018	IUS	Right side 2.5
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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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6 cm

**TITLE OF THESIS**

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 dissertation submitted in partial fulfillment of the requirements for the degree of Bachelor of Arts / Master of .... / Doctor of Philosophy .....in..... 18 pts

1\*18 pts space (1.5)

**Faculty of Business and Administration  
International University of Sarajevo**

18 pts

1\*18 pts space (1.5)

**Month Year**

18 pts

3 cm

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

1\*12 pts space (1.5)

**APPROVAL PAGE**

14 pts

2,5 cm

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 Bachelor of Arts / Master of .... in

12 pts

1\*12 pts space (1.5)

.....  
Title Name SURNAME

Mentor

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4 cm

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 Bachelor of Arts / Master of .... in

1\*12 pts space (1.5)

.....  
Title Name SURNAME

Examiner 1

1\*12 pts space (1.5)

.....  
Title Name SURNAME

Examiner 2

3 cm

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

4 cm

2,5 cm

.....

1\*12 pts space (1.5)

.....

Title Name SURNAME

Head of Department

1\*12 pts space (1.5)

This thesis was submitted to the Faculty of Business and Administration and was accepted as partial fulfillment of the requirements for the degree of Bachelor of Arts / Master of .... in .....

1\*12 pts space (1.5)

.....

Title Name SURNAME

Dean

3 cm

30

**Appendix E – Approval Page  
for Ph.D. Dissertation**

**APPROVAL PAGE** 14 pts

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This dissertation was submitted to the Faculty of Business Administration and is accepted as partial fulfillment of the requirements for the degree of Doctor of Philosophy (Ph.D.) in .....

12 pts

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.....  
Title Name SURNAME

Dean, Faculty of Business and  
Administration

4 cm

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2,5 cm

This dissertation was submitted to the Management study program and is accepted as partial fulfillment of the requirements for the degree of Doctor of Philosophy (Ph.D.) in .....

1\*12 pts space (1.5)

.....  
Title Name SURNAME

Head of Department

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)

.....  
Title Name SURNAME

Mentor



**PH.D. DISSERTATION’S 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 .....

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Title Name SURNAME .....

Faculty

University

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Title Name SURNAME .....

Faculty

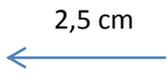
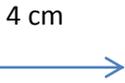
University

↓ 1\*12 pts space (1.5)

Title Name SURNAME .....

Faculty

University



**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

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Name:

1\*12 pts space (1.5)

Signature .....

Date .....

4 cm

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**Appendix H – Declaration of Copyright and Affirmation of Fairs 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 FAIRS USE OF UNPUBLISHED WORK**

16 pts

1\*12 pts space (1.5)

Copyright © 2016 by Student's Name. All rights reserved.

12 pts

1\*12 pts space (1.5)

**TITLE OF THESIS/DISSERTATION**

12 pts

1\*12 pts space (1.5)

4 cm

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.

2,5 cm

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6\*12 pts space (1.5)

Affirmed by Student's Name

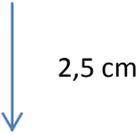
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Signature

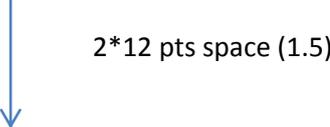
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Date

**Appendix I – Acknowledgments**

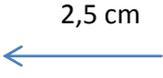
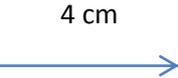


**ACKNOWLEDGMENTS** 14 pts



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**

**LIST OF ABBREVIATIONS**

2,5 cm

14 pts

2\*12 pts space (1.5)

BAM - Bosnian Convertible Mark 12 pts

B&H- Bosnia and Herzegovina

B&HQF - Bosnia and Herzegovina Qualification Framework

EBITDA - Earnings before Interest, Taxes, Depreciation and Amortization

EU - European Union

4 cm

F.B&H- Federation of Bosnia and Herzegovina

2,5 cm

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

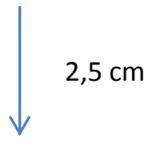
PCA - Principal Component Analysis

PM - Personnel Management

POLC - Planning, Organizing, Leading and Controlling

SMEs - Small and Medium Enterprises

3 cm



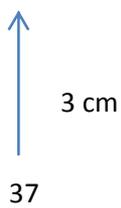
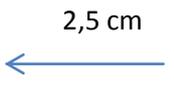
SPSS - Statistical Package for the Social Sciences

UK- United Kingdom

US - United States

UN – United Nations

VIF - Variance Inflation Factor



2,5 cm

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6 cm

## 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, economics, management, international business and finance, international relations*

12 pts

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## REFERENCES

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

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://slist.ba/glasnik/2011/broj31/Broj031.pdf>