

**University of Zagreb  
FACULTY OF ECONOMICS &  
BUSINESS – ZAGREB**

**Guidelines for Writing Papers at Graduate Level of  
University Studies in Business Economics and  
Economics  
(Bologna programme)**

*Translation from Croatian*

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## CONTENTS

<b>1. GRADUATION THESIS REGISTRATION, WRITING AND DEFENSE PROCEEDINGS</b>	<b>2</b>
1.1. Graduation thesis topic registration procedure	2
1.2. Graduation thesis structure	3
1.3. Graduation thesis defence proceedings	5
<b>2. WRITING SEMINAR PAPERS</b>	<b>6</b>
2.1. Seminar paper consultations	6
2.2. Seminar paper structure	6
<b>3. WRITING CRITICAL REVIEWS</b>	
3.1. Critical review consultations	8
3.2. Critical review structure	8
<b>4. BASIC TECHNICAL INSTRUCTIONS FOR WRITING PAPERS</b>	<b>10</b>
APPENDIX 1. Graduation thesis registration form	11
APPENDIX 2. Statement on academic integrity	12
APPENDIX 3. Graduation thesis cover	13
APPENDIX 4. Graduation thesis front page	14
APPENDIX 5. Graduation thesis defence proceedings	15
APPENDIX 6. Minutes on graduation thesis defence	16

The graduate university study curricula that are offered at the Faculty of Economics & Business – Zagreb (FEB) stipulates writing four papers: two seminar papers, a critical review and a graduation thesis.

Short guidelines on the registration and defence proceedings of these papers, and on the structure and technical instructions are outlined below.

## **1. GRADUATION THESIS REGISTRATION, WRITING AND DEFENCE PROCEEDINGS**

A graduation thesis is a more extensive written professional paper that addresses a selected topic at the end of the graduate studies and is defended upon completion of all class obligations, examinations, seminar papers and the critical review.

The student is required to study a more complex specific problem from the field of study. The volume depends on the type and complexity of the topic, and typically amounts to 40 – 60 pages of text, in A4 format, excluding the abstract, contents, references, list of figures, charts and appendices, and the CV.

The registration proceedings are formalised consisting of several steps and the defence proceedings are precisely defined.

### **1.1. Graduation thesis topic registration procedure**

1. The **topic** of the graduation thesis is agreed on with the mentor and should be connected to the study area of the graduate study specialisation. The mentor role may be fulfilled by any instructor of the Faculty of Economics & Business in research/teaching rank (assistant professor, associate professor, full professor) or senior assistant, independently from his/her involvement in the graduate classes.
2. The registration of the thesis requires filling in the Graduation thesis registration form (Appendix 1) with the attached (1) Contents, (2) Thesis statement, (3) References and (4) a signed Statement on academic integrity (see explanation below). The form and the attachments should be submitted to the mentor in two copies. The due dates for finalising the registration are **15 March – 15 April** and **15 September – 15 October**.
3. After the potential mentor has accepted the candidate's registration, the student is to submit a copy of the registration to the department secretary, while the other remains with the mentor.
4. The topics of the graduation theses are adopted by the **Graduate Studies Council**<sup>2</sup>. The due dates for registration are **15 May** or **15 November**. The notices on the approved registrations are posted at the study programme's internet pages

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<sup>1</sup> The Registration is to be submitted to the secretary of the student's study programme department

([www.efzg.hr/naziv\\_diplomskog\\_studija/odobrene teme](http://www.efzg.hr/naziv_diplomskog_studija/odobrene teme)). Student needs to complete thesis during the time he/she is a formally registered FEB student.

(1) The thesis contents consists of the titles of chapters and subchapters that make up the paper. (2) The Thesis statement should be formulated clearly and precisely on half of a page indicating its topicality, the feasibility of the planned research, and the applicability of the expected results. (3) The references should include national and international sources intended to be used while writing the graduation thesis by which the student proves familiarity with the chosen topic. (4) The Statement on academic integrity is provided in Appendix 2.

## 1.2. Graduation thesis structure

The format of the graduation thesis that is submitted to the evaluation committee should consist of the following sections:

- Cover
- Front page
- Title
- Abstract and key words (in Croatian and in a world language)
- Contents
- Introduction
- Main part
- Conclusion
- References
- List of figures
- List of tables
- Appendices
- Student's CV

The **cover** should read from top to bottom as follows (Appendix 3):

- "University of Zagreb"
- "Faculty of Economics & Business"
- Name of university graduate study programme
- Title of graduation thesis
- "Graduation Thesis" (or „*Diplomski rad*“ if the thesis is in Croatian)
- Student's first and last name
- Place and date (month and year of completion of thesis)

The **front page** should read from top to bottom as follows (Appendix 4.):

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<sup>2</sup> Graduate Studies Council is composed of the graduate studies coordinator and at least two members of the department in the research/teaching rank. The signed copy of the list of the approved topics is submitted to the department secretary to be posted at the internet pages of the study programme.

- “University of Zagreb”
- “Faculty of Economics & Business”
- Name of university study programme
- Title of paper
- Title of paper in English
- “Graduation thesis” or „*Diplomski rad*“ (if the thesis is in Croatian)
- Student’s first and last name, and identification number (*JMBAG*)
- Mentor: title/rank, first and last name
- Place and date (month and year of completion of thesis)

**Title.** The title of the paper should state the principal idea clearly and unambiguously. It may not contain abbreviations, foreign words or phrases, nor imprecise wordings.

**Abstract and key words.** The abstract is a concise summary of a graduation thesis comprising up to one page. It contains the main information from the paper: the aim of the research, methodology applied, findings and the key conclusions, and should be written in Croatian and English, followed by five key words in Croatian and English.

**Contents.** The contents is a list of chapters and sub-chapters, and their page numbers. They may have three levels at the most. The chapters are marked by numbers and written in capital bold letters, while the subchapters are marked by second (third) level numbers and written in small letters.

**Introduction.** The introduction describes clearly and concisely the topic of the paper, research aims and questions, data collection and analysis methods, as well as the paper structure and contents. It should not be longer than two pages.

**Main part.** The main part of the paper consists of the chapters with the appropriate titles and sub-chapters that expound theoretical insights on the field (topic) of the paper, present the results of the analysis or empirical research, and discuss the meaning of the findings. This part is based on the analysis of the sufficient number of literature sources (minimum 15). The volume of the main part should be around 40 pages.

**Conclusion.** The conclusion summarises the most significant solutions or answers to the questions set. It does not present new insights, data or information, nor does it state new sources or cite literature. It should not be longer than one or two pages.

**References.** The list of references quotes all sources cited in the paper in alphabetical order. It does not include the references that were not cited in the paper, nor those that the paper does not refer to.

**List of figures, list of tables.** All figures (graphs) and tables presented in the paper are listed separately. The list contains the numbers and titles of the figures that correspond to those in the main part of the paper and the numbers of the pages where they can be found.

**Appendices.** If the thesis includes questionnaires, different documents, forms or similar, they should be attached as appendices and marked by numbers.

**Student's CV.** The student's *curriculum vitae* should contain the information on the date and place of birth, educational background, foreign language skills, and other professional competences and activities. It should not exceed one page.

### **1.3. Graduation thesis defence proceedings**

When the student has written the graduation thesis, s/he consults the mentor and submits one copy of the spiral bound paper in the Student administration office for graduate studies, and three copies of the spiral bound paper to the mentor. Besides that, s/he is required to submit a copy of the paper in digital form, CD only, in PDF, MS WORD or similar format and Central European encoding. The digital copy of the paper on CD is stored permanently in the Library of the Faculty of Economics & Business.

The mentor passes the copies of the thesis to the other members of the evaluation committee and organises the oral defence of the graduation thesis within 30 days at the latest. The defence date is posted on the internet pages of the study programme.

The oral defence of the graduation thesis is public and follows the procedure described in Appendix 4.

Immediately after completed thesis defence, the student submits to the Student administration office for validation of student record, the registration form, and the minutes of the graduation thesis defence certified by the mentor and the members of the evaluation committee, and a copy of the graduation thesis previously certified. The Diploma and the Diploma supplement are delivered to the student at a public ceremony conducted by the Dean or an authorised professor.

## 2. WRITING SEMINAR PAPERS

A seminar paper is a short written professional paper that elaborates on a selected topic. During their graduate studies, the students are required to write two seminar papers. **The two seminar papers may not have the same mentor.** The volume of the seminar paper depends on the type and complexity of the topic, and typically amounts to 15 pages, in A4 format (without the contents, references, lists of graphs and tables, or appendices).

### 2.1. Seminar paper consultations

The topic of the seminar paper is agreed on with the mentor and should be related to the field of studies within the graduate study specialisation. Any FEB instructor in the research/teaching rank (assistant professor, associate professor, and full professor) or a senior assistant, an assistant with a master of science degree, or an assistant with a university specialist postgraduate degree may be the mentor of a seminar paper independently from his/her involvement in the graduate classes. After the mentor has accepted the mentorship, the student begins writing the paper during which time s/he may consult the mentor. On completion, the student submits the paper for final review and evaluation. The grade is entered in the student records and in the seminar paper registration form.

### 2.2. Seminar paper structure

The structure of the seminar paper for submission to the mentor should consist of the following parts:

- Front page
- Title
- Contents
- Introduction
- Main part
- Conclusion
- References
- List of figures
- List of tables
- Appendices

The front page reads from top to bottom as follows:

- “University of Zagreb”
- “Faculty of Economics & Business”
- Name of the graduate study programme
- Title of paper
- “Seminar paper”
- Student’s first and last name, and identification number (*JMBAG*)

- Mentor: title/rank, first and last name
- Place and date (month and year of completion of seminar paper)

**Title.** The title of the paper should present the main idea of the paper clearly and unambiguously without abbreviations, foreign words or phrases, or imprecise wording.

**Contents.** The contents is the list that indicates the chapters and subchapters, and their page numbers. They may have three levels at the most. The chapters are marked by numbers and written in capital bold letters, while the subchapters are marked by second (third) level numbers and written in small letters.

**Introduction.** The introduction presents the topic of the paper clearly and concisely, and should not exceed one page.

**Main part.** The main part of the paper consists of the chapters and subchapters with the relevant titles. The central part contains the chapters on the theoretical insights of the field/topic of the paper and on the implementation of those insights in practice, and is based on the analysis of a sufficient number of sources (minimum 7). The volume of the main part should be approximately 10 pages.

**Conclusion.** The conclusion presents the most significant findings related to the topic of the seminar paper, and should not exceed one page.

**References.** The list of references quotes all sources used in the paper in alphabetical order and does not include the sources that were not cited nor those that are not referred to in the paper.

**List of figures, list of tables.** All figures (graphs) and tables included in the paper are listed separately. The list contains the numbers and titles of the figures that correspond to those in the main part of the paper and the numbers of the pages where they can be found.

**Appendices.** If the seminar paper includes different documents, forms or similar, they should be attached as appendices and numbered.



### 3. WRITING CRITICAL REVIEW

A Critical review is a professional paper that presents opinion on a given scientific or professional text. During their graduate studies, the students are required to write one critical review typically in the length of approximately 10 pages, in A4 format.

#### 3.1. Critical review consultations

The topic of the critical review (or the text to be reviewed) is agreed upon with the mentor and should be connected to the field of study at the graduate study programme. The mentor role may be fulfilled by any instructor of the Faculty of Economics & Business in research/teaching rank (assistant professor, associate professor, full professor), as well as a senior assistant independently from his/her involvement in the graduate classes.

It is recommended that the graduation thesis and the critical review should be mentored by the same instructor. The text for review is recommended to be selected from the literature that will be used in writing the graduation thesis. After the mentor has approved the topic (i.e. the text for review), the student starts writing. During this process, s/he may consult the mentor and on the completion s/he submits the review for final evaluation. The grade is entered in the student's records and the critical review registration form.

#### 3.2. Critical review structure

The format of the critical review to be submitted to the mentor should have the following parts:

- Front page
- Title
- Introduction
- Summary
- Critical review
- Conclusion
- References

**Introduction.** The introduction states the reasons for selecting the text to be reviewed.

**Summary.** The summary contains a short account of the contents and the main ideas from the analysed text.

**Critical review.** In this part of the critical review the text is analysed in relation to the significant theories in the field, and its usefulness for the current practice is elaborated in terms of its positive and negative features in practical and theoretical context.

**Conclusion.** The conclusion summarises the most significant insights from the critical review.

**References.** The list of references quotes all sources used in the paper in alphabetical order and does not include the sources that were not cited nor those that are not referred to in the paper.

#### **4. BASIC TECHNICAL INSTRUCTIONS FOR WRITING PAPERS**

The papers are written in standard Croatian. The text should be correct in terms of spelling and grammar, clear and free of printing errors. The printing format is A4 (210 mm x 297 mm). One page should contain up to 32 lines, or 1800-2000 characters, with 2.5 cm margins all around (top, bottom, left, and right) and 1,5 line spacing on both sides, and 12 size Times New Roman or Arial font.

The pages in the paper should be spiral bound and numbered. Each new chapter should begin on a new page. The text should be structured logically into paragraphs that are separated by a space line and adhere to first line indentation.

When using the ideas, data or any parts of text of others, it is required to indicate the authors and credit the original sources. **The Harvard or APA styles are the recommended for referencing.** The precise instructions on citing the sources can be found on the FEB internet pages and in additional literature.

Students should seek more detailed further guidance on writing papers, the contents and layout in additional literature.

**APPENDIX 1. Graduation thesis registration form**

**Student's first and last name:**

Address:

Telephone:

E-mail address:

Student's identification number (*JMBAG*):

**Name of study programme:**

Year of enrolment:

To: GRADUATE UNIVERSITY STUDY COUNCIL OF FACULTY OF  
ECONOMIC, UNIVERSITY OF ZAGREB

**SUBJECT:** GRADUATION THESIS TOPIC REGISTRATION

**Graduation thesis topic:**

**Mentor:**

**Proposal of graduation thesis committee** (to be  
completed by potential mentor):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Approved by Graduate studies council:**

1. \_\_\_\_\_ (signature of Graduate studies coordinator)

Zagreb, \_\_\_\_\_ (date of registration)

**Student's signature** \_\_\_\_\_

**Mentor's signature** \_\_\_\_\_

**Enclosures:**

- Contents of thesis
- Rationale for topic
- List of references
- Signed Statement on academic integrity

## **APPENDIX 2. Statement of Academic Integrity**

I hereby declare and confirm with my signature that in writing my graduation thesis I will adhere fully to the Ethical Code of the Faculty of Economics & Business, University of Zagreb.

**Student's signature**\_\_\_\_\_

### **APPENDIX 3. Graduation thesis cover**

**University of Zagreb (12 pt Bold)**  
**Faculty of Economics & Business**  
**(12 pt Bold)**  
**Title of graduate study**  
**programme (12 pt Bold)**

**TITLE OF GRADUATE THESIS (16 pt Bold)**  
**Graduate thesis (12 pt Bold)**

**First and last name of student (14 pt Bold)**

**Zagreb, month, year (12 pt Bold)**

#### **APPENDIX 4. Graduation thesis front page**

**University of Zagreb (12 pt Bold)**  
**Faculty of Economics & Business**  
**(12 pt Bold)**  
**Title of graduation thesis (12 pt**  
**Bold)**

**TITLE OF GRADUATION THESIS IN CROATIAN**  
**(16 pt Bold)**

**TITLE OF GRADUATION THESIS IN ENGLISH**  
**(16 pt Bold)**  
**Graduation thesis (12 pt Bold)**

**First name and last name of student, and**  
**Identification no. (JMBAG) (14 pt Bold)**

**Mentor: First name and last name (14 pt Bold)**

**Zagreb, month, year (12 pt, Bold)**

## **APPENDIX 5. Graduation thesis defence proceedings**

1. The chair of the Graduation thesis defence committee (mentor) starts the defence proceedings by informing all present on the decision of the Graduate studies council to approve the topic of the graduation thesis.
2. The chair invites the student to give a 10-15 minute presentation of the graduation thesis.
3. After the student's presentation, the chair invites the members of the Graduation thesis defence committee to read their questions. The questions should be attached to the graduation thesis defence minutes.
4. The student answers the questions. The members of the committee or the student leave the room in order to discuss the defence and reach a decision.
5. The members of the committee bring, unanimously or by majority vote, the decision on the grade of the graduation thesis defence.
6. The chair of the Graduation thesis defence committee concludes the defence proceedings, enters the grade into the student's records, into the graduation thesis registration form, and into the graduation thesis defence minutes (Appendix 6.). The signed minutes with the committee members' questions are deposited in the Student administration for graduate studies.

## APPENDIX 6. Minutes on graduation thesis defence

**Title of study programme:**

Year of enrolment:

### MINUTES

on defence of graduation thesis

Student \_\_\_\_\_ (First name and Last

name, student identification no. (JMBAG)) defended the graduation thesis

entitled:

\_\_\_\_\_

### Questions at graduation thesis defence:

Defence committee chair - Mentor

1. \_\_\_\_\_

2. \_\_\_\_\_

Defence committee member

1. \_\_\_\_\_

2. \_\_\_\_\_

Defence committee member

1. \_\_\_\_\_

2. \_\_\_\_\_

The graduation thesis was defended on \_\_\_\_\_ (date) starting at \_\_\_\_ hours, and ending at \_\_\_\_ hours.

**The graduation thesis defence committee decided unanimously / by majority vote that the student defended the graduation thesis with the grade/mark\_\_\_\_\_.**

### Graduation thesis defence committee:

1. \_\_\_\_\_ (signature of committee chair – Mentor)

2. \_\_\_\_\_ (signature of member)

3. \_\_\_\_\_ (signature of committee member)