



INTERNATIONAL
UNIVERSITY OF SARAJEVO

THESIS AND DISSERTATION MANUAL

Instructions for the Preparation of Theses and Dissertations

International University of Sarajevo

2022

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INTRODUCTION

The thesis/dissertation completed at IUS should ensure that students have conducted outstanding research in their respective fields. Master thesis and doctoral dissertations as public research works are certainly reflection of the quality of our students, academicians and the University as a whole. IUS has a responsibility to ensure research quality and compliance with certain standards in terms of research, format and style. Therefore, present manual is designed to help and guide undergraduate, masters and doctoral students throughout the process of planning, researching and writing their thesis/dissertations. This manual provides general requirements of a thesis/dissertation in terms of its format, documentation and style (this manual does not include academic, administrative and legal requirements of masters and doctoral studies as they are defined by studying rules and regulations). Thesis/Dissertation Manual will ensure that thesis/dissertations completed at our University meet high standards in terms of scientific research, format and style. It is important to mention that it is mandatory for all supervisors and students to follow strictly this manual as to ensure that their work is acceptable as a scholarly publication of the Faculty. Students are required to follow present manual beginning from Spring Semester, 2021/2022.

LANGUAGE

The language of a thesis/dissertation is British/American English. When using foreign terms italicize them and provide an English translation in round brackets following it. The text is characterized by excellent grammar, vocabulary use, and correct spelling.

PAPER

All copies of the thesis/dissertation must be printed on durable high quality acid-free A4 size white paper of at least 80 gram (with a watermark) and measuring 21.0 cm by 29.7 cm to assure durability, permanency and opacity. Only one-side of paper must be written not only in the hard-bonded copies but also in the copy submitted to the library.

FONT

The student must use Times New Roman the 12-point font size for the body of the text. However, the 10-point font size should be used for items like captions, figures, tables, charts, footnotes, endnotes and long quotations. The font type and font size must be consistent throughout the thesis/dissertation. For major chapter titles and section headings the font size for capital letters should be 16-point.

SPACING

The student should use double-spacing or the text must be set at 1.5. The main text and main headings and subheadings must be divided from the main text by single space. The tables, long quotations, footnotes, endnotes, bibliographies, and captions must be single-spaced.

LENGTH

Minimum 10,000 words and a maximum of 15, 000 words of text for the bachelor's thesis. In an exceptional case, a student supervisor is permitted to determine and approve the length of a bachelor thesis. Graduate students should consider the following universal criterion for the completion of their theses/dissertations: MA thesis 30,000 words and PhD dissertation 60,000 words. Yet the length of a graduate thesis/dissertation will be determined in agreement with the thesis supervisor.

MARGINS

The margins must be set as follows:

- LEFT 4 cm
- TOP 2.5 cm
- RIGHT 2.5 cm
- BOTTOM 3.0 cm.

PAGINATION

Insert numerical page numbers centred at the bottom of a page in the same font and point size. For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.). 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 Plagiarism page. The Arabic numerals are used, beginning with “1” on the first page of the text and continue throughout the rest of the thesis/ dissertation.

BINDING

Students must ensure that the format of the thesis/dissertation adheres to the format and style as in this manual. The color of the cover must be as follows:

- Bachelor White
- Master’s Black
- PhD Dark Blue

PRINTING

Students must use MSWord word processor to write their thesis/dissertation. A laser printer should only be used to print the final version of the thesis/dissertation. The ink used must be black, with the exception of any colored illustrations which are an integral part of the thesis/ dissertation. All printed copies of thesis/dissertation must be error-free, typed/printed only on one side of the page, properly collated and in proper binding.

ELECTRONIC THESIS/DISSERTATION

Students are required to submit their thesis/dissertations electronically to the Library Digital Archives. Electronic submissions of theses/dissertations has been mandatory since Spring Semester 2015/2016.

STYLE AND DOCUMENTATION

Because stylistic conventions vary greatly from one discipline to another, you should consult with your supervisor and regarding recommended style manuals. The recommended style manuals are given below:

- Publication Manual of American Psychological Association. 7th Ed. Washington, 2019.
- The Chicago Manual of Style. 16th Ed. Chicago, 2010.
- A Manual for Writers of Term Papers, Theses, and Dissertations. 6th Ed. New York, 1996.

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 supervisor 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:

- cover page
- title page (cover)
- approval page
- plagiarism page
- dedication and acknowledgments
- abbreviations
- table of contents
- abstract
- body of the text [introduction, literature review, methods, results, discussion, and conclusion]
- references/bibliography
- appendices [if any]
- glossary [optional]
- index [optional]
- vita

COVER PAGE AND TITLE PAGE

The title must be single-spaced of between 18 and 24 point font size, in all capital letters, and should begin at 3.5 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, name of a student, name of the university and year of submission.

APPROVAL PAGE

The Approval Page lists the names of the members of the thesis/dissertation committee. This page includes the approval signed by the thesis/dissertation Supervisor, Co-supervisor (if any), Program Coordinator, Dean, and Examiners (if any). 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. If signatures are missing the thesis/dissertation will not be accepted.

COPYRIGHT AND PLAGIARISM PAGE

This page includes the statement signed by the author about copyright and plagiarism. A copyright page includes the following: a copyright notice, full name of author and date of publication on file.

PLAGIARISM POLICY

Using or copying the work from someone else and presenting it as being your own work, without proper acknowledgment is plagiarism; therefore plagiarism is the act of cheating by copying. Any student who uses material, ideas, texts, theories, data, artistic works, tables and figures from another sources, without giving the credit to that writer, has committed the act of plagiarism. It is mandatory on students to give clear credit for quotations, paraphrases or essential identical expressions of material taken from books, articles, encyclopedias, online sources and other reference works in their thesis and dissertations. The University reserves the right to check thesis and dissertation for plagiarism and if plagiarism checker shows that a particular thesis and/or dissertation contains plagiarized parts a disciplinary action will be taken against the student of that work.

DEDICATION AND ACKNOWLEDGMENTS

As optional the dedication must be brief and centred on the page. Acknowledgment page is compulsory and it is written to acknowledge the persons who have made a real effort to help the author in the preparation of the manuscript. Any kind of help can be acknowledged too.

LIST OF ABBREVIATIONS

List of abbreviations should be placed under a separate heading and on a separate page. Abbreviations include words or phrases which are repeatedly used in the text (e.g., app. appendix; ch. chapter; n.d. no date).

TABLE OF CONTENTS

The heading **TABLE OF CONTENTS** must appear at the top of the first page. The heading must be bold, centered and without punctuation. The table of contents must list the title of each chapter and its parts and sections, references, appendices and vita (if applicable). The wording used for all entries in the table of contents must match exactly with what is used in the text. Each entry may have leader dots which connect it to its corresponding page number.

ABSTRACT

The word **ABSTRACT** must be centered on the page. Write abstract section as a single paragraph in block format. The purpose of this section is to provide a brief and comprehensive summary of the study. Abstract 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), concise (maximum 350 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). Maximum five keywords must be written at the end of the abstract.

LIST OF TABLES

A **LIST OF TABLES** should be placed on a separate page, following the **TABLE OF CONTENTS**. The word “table” represents tabulated numerical data in thesis/dissertation. Tables are numbered consecutively as they appear in the text.

LIST OF FIGURES AND ILLUSTRATIONS

A **LIST OF FIGURES** should be shown on a separate page, following the **LIST OF TABLES**. The word “figure” designates illustrations, charts, graphs, maps, photographs, drawings and diagrams. Figures are numbered consecutively as they appear in the text.

CHAPTER HEADINGS

Chapter headings must be bold and centered as for example **CHAPTER 1: INTRODUCTION; CHAPTER 2: LITERATURE REVIEW; CHAPTER 3: RESEARCH METHODOLOGY**. Chapter headings must be single-spaced in 14 points size. New chapters must start on new page.

JUSTIFICATION AND ALIGNMENT

The text must be fully justified from both sides. The long quotation, which is in single-space, must be indented from both sides. The subtitles should be left-aligned and the text body justified. All materials must be centred between the text margins rather than between the paper edges. After the manuscript is bound, the centred material will appear to be centred on the page. In

paragraphs, two types of formatting can be used. If spacing between paragraphs is used, then there is no need for indentation. If indentation is used, then no spacing must be used between paragraphs

FOOTNOTES, ENDNOTES AND IN-TEXT NOTES

Footnotes should be placed at the bottom of each page. Footnoting practices differ widely among publications in the sciences, humanities, and social sciences. Therefore supervisor must endorse the format and therefore using or footnotes, endnotes or in-text notes. The most common mode of presentation for footnotes is to single-space within, and double-space between, each listing. If placed at the bottom of each page, footnotes must be separated from the text by a complete horizontal line one space above the first line of the footnote. Arabic numerals, asterisks or small letters should be used for footnotes.

QUOTATIONS AND CITATIONS

Short direct citations of three lines or less should be incorporated into the texts enclosed in double quotations marks. Quotations which exceed three lines should be set off from the text in single spacing and indented at least four spaces from the left and right margins, with no quotation marks at the beginning and end. Such quotations should be single-spaced with 10 points font.

REFERENCES

The heading REFERENCES must appear at the top of the first page. The heading must be bold, centered and without punctuation. Begin the list of sources four spaces below the heading; single space within each entry and double space between entries. The References section should include sources included directly in the text of the thesis/dissertations. Enlisted sources must comply with specific format and style of the thesis/dissertation (APA, MLA or CMS).

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, 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.

VITA

The section should be headed VITA. A VITA is required for master thesis and 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 honours won, titles of publications, and teaching and professional experience. It should be short, concise, and written in the third person.

PROFESSIONAL MASTER THESIS GUIDELINES

The professional thesis should be organized in the following order:

- cover page
- title page (cover)
- approval page
- declaration page
- copyright page
- dedication and acknowledgments
- abbreviations
- table of contents
- abstract
- body of the text [introduction, literature review, methodology, discussion, and conclusion]
- references/bibliography
- appendices [if any]
- glossary [optional]
- index [optional]
- vita

Literature Review

The purpose of this section is for the researcher to tell the reader what others have found out (or said or conjectured) about the particular problem s/he has chosen to do their research on or about a similar problem (the results of which s/he can, by analogy, apply to the problem). Organize the findings by themes. Do not present the findings in the form of an annotated bibliography. Instead, begin the literature review with an introduction telling the reader how the study is organized, the themes to be used, and why they were chosen (i.e., their relation to the research problem). The literature review typically starts with broad concepts that orient the reader to the topic. It then becomes progressively more specific. Finally, end the study with a summary highlighting the significant findings. Use headings of Themes (i.e., the actual names that describe your themes); Subthemes, if any (i.e., the actual names that describe your subthemes).

Students should review current literature (typically within the last ten years). Most of the researcher's literature review should come from the periodical literature. Only some should come from books and the Internet. A literature review should generally contain approximately 10,000 words. Please only give your committee chair something to review that meets these minimum requirements.

SAMPLE PAGES

COVER PAGE

TITLE PAGE

APPROVAL PAGE

DECLARATION PAGE

COPYRIGHT PAGE

LIST OF ABBREVIATIONS

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LIST OF TABLES

LIST OF FIGURES

ABSTRACT

CHAPTER HEADINGS

REFERENCES

VITA

MASTERS FORMS

DOCTORAL FORMS



**INTERNATIONAL
UNIVERSITY OF SARAJEVO**

TITLE OF THE THESIS

BY

NAME OF THE AUTHOR

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2022

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MIKO NIKIC

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2022

IUS

JOE JAMES

Ph.D

2022

IUS

TITLE OF THE THESIS

BY

NAME OF THE AUTHOR

Bachelor thesis submitted in partial fulfillment of
the requirements for the degree of
(name of the program)

Name of the Faculty
International University of
Sarajevo

2022

TITLE OF THE THESIS

BY

NAME OF THE AUTHOR

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the requirements for the degree of
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2022

APPROVAL PAGE

I certify that I have supervised and read this study and that in my opinion it conforms to acceptance standards of scholarly presentation and is fully adequate, in scope and quality, as a thesis for the degree of Bachelor of Arts in.....

.....
Supervisor

.....
Co-Supervisor

I certify that I have supervised and read this study and that in my opinion it conforms to acceptance standards of scholarly presentation and is fully adequate, in scope and quality, as a thesis for the degree of Bachelor of Arts in.....

.....
Examiner

This dissertation was submitted to the Department of.....
and is accepted as a partial fulfillment of the requirements for the degree of Bachelor of Arts in
.....

.....
Program Coordinator

This dissertation was submitted to the Faculty of Arts and Social Sciences and is accepted as a partial fulfillment of the requirements for the degree of Bachelor of Arts in
.....

.....
Dean of the Faculty of Arts and
Social Sciences

Approval Page

Approval of the Dean of Faculty of Arts and Social Sciences

(Title and Name)
Dean
Faculty of Arts and Social Sciences

I certify that this thesis/dissertation satisfies all the requirements as a thesis/dissertation for the degree of Master of Arts / Doctor of Philosophy.

(Title and Name)
Head of Department

As supervisor/co-supervisor for the student _____, I certify by signing below that I have read this student's defended thesis or dissertation entitled _____, approved changes required by the final examiners, and confirmed that the document has been checked for plagiarism. I recommend the thesis or dissertation to the Faculty of Arts and Social Sciences for acceptance.

(Title and Name)
Supervisor

(Title and Name)
Co-Supervisor

Examining Committee Members

Title and Name, Committee Chair

(Affiliation)

Title and Name, Supervisor

(Affiliation)

Title and Name

(Affiliation)

Title and Name

(Affiliation)

Title and Name

(Affiliation)

DECLARATION

I hereby declare that all information in this document have 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.

Signature.....

Date.....

INTERNATIONAL UNIVERSITY OF SARAJEVO

**DECLARATION OF COPYRIGHT AND
AFFIRMATION OF FAIR USE OF
UNPUBLISHED RESEARCH**

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**TITLE OF THE BACHELOR THESIS/MASTER
THESIS/DISERTATION**

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Affirmed by Halil Revha Yini

.....
Signature

.....
Date

List of Abbreviations

AVF	anisotropic volume fraction
BED	bayesian estimation of diffusion
CDF	cumulative density function
CF	cerebrospinal fluid
CV	coefficient of variation
DMR	diffusion magnetic resonance
DSI	diffusion spectrum imaging
DTI	diffusion tensor imaging
EM	expectation–maximisation
EPI	echo planar imaging
FA	fractional anisotropy

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ABSTRACT

METALINGUISTIC AWARENESS CONTRIBUTES TO EFFECTIVE WRITING AT UNIVERSITY.

Metalinguistic awareness contributes to effective writing at university. Writing is a meaning making process where linguistic, cognitive, social and creative factors are at play. University students need to master the skills of academic writing not only for getting their degree but also for their future career. It is also significant for lecturers to know who our students are, how they think and how we can best assist them. This study examines first year undergraduate Australian and international engineering students as writers of academic texts in a multicultural setting at the University of Adelaide. A questionnaire and interviews were used to collect data about students' level of metalinguistic awareness, their attitudes toward, expectations for, assumptions about and motivation for writing. The preliminary results of the research show that students from different cultures initially have different concepts about the academic genres and handle writing with different learning and writing styles, but those with a more developed meta language are more confident and motivated. The conclusion can also be drawn that students' level of motivation for academic writing positively correlates with their opinion about themselves as writers. Following an in depth multidimensional analysis of preliminary research results, some recommendations for writing instruction will also be presented.

Keywords: *Background, Purpose and Aim, Methods, Results, Conclusions.*

CHAPTER ONE

CHAPTER HEADING

1.1. First Level Heading

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1.2. Second Level Heading

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REFERENCES

Author, A. A. (Year). Title of dissertation/thesis (Unpublished doctoral dissertation [OR] Unpublished master's thesis). Academic Institution, City, State [OR] Country.

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VITA

NAME OF AUTHOR: Niko Nikić

DATE AND PLACE OF BIRTH: August 6, 1987, Banja Luka, BiH

DEGREES AWARDED:

B. S. in Psychology, South Texas State University, 2009

M. S. in Clinical Psychology, University of Sarajevo, 2011

HONORS AND AWARDS:

George Parris Fellowship, 2009

PROFESSIONAL EXPERIENCE:

Research Assistant, Department of Psychology, University of Sarajevo, 2007-2009

PUBLICATIONS

Nikić, N. 2011. "Youth violence among high school students in Canton Sarajevo."
Epiphany: Journal of Transdisciplinary Studies, Vol. 3, No. 1, pp. 66:86.