



UNIVERSITY "ECONOMICS" ACADEMY"
BRČKO DISTRICT B&H
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INSTRUCTIONS FOR CREATION FINAL – MASTER'S WORK

1. FINAL – MASTER'S WORK

The final master's thesis is an independent scientific-professional or professional thesis in which the student, under the guidance of a teacher-mentor, deals with a specific topic from a theoretical-practical, practical or theoretical perspective. aspect. In relationship on final – graduate work (baccalaureate) on first university cycle education, final (master's degree) work on to another cycle of university education should have more demanding and complex topics, with a more emphasized methodological approach.

The instructions for the preparation of the final - MASTER'S thesis have tasks to help students in the preparation of these papers in **the II** cycle of studies at the Faculty of Technical Sciences of the University "PRIVREDNA AKADEMIJA" Brčko District BiH.

By creating and defending the final master's thesis, the student should demonstrate that he has mastered it elements of setting up scientific research work, processing research results and synthesizing them into correct conclusions. By creating this work, the student proves the ability to independently solve a complex problem.

Through the preparation of the master's thesis, the student should demonstrate that he is able to:

- apply theoretical and practical knowledge acquired during studies,
- apply appropriate methods of solving problems and creating work,
- independently use appropriate domestic and foreign literature, i.e. in an appropriate manner way use knowledge, facts and attitudes published in with this sources.

1.1. Selection of the field and topic of the final master's thesis

Subject from which intends to create yours master's degree work student independently chooses. Condition is yes is it is about the subject that the student passed during his studies. When choosing the subject on which the work will be done, the predominant role should be played by the student's affinity towards a certain scientific or

professional areas. Student need yes is decide for subject which him especially interested, because will then to be more motivated to devote himself to research and writing, which is an important prerequisite for easier realization of the necessary research and writing.

After election subjects, student access choice or defining topics work. Topic work can to be elaboration certain theoretical questions, practically research certain occurrences or analysis case from practice.

The choice of the subject of the master's thesis within the chosen subject can be done in two ways, depending from rules which is teacher published for to give subject: student can to choose a topic from a pre-published list of topics or can independently define and propose another topic. Whether he chooses from a list of suggested topics or suggests a topic himself, it is important to allow the student to actively participates in choice and possible further defining topics. In case yes student independently defines and proposes a topic, it is necessary to take into account certain criteria about which the code

proposals topic master's degree works account water and teachers. Topic need yes be:

- attractive and interesting,
- relevant to the given area,
- current,
- suitable for processing (from the point of view of resource availability and processing time),
- precisely defined (neither too narrow nor too wide),
- concrete (not abstract or general).

Title work need yes refers on basic content work. If title not taken over with pre-published list of topics, the student should formulate it in cooperation with the mentor, taking care that the title is short, clear, precise, attractive, inventive and informative.

1.2. The role of a mentor

In all phases preparations and production master's degree work, work mentor there is extremely significant role. Permanent consultations with mentor accelerate process production and contribute quality work. The mentor's duty is to help the student in choosing a topic, yes recommend literary sources which will use and to him instructions on methodology which need apply. Mentor by necessary and request student helps in conceiving the structure of the work, formulating the title and solving the dilemmas and difficulties that may arise during research or elaboration of the chosen topic.

1.3. Selection and use of literature

More before defining or downloads offered title work necessary is to review and explore the available literature. Available literature means all forms of written or electronic material that the student has access to and can use when preparing the final paper. research, in rule, need to begin from basic, textbook literature and recommendation which student

get from a mentor. Available literature should not be the only determinant when choosing a topic i title work, but it should definitely be taken care of. Good places to start your search for basic literature are the faculty library and then the teachers' library.

After finding the basic literature, the student continues to research the literature through a review reference and available literary materials (books, monographs, articles from magazines, proceedings papers from consultations and conferences, theses and dissertations, newsletters and reports of state institutions and various organizations, etc.). Articles from the e-edition of the magazine, data and information from electronic publication international institution and organization, authorized information from the websites of professional and professional associations, etc.

After collection necessary literature student need yes execute selection materials and yes use only the literature that is important for processing the chosen topic. Relevant information most often they find with the help of the contents of the book, subject definitions and indexes.

While reviewing and reading the literature, the student should take notes. It is especially important now to write down bibliographic details each consulted source as what are: name author, title of the work, edition, publisher, place and year of publication, etc. for the sake of easier compilation of the list of literature.

1.4. Determination structures work

After the first review collected literature necessary is to make theses which will to represent the basis for writing the paper. Theses reflect the structure of future work and at the same time represent a plan of his making. In this phase, the following are determined: the order of presentation of the topic, all parts and sub-parts work and space which will certain in parts in work to be dedicated. During production work, when based on a detailed study of the literature, the results of the conducted research and consultation with the mentor, the student gains a better insight into the issue he is writing about, partial changes are possible originally planned structures.

1.5. Language and spelling

The master's thesis is written in one of the languages of the people of Bosnia and Herzegovina. The text of the paper should be linguistic consistent, with the application of all spelling and grammar rules of the language in which the paper is written. The tutor is not obliged to intervene and correct spelling and grammar and typewriter mistakes and may require the student to submit for review a work that is correct in this sense.

2. ELEMENTS OF WORK

The elements of the final paper that should be paid attention to individually are:

- Home page
- (Preface)
- Summary
- Contents
- Text work
 - o Introduction
 - o Theoretically part (Review literature)
 - o Material and working methods
 - o Results and discussion
 - o Conclusions
 - o Literature
 - o (Contributions)

2.1. Home page

Home page is first page work which need yes give basic data about to the author and work and must contain the following elements:

- name of the university,
- name of the faculty,
- indication of the type of work (Master's thesis),
- title of the work,
- name and surname of the author/student,
- academic title, name and surname of the mentor and
- place, month and year of submission of work.

The title page should not include any other information or any illustrations.

Mandatory elements of the front page should be properly placed on it distributed. The title page is not numbered. Final - Master's thesis additionally contains external or the cover page, i.e. **the cover** that comes before the title page.

Layouts of the front cover and title page of the final work are presented in the attachment.

2.2. Foreword

The foreword is not a mandatory part of the master's thesis and it is, as a rule, characteristic of theses and works that are considerably larger volume than final – graduate works on And cycle study. If work contains a preface, its place is at the beginning of the work, after the title page.

The preface is a "preliminary explanation of the meaning and motive of the work". In the preface, the author usually states the motives and reasons why he decided to write about a certain topic, indicates the audience to which is work intended, describes conditions and opportunities in to whom is work created, he explains the possible difficulties and limitations he encountered during the creation of the work, and finally expresses his gratitude to those who helped him in his work.

If is student decide yes in yours work include preface, preface need to be proportionate scope of work, which means that it should not be longer than one page of text.

The page with the text of the preface is not numbered

2.3. Summary and keywords

The abstract states very briefly (up to 250 words) the main facts related to the content and task of the work, the applied methodology and its most important results. The abstract is written in the language in which the main text of the work is written.

Below the text of the abstract, up to five keywords are listed. On the same page where the summary is written in the language in which the main text of the paper is written, there is also a summary and key words in a foreign language. It is recommended that the summary be prepared in English (Summary), but it can also be written in another widely used foreign language. If the main text of the work is written in a foreign language, in addition to the summary in that language, there is also a summary written in the language of the people in Bosnia and Herzegovina on the same page.

The page with abstracts and keywords is not numbered.

2.4. Contents

The content is a mandatory part of the master's thesis. The content is a systematized overview of the structure of the work, which provides basic information about the parts of the work and where they are located in the work.

The content elements are:

- main titles and subtitles,
- title and subtitle numbering (should be the same as in the text of the work),

- ordinal numbers of the starting pages of all the mentioned chapters.

The content should not be too extensive and should not be led beyond the third decimal place when numerically marking the chapter of the text.

The content page or pages should not be numbered.

2.5. Text work

The entire content of the text that the student presents in work need to be meaningful distributed. To everyone the title is determined for the part of the work (chapter, chapter...). The title of the head is written in capital letters, at the beginning of the page, and for clarity it can be bold. As a rule, the main parts of the text of the paper are made up of the heads (Introduction, Review of the literature, Materials and methods of the work, Results and discussion, Conclusions and References). Heads are broken down into chapters, chapters into parts, parts into points, and points into paragraphs.

The pages containing the text of the paper (without appendices) are numbered.

2.5.1. Introduction

The text of the paper begins with an introduction that has for goal yes at reader wake up interest and yes him preliminarily acquainted with topic that is dealt with in the paper. The initial part of the introduction should be short (one to two pages of text), concise, clear, informative and interesting.

The final part of the introduction usually presents the explicitly or implicitly stated main and possibly auxiliary hypotheses of the work, whereby the goal (or goals) of the work are stated along with the hypothesis or it is stated separately with the tasks of the work emphasizes. Although is findings on at the beginning work, introduction is by rule writes the last, when the other parts of the paper have already been written.

The introduction clearly and concisely describes the topic of the work, research goals and problems, ie research questions, subject work, methods collection and analyses data, hypotheses, structure and content of work.

2.5.2. Overview literature

The literature review is a systematized presentation of knowledge, achievements, findings and Fig. which is in connection with the topic of the work found in the available literary sources. In the representation of the problem being addressed, if possible, it is useful to apply the following layout:

- previous knowledge and known facts related to the subject of study,
- current situation and existing problems,
- possible further directions of research or development.

A literature review can contain review and on methods which are applied in other works similar topics.

2.5.3. Material and working methods

Depending from issues which treats work, in this one part text work is represent applied methods (including methods of mathematical and statistical data processing), materials, conditions

implementation research and plan possibly spent experimental or another research. Head Material and work methods should be written clearly and with all the details that allow repeating the research presented in the paper.

2.5.4. Results and discussion

The results of the conducted tests are presented in accordance with the established and conducted researches, by concept experimental parts and in accordance with set goals work. Usually is yes is results measurements they show in tables or graphics. At to this need take care that the titles of the tables are written above the tables, and the titles of graphics, diagrams, photographs and other visual representations are written below these lustrations. The title of the table and image display and possibly

the legend used should be sufficient to provide the display with autonomy in expression, that is yes they alone for yourself to the reader provide enough information about to that what is intended to present. Tables and figures should be announced in the text.

It is common for master's thesis type works to immediately follow the comments on the research results and discuss the results. The discussion should first of all point out the differences or similarities between the obtained results and the results presented in the literature on the same topic, but also point out possible omissions in the research or possible directions for further research.

The results and discussion are usually the most extensive part of the main text of the final master's thesis.

2.5.5. Conclusions

Conclusions are the final part of a master's or other professional and scientific work. In the conclusions, the results and realizations reached in processing the topic are presented in a concise, precise and logical manner. The conclusion contains answers to the questions posed in the introduction, it confirms or rejects the hypothesis of the work.

In the conclusion, the most important statements and positions from the main part of the paper are repeated, leading account not to use the same wording and the same sentences. The conclusion should not contain tables and illustrations. As a rule, literary references or quotations are not included in the conclusion.

Text conclusions no need yes wake up longer from three to maximum five page.

2.5.6. Literature

Details of all cited documents are given at the end of the paper, in the section entitled "Literature". U this list does not include any source which in work not paraphrased, quoted or with by which is in work did not discuss.

To create a list of used literature, the Harvard method should be used (indicating the last name of the author or authors with the year of publication of the source in the text of the paper and creation lists used literature alphabetically, according to the surname of the first author of the paper).

Used literary sources need to number. Example of

citing a used book:

1) Jackson, RS (2000) Wine Science, Academic Press, San Diego – London. p. 204.

Example of citing a used paper from a journal:

1) Bakker, J., Bridle, P., Bellworthy, SJ, Garcia-Viguera, C., Reader, HP, Watkins, SJ (1998) Effect of sulfur dioxide and must extraction on color, phenolic composition and sensory quality of red table wine, J. Sci. Food Agric., 78; pp. 297-307.

An example of citing a chapter from a book prepared by the editor or editors:

1) Malspina, A. (1987) Regulatory aspects of food additives. In: Toxicological Aspects of food, (Miller, K., Ed.), Elsevier Applied Science, London/New York, pp. 17-58.

Example instructions work presented in to the collection works with congress or another scientific or expert meeting:

1) Van Lovaren, H., Vos., JG (1991) Immune suppression by food contaminants. Proceedings of the interdisciplinary conference on Effects of food on the immune and hormonal systems. EURO FOOD TOX III, Zurich, pp. 39-46.

Examples of citing sources from websites:

1) Anonymous (2007) Raw materials and ingredients energy drinks, <http://www.vitamini.hr> (accessed: 11.12.2007.)

2) US Department of Agriculture, Agricultural Research Service (2007) USDA Nutrient Database for Standard Reference, Release 15. Nutrient Data Laboratory Home Page, <http://www.nal.usda.gov/fnic/foodcomp> (access: 17.09.2007.)

2.5.7. Contributions

Contributions work I can to be results measurements, schemes, pictures, survey questionnaires and Fig., what not was expedient for presentation in the text of the work, and may be useful for its more complete presentation.

2.6. Papers without experimental research

The Master's thesis can be done without experimental research. In this way in some cases, the structure of the basic text of the paper may be slightly changed. These types of works usually do not have clearly separated headings related to research methods and materials, and in particular separated results research. Having in in sight yes is works these types mostly deal with phenomena, occurrences or processes, it is common for them to be structured so that they contain:

historical-theoretical or retrospective part, analytical part and promising part. Introduction, conclusions and the list of used literature are mandatory parts of the basic text and these types of works.

3. TECHNICAL PROCESSING OF WORK

Technical to shape written work need to dedicate significant attention. Neatly and clearly prepared work facilitates reading and gives an insight into the systematic presentation and treatment of the topic of the work.

The expected volume of the master's thesis is between 80 and 120 pages (not counting the title page and the content page, as well as any attachments/annexes). The master's thesis is written on a computer, in five copies. I would work should would to be hard bound (three for members commissions, one for student, one for the library).

Format

The final paper is written on A4 paper.

Margins

Margins are set to: 3.00 cm left, 2.5 cm upper, 2 cm lower and 2.5 cm right.

Line spacing

When writing the final paper, use spacing of 1.5 *lines* , except for footnotes, which are written in *single* spacing.

Fonts

The recommended font for writing the main part of the text of the final paper is *Times New Roman* 12 pts, except for footnotes, which are written in *Times New Roman* 10 pts.

Titles head need to write big in letters, *Times New Novel* 14 pts, bolded.

The title page of the cover uses *Times New Novel* 14 pts for all text, except title work which is written in *Times New Roman* 16 pts.

On the first page work benefits is *Times New Novel* 14 pts for all text, except title work which is written in *Times New Roman* 16 pts.

Summary on native and foreign language they write is in *Times New Novel* 10 pts, *single* by spacing. The content is written in *Times New Roman* 12 pts, with bold headings.

Titles and subtitles

Code writing title and subtitles main parts text necessary is to execute their numbering and transfer it adequately into the content. The following is recommended:

- Headings of the text (lines 1, 2, 3, ...) should be written in capital letters, size 12 pts, bold.
- Titles chapters with two decimal units (eg: 1.1., 1.2., 1.3., ...) need to write in small letters, size 12 pts, bold.
- Subchapter titles with three and more decimal unit (e.g. 1.2.1, 1.2.1.1.) need to write in small letters, size 12 pts, bold.

All titles needed to write indented from left margin in five to ten letter places.

Some spelling and typing rules

When writing the text of the paper, you should pay attention to the following4:

- there should be one space after each word;
- behind each sign punctuation (period, questionnaire, exclamation mark, comma, colon, point comma) followed by one space;
- signs punctuation, sign for percentage and Fig. they write is together with in a word or by number behind which they follow, i.e. no spaces; after those characters in the sentence there is a space;
- abbreviations measuring units and tags currency units separate are one by distance from the number that precedes them and a space from the word that follows;
- Quotation marks at the beginning of a quotation and an open parenthesis are written together with the word before it
findings ie. without spacing; quotation marks on end allegations and closed bracket they write is together with the word behind which they are, ie. no spaces;
- if behind some words is coming text in parentheses, between and words and brackets puts is one space ;
- the hyphen is written together with the words between which it stands, if it is a compound (*Example* : socio-economic), and separately if is benefits in some another purpose (*Example*: "Before the introduction of chromatography - separation on paper - into widespread use...");
- abbreviations in to the text is they write in small parentheses after instructions their full meanings, and then only the abbreviation is used in the following text (*Example of writing the abbreviation in the text*:
"World commercial organization (WHO) founded is 1. January 1995. year. "WHO is...");
- if is date writes only Arabic numbers behind each number is writes point and leaves one space (*Example of date writing* : 15.12.2022);
- for highlighting certain parts of the text, it is recommended to use italics (*italics*) ;
- for writing formulas, it is recommended to use the formula editor.

Each formula is indicates small parenthesis in to which stands number heads text and regular number which is placed along the right margin (eg 1.5).

For everything symbols from formulas necessary is to give explanation, or to write which variable symbol indicates.
