



UNIVERZITET „PRIVREDNA AKADEMIJA“  
BRČKO DISTRIKT BiH

UNIVERSITY "ECOMICS ACADEMY"  
BRČKO DISTRICT B&H

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## INSTRUCTIONS FOR CREATING A DOCTORAL DISSERTATION

### 1. DOCTORAL DISSERTATION

A **doctoral dissertation** is an independent work in which a doctoral candidate addresses a selected topic using scientific and professional methods and proves that he/she has mastered the curriculum and program of study, acquired the necessary knowledge and is qualified to apply it. In addition to the above, in the doctoral dissertation, the doctoral candidate should provide evidence that he/she successfully uses methods in professional and scientific work, in presenting research results, and that he/she is qualified to draw conclusions based on the research tasks thus completed.

The results presented in the doctoral dissertation should represent a contribution to:

- systematization of scientific and professional tasks and existing solutions for a specific field;
- solving the current scientific and professional task, which is set as the goal of the work;
- application of existing scientific and professional achievements in solving complex scientific and professional tasks ;
- independently use appropriate domestic and foreign literature, that is, use knowledge, facts and attitudes published in these sources in an appropriate manner;

#### 1.1. Volume doctoral dissertations

The doctoral dissertation should be 120-230 pages long, not including the bibliography and appendices. In exceptional cases, at the proposal of the Doctoral Dissertation Evaluation Committee, and with the consent of the Scientific and Teaching Council of the organizational unit, deviations may be up to 35%, provided that the lower limit cannot be less than 75 pages, and the upper limit cannot exceed 310 pages.

#### 1.2. Selection of the field and topic of the doctoral dissertation

The student chooses the subject from which he intends to write his doctoral dissertation. The condition is to work about the subject that the student passed during his studies. When choosing the subject to work on The student's affinity for a particular scientific or professional field should play a predominant role

. The student should decide on a subject that particularly interests him, because then he will be more motivated to dedicate himself to research and writing, which is an important prerequisite for easier realization of the necessary research and writing of the paper.

After choosing a subject, the student begins to choose or define a topic for their work. The topic of their work may be the elaboration of a specific theoretical question, practical research of a specific phenomenon, or the analysis of a case study.

The selection of a doctoral dissertation topic within the chosen course can be done in two ways, depending on the rules published by the teacher for the given course: the student can choose a topic from a pre-published list of topics or can independently define and propose another topic. Whether choosing from a list of proposed topics or proposing a topic himself, it is important to enable the student to actively participate in the selection and possible further definition of the topic. In the event that the student independently defines and proposes a topic, it is necessary to take into account certain criteria that teachers also take into account when proposing a doctoral dissertation topic. The topic should 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 broad),
- concrete (not abstract or general).

The title of the paper should refer to the main content of the paper. If the title is not taken from a pre-published list of topics, the student should formulate it in cooperation with the mentor, taking care to ensure that the title is short, clear, precise, attractive, inventive and informative.

### **1.3. The role of the mentor**

In all phases of preparation and writing of a doctoral dissertation, the role of a mentor is extremely important. Constant consultations with the mentor accelerate the writing process and contribute to the quality of the work. The mentor's duty is to help the student choose a topic, to recommend literature sources to use and to guidance on the methodology to be applied. The mentor, if needed and requested by the student, assists in designing the structure of the paper, formulating the title, and resolving dilemmas and difficulties that may arise during research or elaboration of the selected topic.

## **1.4. Selection and use of literature**

Even before defining or accepting the proposed title of the work, it is necessary to review and research

the available literature. Available literature refers to all forms of written or electronic material that the student has access to and can use in the preparation of the final work.

Research should, as a rule, begin with basic, textbook literature and recommendations that the student receives from the mentor. Available literature should not be the only determinant when choosing the topic and

title of the work, but it should certainly be taken into account. Good places to start searching for basic literature are the faculty library, and then teachers' libraries.

After finding the basic literature, the student continues with literature research through a review of reference and available literature (books, monographs, journal articles, proceedings of conferences and seminars, theses and dissertations, bulletins and reports of state institutions and various organizations, etc.). Articles from e-editions of journals, data and information from electronic publications of international institutions and organizations, authorized information from the websites of professional and expert associations, etc. can be downloaded from the Internet.

After collecting the necessary literature, the student should select the material and use only that literature that is relevant to the chosen topic. Relevant information is most often found with the help of the book's table of contents, subject headings, and indexes.

While reviewing and reading literature, students should take notes. It is especially important to immediately write down the bibliographic details of each source consulted, such as: author's name, title

of work, edition, publisher, place and year of publication, etc., in order to make it easier to compile a bibliography.

## **1.5. Determining the structure of work**

After the first review of the collected literature, it is necessary to create theses that will serve as the basis for writing the paper. Theses reflect the structure of the future paper and at the same time represent a plan for its development. At this stage, the following are determined: the order in which the topic will be presented, all parts and subsections of the paper, and the space that will be dedicated to individual parts of the paper. During the development of the paper, when the student, based on a detailed study of the literature, the results of the research conducted, and consultations with

the mentor, gains a better insight into the issues he is writing about, partial changes to the originally planned structure are possible.

## **1.6. Language and spelling**

The doctoral dissertation is written in one of the languages of the peoples of Bosnia and Herzegovina. The text of the work should be linguistically consistent, applying all spelling and grammatical rules. the language in which the paper is written. The work mentor is not obliged to intervene and correct spelling, grammatical and typing errors and from the student can request that a paper that is correct in this sense be submitted for review.

## **2. ELEMENTS OF WORK**

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

- Title page
- (Foreword)
- Summary
- Table of contents
- Text of the paper
  - o Introduction
  - o Theoretical part (Literature review)
  - o Material and methods
  - o Results and discussion
  - o Conclusions
  - o Literature
  - o (Appendices)

### **2.1. Home page**

The title page is the first page of the work that should provide basic information about the author and the work and must contain the following elements:

- name of the university,
- name of the faculty,
- an indication of the type of work (Doctoral dissertation),
- title of the work,

- name and surname of the author/student,
- academic title, name and surname of the mentor i
- place, month and year of submission of work.

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

The required elements of the title page should be arranged appropriately on it. The title page is not numbered. The doctoral dissertation additionally contains the outer or cover page, i.e. **the cover** that comes before front pages.

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

## **2.2. Foreword**

The preface is not a mandatory part of the doctoral dissertation, and as a rule, it is characteristic of papers and works that are significantly larger in size than final - diploma theses in the first cycle of studies. If the 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 motives of the work". In the preface, the author usually states the motives and reasons why he decided to write about a particular topic, indicates the audience for which the work is intended, describes the conditions and circumstances in which the work was created, explains any difficulties and limitations he encountered during the work's creation, and finally expresses gratitude to those who provided assistance in his work.

If a student decides to include a preface in their work, the preface should be proportionate to the scope of the work. 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 (up to 300 words) is the abbreviated content of the doctoral dissertation and enables understanding of the goal, methods and results of the research.

Five to seven key words are listed below the summary text, separated by a semicolon (;). The summary is written in the language in which it was written and the main text of the paper.

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 summary and key words in a foreign language. It is recommended that the summary be prepared in English language (Summary), but it can also be written in another widely used foreign language. If the main text of the paper is written in a foreign language, in addition to the abstract in that language, in the same language the page also contains a summary written in the language of the people in Bosnia and Herzegovina.

The abstracts and keywords page 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 headings and subheadings,
- title and subtitle numbering (should be the same as in the text of the paper),
- ordinal numbers of the starting pages of all the mentioned chapters.

The content should not be too extensive and does not need it lead 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 of the paper**

The entire content of the text presented by the student in the paper should be meaningfully distributed. Each part of the work (chapter, chapter...) is assigned a title. The title of the head is capitalized letters, at the beginning of the page, and for the sake of clarity, it can be bold. As a rule, heads do basic parts of the text of the paper (Introduction, Review of literature, Material and methods of work, Results and discussion, Conclusions and Literature). The chapters 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 aims to arouse the reader's interest and make him provides a preliminary introduction to the topic covered 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 represents the explicitly or implicitly stated main and eventual auxiliary hypotheses of the work, whereby the goal (or goals) of the work are presented along with the hypothesis or it is added the listing of work tasks is particularly emphasized. Although

they are at the beginning of the work, as a rule, the introduction is written last, when there are other parts of the work already written.

Introduction It clearly and concisely describes the topic of the paper, research goals and problems, or research questions, the subject of the paper, methods of data collection and analysis, hypotheses, structure and content of the paper.

### **2.5.2. Literature review**

The literature review is a systematized presentation of findings, achievements, findings, etc. which are related to the topic of the work found in available literary sources. In the representation of the problem which is processed, if possible, it is useful to apply the following schedule:

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

A literature review may also include a review of methods that have been applied in other works. similar topics.

### **2.5.3. Material and working methods**

Depending on the issues addressed in the paper, this part of the paper presents the applied methods (including methods of mathematical and statistical data processing), materials, conditions for conducting the research, and the plan for any experimental or other research that may have been conducted.

The chapter Materials and Methods should be written clearly and with all the details that allow for the repetition of the research presented in the paper.

### **2.5.4. Results and discussion**

The results of the conducted tests are presented in accordance with the set and conducted research, the concept of the experimental part and in accordance with the set objectives of the work. It is customary to present the measurement results in tables or graphs. In this case, care should be taken to write the titles of the tables above the tables, and the titles of graphs, diagrams, photographs and other visual representations below these lustrations. The title of the table and visual representation and any legend used should be sufficient to ensure the autonomy of the

representation in expression, that is, that they themselves provide the reader with sufficient information about what was intended to be presented. Tables and visual representations should be announced in the text.

It is usual that in works of the master's thesis type immediately after The results of the research are commented on and the results are discussed. The discussion should first of all indicate on the differences or similarities between the obtained results and the results in papers on the same topic presented in the literature, but also to point out possible shortcomings in the research or possible directions 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 thesis. The conclusions are concise, concise, precise and logical way of presenting the results and insights obtained during the processing topics. The conclusion contains answers to the questions raised in the introduction, it confirms or rejects the work hypothesis.

The conclusion repeats the most important statements and positions from the main text. part of the paper, taking care not to use the same wording and the same sentences. The conclusion should not contain tables and illustrations. As a rule, they are not included in the conclusion. literary references or quotations.

The text of the conclusions should not be longer than three to a maximum of five pages.

### **2.5.6. Literature**

Details of all cited documents are given at the end of the work, in the section entitled "Literature". In this one The list does not include any source that is not paraphrased, cited, or referenced in the paper. discussed.

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

The used literature sources should be numbered.

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 of citing a paper presented in a conference proceedings or other scientific or professional gathering:

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

Examples of citing sources from websites:

1) Anonymous (2007) Raw materials and ingredients of 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: 09/17/2007)

### **2.5.7. Attachments**

Contributions to the work can be the results of measurements, diagrams, pictures, survey questionnaires, etc., which were not appropriate for presentation in the text of the work, but can be useful for its more complete presentation.

## 2.6. Papers without experimental research

A doctoral dissertation can be written without experimental research. In such cases, the structure of the main text of the paper may be somewhat changed. Such papers most often do not have clearly separated chapters relating to research methods and materials, and separately separated research results. Bearing in mind that papers of this type mainly deal with phenomena, occurrences or processes, it is common for them to be structured so as to contain: a historical-theoretical or retrospective part, an analytical part and a prospective part. Introduction, conclusions and a list of used literature are mandatory parts of the main text and these types of papers.

## 3. TECHNICAL PROCESSING OF THE WORK

Considerable attention should be paid to the technical formatting of a written paper. A neatly and clearly prepared paper makes it easier to read and provides insight into the systematic presentation and treatment of the topic of the paper.

Doctoral dissertation need to be technically arranged on next way:

<b>Titles chapters, title summary/abstract, title introduction</b>	Times New Novel	14 points.	Bold
<b>Subchapter titles</b>	Times New Novel	12 points.	Italic- italic- bold
<b>General text</b>	Times New Novel	12 points.	1.5 spacing, Justify (double-sided alignment text)
<b>Abstract text</b>	Times New Novel	12 points.	1.5 spacing, Justify (double-sided alignment text), italic
<b>Key words / Key Words (name)</b>	Times New Novel	12 points.	Bold
<b>Key words / Keywords (words)</b>	Times New Novel	12 points.	1.5 spacing, Justify (double-sided alignment text)
<b>Table, graph, diagram</b>	Calibri	10 points.	1.5 line spacing, Justify
<b>Separation</b>	Times New Novel	12 points.	Italic

<b>Footnote</b>	Times New Novel	10 points.	1 space, justify (double alignment text), retracted 0.5 cm
<b>Literature bibliography</b>	Times New Novel	12 points.	1 line spacing, justify (double-sided text alignment), indented 1 cm
<b>Number of pages</b>	Times New Novel	12 points.	Bottom right

The final paper is written on **A4 paper**.

**Margins text** : upper 2.5cm; lower: 2cm; left 3.00 cm; right 2.5 cm.

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

Above each presentation, picture, table, graph or diagram, the name of the same is given, with the order number (Image No. - Name) (Times New Roman, 12), and below the display itself, the table, graph or diagram to states source (Source: Name source), and if is table, chart and Fig. work author of the doctoral thesis dissertations, then to as source states: "processing author, year" (Times New Roman, 10).

Text, table of contents, headings and subheadings, citations, footnotes and bibliography must be in black. There should be two free lines before each title and subtitle, and one free line after each title (and before the text).

In front punctuation characters ( period, colon, comma, semicolon, questionnaire, exclamation mark...) no space comes, but after them it does. An open parenthesis is preceded by a space and a closed parenthesis is followed by a space. There is no space behind an open parenthesis and before a closed parenthesis.

### **Titles and subtitles**

When writing titles and subtitles of the main part of the text, it is necessary to number them i it is adequately conveyed in the content. The following is recommended:

- Headings of the text (lines 1, 2, 3, ...) should be written in capital letters, size 14 pts, bold.
- Titles of subchapters with two decimal units (eg: 1.1., 1.2., 1.3., ...) should be written in small letters, size 12 pts, bold.
- Subchapter titles with three or more decimal places (eg 1.2.1, 1.2.1.1.) should be written in small letters, size 12 pts, bold. (*italic italics*)

All headings should be indented from the left margin by five to ten characters.

### **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;
- each punctuation mark (period, question mark, exclamation point, comma, colon, semicolon) is followed by one space;
- punctuation marks, percent sign, etc. are written together with the word or number that follows, i.e. no spaces; a space follows after those characters in the sentence;
- the abbreviations of the unit of measure and the designation of the currency unit are separated by one space from the number that precedes them and a space from the word that follows;
- Quotation marks at the beginning of the quotation and open parenthesis are written together with the word in front of them , i.e. no spaces; quotation marks at the end of a quotation and a closed parenthesis are written together with by the word behind which they are, i.e. no spaces;
- space is placed between that word and the parenthesis ;
- The hyphen is written together with the words it stands between if it is a compound word (*Example* : socio-economic), and separately if it is used for some other purpose (*Example*: "Before the introduction of chromatography – separation on paper – into widespread use...");
- abbreviations in the text are written in small brackets after stating their full meaning, and then only the abbreviation is used in the following text (*Example of writing an abbreviation in the text*: "The World Trade Organization (WTO) was established on January 1, 1995. The WTO is...");
- if the date is written only in Arabic numerals, a period is written after each number and one space is left (*Example of writing the date* : 15.12.2024.);
- to highlight certain parts of the text, it is recommended to use italics (*italics*) ;
- It is recommended to use a formula editor to write formulas.

Each formula is indicated in small with a bracket containing the number of the text head and the serial number placed along the right margin (e.g. 1.5).

For all symbols from the formula, it is necessary to give an explanation, that is, to write which variable the symbol is denotes.

### *Example*

Bilic E. Enlarged lymphatic knot– when to worried? 13. Congress Croatian pediatric society; 2018 Oct 11-14; Zagreb: Paediatr Croat. 2018; 62 (Suppl 2): 3-6

### doctorates

If a doctoral dissertation was used in the preparation and writing of the paper, it is necessary to state: the author's surname and initials, title doctoral dissertations, type of defended work, place of defense, university and faculty where the work was defended, year of publication/defense and number of pages of the doctoral dissertation.

### *Example*

Biočanin V. Comparative analysis of the quality of intraperiodontal and intraseptal anesthesia induced by articaine with epinephrine in healthy subjects and patients with type 2 diabetes mellitus (dissertation). Belgrade: University of Belgrade, Faculty of Dentistry; 2012, 97 pp.

### Web page or network page

References used from the website include the following elements: author(s), title, media type, place of issues, publisher, date of issue, date latest corrections if any and date of citation availability

### *Example*

Canadian Dental Hygienists Association. Our history [Internet]. Ottawa: CDHA; 2018 [cited 2019Sep 16]. Available at:  
[https://www.cdha.ca/cdha/About\\_folder/History\\_folder/CDHA/About/History.aspx?hkey=065b136f72d3-4a84-a7aa-51cc7b519cd5](https://www.cdha.ca/cdha/About_folder/History_folder/CDHA/About/History.aspx?hkey=065b136f72d3-4a84-a7aa-51cc7b519cd5)

### Abbreviations title magazines

The Vancouver method of citing references includes the abbreviated journal name instead of the full journal name. Abbreviations Journal names are standardized and can be viewed at NLM Catalogue or the Web of Science List of Journal Title Abbreviations .

### *Example*

BOSNIAN J BASIC HONEY is abbreviation for Bosnian Journal of Basic Medical Sciences. Clin Adv Periodontics stands for Clinical Advances in Periodontics.

On website of the *Citing Medicine book*: <https://www.ncbi.nlm.nih.gov/books/NBK7256/>. (book reference: Pastrias K. Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. 2 no ed. Wendling DL, technical editors. Bethesda (MD): National Library of medicine (US); 2017, detailed ones can be found instructions for correct writing of references in biomedicine

## ATTACHMENT No. 1 LITERATURE

### NEED:

To be alphabetically sorted by last name author.

Code of the same author to arrange works by year editions of this if there is more works of the same author in to one year, add a, b, c... after the year [e.g. 2002b]

Reference for the book:

Last name, Name, year publications, *Title*, Publisher, Place publishing. [e.g. Filipovic, Muhamed 2005, *Methodology of science and scientific work*, Svjetlost, Sarajevo.]

Reference for individual work in a collection with multiple publishers:

Last name, Name year publications, "Title", Name and Last name, Name (publishers), *Title*, Publisher,

Place publishing, numbers page. [e.g. Larsen, Henry 2004, "Discourse Analysis and the Study of European Foreign Policy", in Tonra, Ben and Christiansen, Thomas (editors), *Rethinking European Union Foreign Policy*, Manchester University Press, Manchester/New York, pp.62-80 .]

Reference for some journal article :

Last name, Name year publications, "Title", *Name magazines*, number and year editions, numbers page. [eg Krasner, Stephen D. 1996, "Compromising Westphalia", *International Security*, Vol. 20, No. 3, p. 115-151.]

Reference for page from the internet:

Last name, Name or Publisher [eventually] year publications], *Title*, or *name pages*, [eventually] Publisher, Place of publication], page access date, page web address <<http://...>>.

[e.g. European Union 2004, Eurobarometer 61 [date accessed: 28.02.08],  
< [http://ec.europa.eu/public\\_opinion/archives/eb/eb61/eb61\\_en.pdf](http://ec.europa.eu/public_opinion/archives/eb/eb61/eb61_en.pdf) >.]