



UNIVERZITET „PRIVREDNA AKADEMIJA“

BRČKO DISTRIKT BiH

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UNIVERSITY "ECOMICS ACADEMY"

BRČKO DISTRICT B&H

Petra Kočića No. 6, 76100 Brčko District of B&H

INSTRUCTIONS FOR MAKING THE FINAL THESIS

1. Introduction

The instructions that follow are the result of collecting, analyzing, generalizing, and elaborating on various collected information on writing professional and scientific papers. Instructions for preparing the final-graduate thesis have tasks to help students in the preparation of these papers in the **1st** cycle of studies at the Faculty of Technical Sciences of the University “Economics Academy” Brčko District B&H.

With the final - diploma thesis, which represents *an independent scientific/professional treatment of the chosen topic*, the student demonstrates theoretical and practical knowledge as well as the ability to independently use scientific and professional sources (domestic and foreign literature) through written expression. The expected volume of the thesis is between 30 and 50 pages (not counting the title page and the content page, as well as any attachments/annexes), that is, between 10,000 and 15,000 words.

1.1 Agreement with the teacher on the topic, title and content of the final thesis

Based on a list of possible topics for papers (topics can relate to a theoretical approach or an elaboration on a practical example), the student proposes the topic of the paper - the working title and content of the paper, and defines the final version in agreement with and after consultations with the teacher. With the proposal working title and content of the paper, the student also provides a list of literature already studied, as well as other sources of data that he intends to use in processing the topic and writing the paper. After accepting the topic, the teacher instructs the student in the method of processing the topic, additional literature and determines the scope of the work. During the writing of the paper, the student can use the terms for consultations at the faculty and contact the professor via e-mail.

2. Methodology of the work

The chosen topic and working title represent the basic framework for shaping the content of the paper. The student independently collects sources (books and articles) that address the topic of the paper, and can use the teacher's advice/instructions regarding specific authors or titles. Insight into and reading professional literature is a necessary prerequisite for independent work on the preparation of the final - diploma thesis.

Front page - contains basic information: first and last name, title of the paper, designation "GRADUATE THESIS", name of the university and faculty, name of the study program, name of the subject from which the paper was prepared, title, first and last name of the mentor, student index number, date of submission of the paper.

Table of contents - provides insight into the pages of the paper where the titles and subtitles are located.

Introduction – at the student's choice and contains basic notes on the issues addressed in the paper (name of the problem and reason for choosing it as a subject of study), the method of addressing the problem and the structure of the paper.

Elaboration of the topic – follows the content, and depending on the topic, may have some specifics. It should mainly represent a combination of theoretical and practical knowledge that the student has acquired during his education, and in particular, it should clearly isolate and present the main subject of the work in a concise manner. In presenting the problem being addressed, if possible, it is useful to apply the following arrangement: past development, current state and existing problems, assessment for the future. Full content the text presented by the student in the work should be meaningfully distributed.

Each part of the work (chapter, chapter...) is assigned a title. The title of the head is written in capital letters, for the sake of transparency it can be made bold, and the writing begins on a separate page. They head towards if necessary, bre them down into chapters, chapters into sections, sections into points... (eg 1. INTRODUCTION 1.1. Subject and objective of the work 1.2. Data sources and collection methods 1.3. Content and structure of work)

The chapter is marked with a subtitle that is written in small letters, but must be highlighted (bold or in italics). A chapter does not have to start on a separate page. The complexity of the work structure depends on types and definitions of the content being processed, but the general recommendation is: for easier monitoring and clarity of the text, parsing within one head should not exceed four levels (e.g. to 5.4.3.)

Conclusion - briefly present the results and findings of the work.

References - come on the paper page after the conclusion. The list of references includes sources used - professional books, journals, statistical and other publications, encyclopedias, materials from professional organizations and associations, unpublished materials, newspapers, Internet sites, etc. Within each group, the sources are listed in alphabetical order (according to the last name of the author, if there is no author or editor, according to the first word of the title). They are marked with Arabic numbers. The last name of the author is listed first, separated from the initials by a comma. Author titles do not need to be written. If there are several authors, they are listed in the order indicated on the work itself (book, collection, magazine...) and separated by a comma. Then the initials of the name are given, with the year of publication in parentheses. Next, the title is indicated in italics (if it is an article, it is also marked with quotation marks), then the place and the publisher, all separated by commas.

Example:

1. Stoner, J. (1997), *Management*, Želnid, Belgrade.
2. Stoner, Dz., Freeman, E., Gilbert, D. (1997), *Menadžment*, Želnid, Belgrade.

If it is a book published in the USA, in addition to the place of publication, the abbreviated name of the country in which the publisher is located should also be provided.

1. Wind, J., Mahajan, V. (2001), *Digital Marketing – Global Strategies from the World's Leading Experts*, John Willey & Sons, Inc, New York, NY.

Articles used in the paper are cited in a similar way as books. First write the author of the article and the year, then the title of the article is written in quotation marks. After that, the journal in which the article was published (italics), the number of the journal, the year of publication of the said issue, the publisher and the place where it was published (if it has that information) are listed.

Example:

a. Surname, First letter of name. (year of publication), Title of the article, Title of the journal, number (Vol. _, No. _), Publisher, Place of publication,

1. Petrović, M. (2004), "Competitiveness as a priority goal of modern and market-oriented oriented company", *Business Policy*, Vol. V, No. 11, Belgrade.
2. Marcus, B. (2004), "Value of Money", *Harvard Business Review*, Vol. V, No. 11, Harvard University Press, Boston, MA.

b. Surname, First letter of name. (year of publication), Title of the article, Title of the collection, Place editions, Publisher.

1. Hanić, H. (2005), On the privatization of banks in Serbia, *Privatization of banks in Serbia*, Belgrade Banking Academy, Institute of Economic Sciences, Belgrade,

If articles or other data from the Internet are used, they should also be mentioned in the literature. If it is an article, first write the author of the article, then the name of the article, the Internet address where the article is located, the date when the article was read from the Internet, i.e. when it was accessible to read the article (because in most cases there is no date when the article was published on the Internet), and the pages where the article is located.

Example:

1. Webber, A., "What Great Brands Do",
<http://www.fastcompany.com/online/10/bedbury.html>, accessed 08/17/2024.

If the data in the paper is not part of an article published on the Internet, but is located on a website (for example, a company, institution, organization, etc.), it is necessary to state the name and address of the website used in the paper and the date the page was accessed.

Example:

1. American Marketing Association, <http://www.ama.org>, accessed 08/17/2024.

Citing sources ("footnotes" / "endnotes") – can be written in one of the following ways depending on your choice:

- a) "footnotes" - on the bottom edge of the page; are marked with numbers from 1 onwards;
- b) "endnote" - on a separate page; they are marked with numbers from 1 onwards.

In the case of choice under b), the list should be marked REFERENCES or LIST OF DATA SOURCES after the conclusions and before the page with the list of literature (bibliography). Their purpose is that they ("footnotes" / "endnotes") are used as documentation, namely:

- for each complete citation of someone else's words in the text (quotation), using orthographic citation marks (quotation marks ".....");
- in the case when a longer text is summarized and formatted in one's own words, the source from which it comes must be stated;
- to indicate any fact or data that is not known, but we know who the author is.

Uncited parts of other people's works are considered plagiarism, i.e. illegal appropriation of the products of someone else's scientific and professional work! When writing a paper on a computer, there are special commands in the program for automatic editing ("footnote" or "endnote"). They are cited in a similar way to literature, except that it is necessary to add the page number on which the quote or the stated fact is located at the end of the citation. They are written in font size .

Example:

- 1 Stoner, J. (1997), *Management*, Želnid, Belgrade, p. 233.
- 2 Stoner, Dž., Freeman, E., Gilbert, D. (1997), *Menadžment*, Želnid, Belgrade, p. 342-345.
- 3 Wind, J., Mahajan, V. (2001), *Digital Marketing – Global Strategies from the World's Leading Experts*, John Wiley & Sons, Inc, New York, NY, p. 128.
- 4 Petrović, M. (2004), "Competitiveness as a priority goal of a modern and market-oriented companies", *Business Policy*, Vol. V, No. 11, Belgrade, p. 25.
- 5 Marcus, B. (2004), "Value of Money", *Harvard Business Review*, Vol. V, No. 11, Harvard University Press, Boston, MA, p. 58-69
- 6 Hanić, H. (2005), On the privatization of banks in Serbia, *Privatization of banks in Serbia*, Belgrade Banking Academy, Institute of Economic Sciences, Belgrade, p. 84.

If a citation of a work appears multiple times in a paper, it is not necessary to write all the information about the work, but in that case it is cited as follows:

- 1 Stoner, J. (1997), *op.cit.*, p. 233.

If a quotation is used from a work that was cited in the previous citation, or immediately before the next one that is now being cited, on the same page of the text it is sufficient to write "Ibid." and the page from which the quotation is taken:

- 1 Ibid., p. 255.

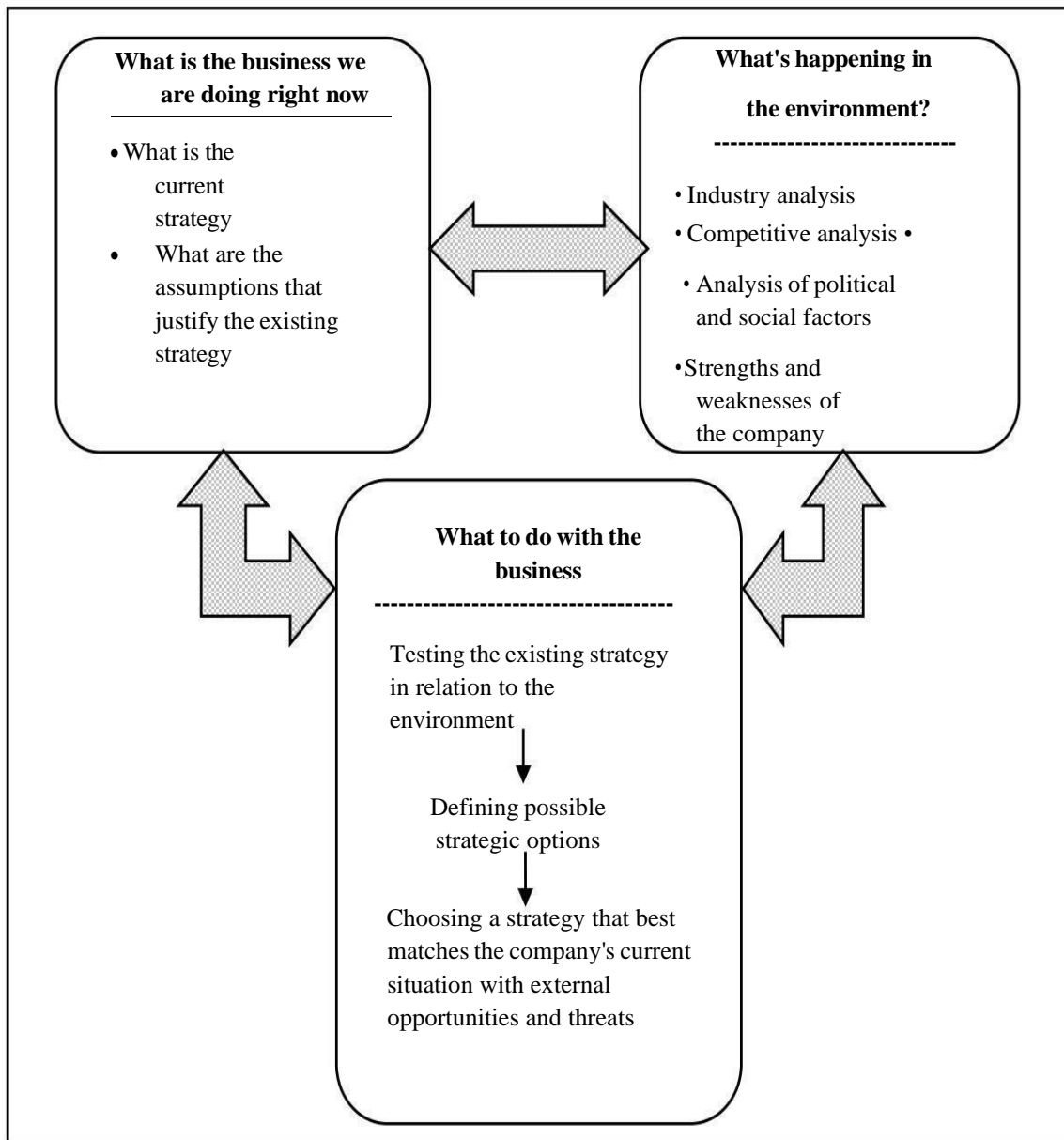
For data from the internet, footnotes/endnotes are the same as references in the literature:

- 1 Webber, A., "What Great Brands Do", <http://www.fastcompany.com/online/10/bedbury.html>, accessed 17.08.2024.
- 2 American Marketing Association, <http://www.ama.org>, accessed 08/17/2024.

Tables, graphs and images – they must be numbered accordingly. The title of a table, graph, drawing or image must briefly answer the questions "what, where and when". The title is written in bold (Times New Roman font, size 12). For writing text in tables, figures, etc., the Times New Roman font, size 11, is used. The source of the data must be indicated with each table, graph, drawing and/or figure (Times New Roman font, size 10 is used).

Example:

Figure 1 - Conceptual framework for strategy development



Source: Porter, ME (1998), *The Competitive Strategy: Techniques for Analyzing Industries and Competitors*, 1980 reprint edition, The Free Press, New York, 1998, p. xxviii.

List of tables, pictures, graphs - A list of tables follows after the literature page. The list contains the serial number and name of all tables listed according to the order (page number) of their appearance in the paper. The heading "LIST OF TABLES", written in capital letters (size 12), is located in the middle of the page. The page is numbered with an Arabic number.

The list of illustrations (figures, graphs and drawings) comes after the page with the list of tables. It is recommended to make a list of pictures, graphs and drawings separately. Creating a page with a list - a list of pictures, graphs and drawings is the same technique as creating a page with a list of tables.

Example:

LIST OF IMAGES

Figure 1.	Favorable and threatening challenges for business	
Figure 2.	growth.....	7
	Sustainable growth chain of	
	companies.....	9

Layout of the work – not only aesthetic reasons but also a professional approach require compliance with some rules related to the clarity of the work:

1 select Times New Roman font

2 select font size 12 and spacing 1.5, 3 use the

following margins for Page Setup – Top 2.5 cm, Bottom 2 cm, Left 3 cm, Right 2.5 cm

3 for headings, chapters and sections, choose the following font size and layout:

INTRODUCTION (Times New Roman, 14, bold)

- 1. XXXXX (Times New Roman, 14)

- **1.1. XXXXXX** (Times New Roman, 12, bold)

- ***1.1.1. XXXXXX*** (Times New Roman, 12, bold, italics)

- **CONCLUSION** (Times New Roman, 14, bold)

- LITERATURE (Times New Roman, 14)

5 for "footnote" / "endnote" choose font size 10, 6 write in paragraphs - there are two ways:

1) indented beginning (no empty line in between),

Example:

Modern business also knows other, alternative forms of vertical diversification, such as concluding contracts with suppliers in which the company can set strict standards when it comes to the quality of materials or raw materials and their prices, delivery times, warranties and other relevant factors. Also included in these *quasi* - forms are variants of marketing a large part through its own sales channels, and a part of the product through other distributors, or, alternatively, of producing a large part of the inputs in-house, and obtaining the remaining part on the market.

Likewise, in order to control the entire process of transforming inputs into outputs and selling products, a company can, through various cooperation agreements, special arrangements, granting loans, and purchasing a controlling stake in a supplier or distributor, secure a significant degree of control, more efficient management of supply and demand, and strengthen its competitive position.

2) one line of space between (beginning not indented).

Example:

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Additional technical instructions for writing a paper using a computer:

1. each word is followed by a single space,
2. spelling marks such as period, question mark, exclamation point (exclamation point), comma, colon (:), semicolon (;), closed parenthesis, quotation marks at the end of quotations, sign for percentage, they are written together with the word that follows (no space is placed between those characters and the word),
3. characters such as quotation marks at the beginning of the quote and open parenthesis, are written together with the word in front of them (between those characters and words also have no spaces),
4. if a word is followed by a quotation of text in parentheses, between that word and the beginning of the parenthesis it is written is space,
5. sign and (&) is written separately from the words between which it stands,
6. three dots (...) is written together with the word it precedes, and separately from the word before it findings,
7. the hyphen is written together with the words between which it stands if it is a compound (e.g. techno- economic), and separately if used for some other purpose.