



BOOK OF RULES

ON PUBLISHING ACTIVITIES

AT THE INTERNATIONAL UNIVERSITY OF SARAJEVO

In compliance with the Article 34 Clause (3) and the Article 39 Item “v” of the Higher Education Law (“Official Gazette of the Sarajevo Canton”, issue 36/22); acting upon the Article 192 item 21) of the Statute of the International University of Sarajevo, number IUS-SENAT-11-3326/2024 dated October 22nd, 2024 - revised text, the Senate of the International University of Sarajevo (**hereinafter: the Senate**), on its 185th session held on December 24th, 2024, adopted the following

BOOK OF RULES ON PUBLISHING ACTIVITIES AT THE INTERNATIONAL UNIVERSITY OF SARAJEVO

I GENERAL PROVISIONS

Article 1 (Definition of Book of Rules on Publishing Activities)

Book of Rules on Publishing Activities (hereinafter: the Book of Rules) specifies general conditions and manners of publishing publications within publishing activities of the International University of Sarajevo (hereinafter: the University), and obligations and manner of work of the Committee for Publishing Activities of the University (hereinafter: the Committee).

The Book of Rules on Publishing Activities (hereinafter: the Book of Rules) outlines the general conditions and procedures for publishing activities at the International University of Sarajevo (hereinafter: the University), as well as the obligations and responsibilities of the Committee for Publishing Activities (hereinafter: the Committee).

The main task of the University's publishing activities is to contribute to the development of teaching, scientific, artistic, educational and other activities of the University, its organisational units, stimulating creativity, and by doing so, providing affirmation of the University.

Article 2 (Quality of publications)

The Book of Rules establishes standards for ensuring and assessing the quality of the University's publications.

The quality of publications is determined by their content, structure, style, scope, and review. The quality assurance process encompasses the procedures that govern the University's publishing activities, the work of the Committee for Publishing Activities, and the review process.

Article 3 (Types of publications)

Publishing activities of the University comprise publishing of all printed, audio-visual, electronic publications that include textbooks, scripts, handbooks, practical guides, exercise books, authorized lectures, other teaching materials, monographs by authors – teachers and associates of the University, translations of books, reports from conferences, congresses and symposiums organised or co-organised by the University, continuous publications (journals), catalogues, prospectuses, posters, leaflets, postcards, calendars, microfilms, video and sound recordings, as well as publications in the electronic media/CDs, virtual publications on the Internet, and electronic works published on websites.

II PUBLICATIONS PUBLISHED BY THE UNIVERSITY

Article 4 (Definition of a book)

A book, in terms of this Book of Rules, is thematically completed and reviewed scientific, professional, or artistic text in a printed or electronic form, which explores a certain field and has been properly cataloged with CIP and ISBN given by National and University Library of Bosnia and Herzegovina. Furthermore, a book is any non-continuous printed publication that must have a minimum of 49 pages, excluding covers and title page.¹

The provisions of this Regulation shall also analogously apply to books, continuous publications (magazines, conference proceedings), and other types of publications covered by this Regulation, which are published in electronic form. Audiobooks must be supplemented with a book in printed or in electronic form.

Article 5 (Textbook classifications)

A textbook is a book, which is the primary teaching material at the University or any reviewed publication which systematically presents the teaching material stipulated by the syllabus which has been defined by the curriculum of the faculty. It is a publication of the University which publishing has been approved by Rector upon the recommendation of the Committee for publishing activities. Figure 1 illustrates book classification as defined below.

¹ UNESCO. General Conference, Paris 13th, 1964.

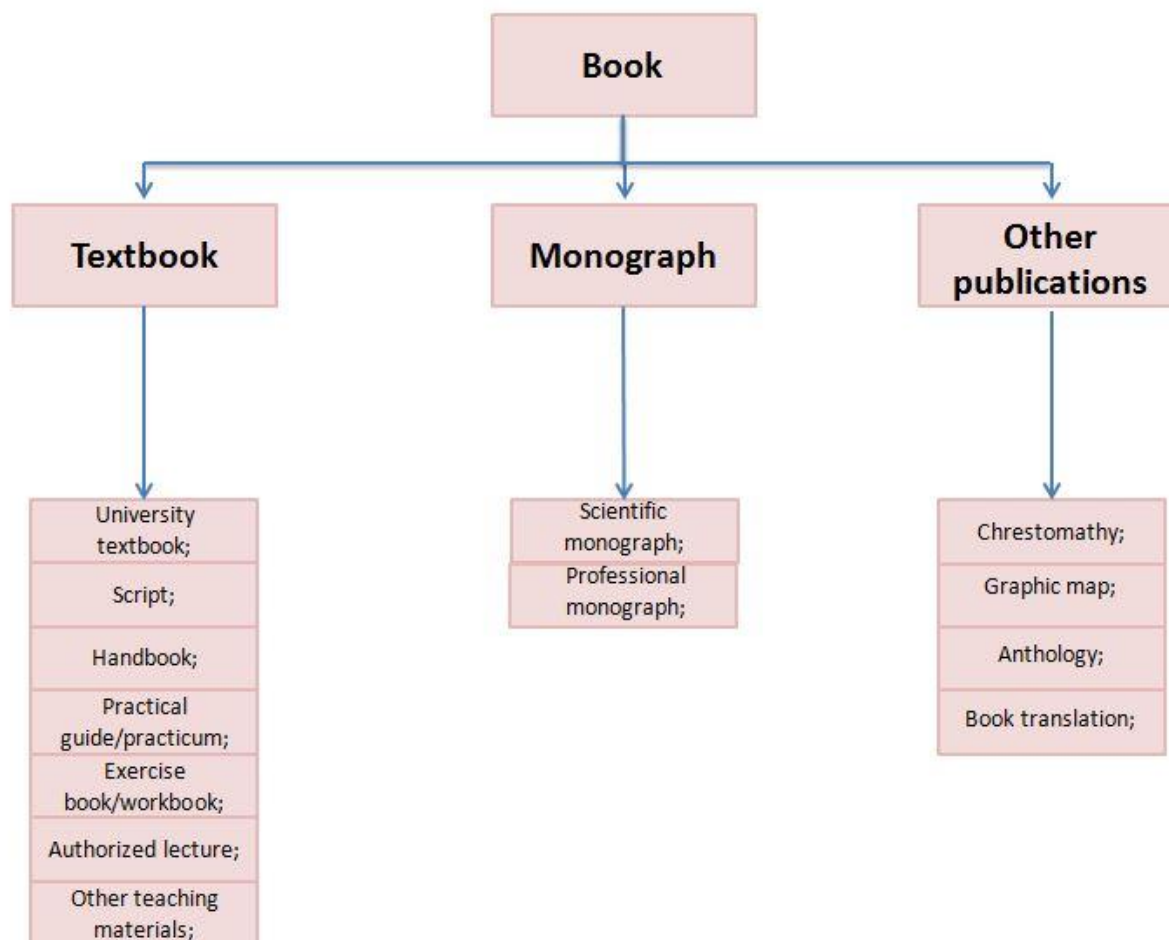


Figure 1: Book classification

For the purpose of this Book of Rules, a textbook is classified as: **university textbook, script, handbook, practical guide/practicum, exercise book/workbook, authorized lecture, and other teaching materials.**

University textbook is a non-continuous printed publication that must be related to the course defined in the Study Programme curriculum.

Script is a publication that contains lectures and is written to accommodate students' needs to study and prepare for the exams. As a distinct type of teaching material, the script is a non reviewed work.

A **handbook** is a publication that provides essential information, instructions or guidelines on specific subject or process. It is designed to offer practical advice, rules or procedures for the users to follow. Handbooks are usually used in professional, educational or organizational settings

in order to provide quick access to important details or instructions.

A practical guide/practicum is a publication which provides certain instructions on how to perform practical work or experiments.

An exercise book/workbook is a publication containing exercises from a certain field. It typically contains exercises, activities and questions related to a specific subject or topic, offering users the opportunity to apply what they have learned from a book.

An authorized lecture is a publication in which the lecturer in a certain subject provides an authorized published version of his/her lectures.

Other teaching materials are publications which systematically present the teaching content stipulated by the syllabus and the curriculum as determined by the Study Program, and which consist of non-typical materials, such as: audio recordings (audio-tapes, audio-CD recordings), digital books, multimedia teaching units, etc.

Article 6 **(Monographic publication and other publications)**

Different from textbooks (which gather established knowledge in a specific field), a **monograph** is a book which mainly presents primary research and the original scholarly contribution of the author.

Considering this Book of Rules, a monograph is classified as a: scientific monograph and professional monograph.

A scientific monograph is a publication with a detailed, in-depth study or research work focused on a particular scientific topic, issue, or field of study. It presents original research, findings, theories, or methodologies related to a specific subject. These works are typically aimed at advancing scholarly understanding and are subject to peer review. Conference proceedings, reports, and similar publications are excluded.

A professional monograph is a publication that addresses the needs of professionals in a specific field, providing both theory and practical guidance rather than original scientific research. These works are often intended for practitioners in a field. Conference proceedings, reports, and similar publications are excluded.

A chrestomathy is a collection of selected literary passages or excerpts that are chosen for their educational value from a particular field of science or arts. It is referring to a collection of texts used to help students understand the structure and vocabulary of a language. Chrestomathy may include excerpts from works in various genres such as poetry, prose, or drama, providing examples of language usage, themes or style. It is usually limited to works from one author or particular genre and focuses on offering specific examples for study.

A graphic map is a group of drawings, pictures, tables and graphs without a text, which are necessary to follow the lectures, practical work, or to do practical tasks and programs.

An anthology is a curated collection of literary works, typically from various authors, that may include poetry, short stories, essays, or other genres, often centered around a particular theme, genre, or time period and brought together in a single volume. Unlike chrestomathies that are more focused on offering specific examples for study, anthologies are meant to showcase diversity and offer wide-ranging view of literature.

A book translation is a publication of a book that has been rendered from its original language into another language, allowing readers who speak the target language to access the content. The translation of a foreign work must be reviewed by two reviewers from the ranks of renowned experts in the field of the translated work. Translators must have formal permits for translating textbooks or books in accordance with copyright protection standards.

Article 6 (Proceedings)

A proceedings, according to this Book of Rules, represents a continuous, or a non-continuous publication which includes reviewed articles, collected in a joint publication. The editor in chief of the collection of works is responsible for publishing the collection. It is advised that the works in the proceedings are reviewed according to the typology of works in continuous publications (journals), as referred to in Article 8 of the Book of Rules.

Article 7 (Reports from conferences, congresses, or symposiums)

Reports from conferences, congresses, or symposiums, according to this Book of Rules, are published after conclusion of academic meetings which are organized or co-organized by the University and its organizational units. A report may contain decisions adopted at the conference, congress or symposium, article summaries, authorized and reviewed integral texts of reports, and discussion conclusions. The editor in chief of the reports is responsible for publishing the reports. The report can be continuous (should the conference, congress, or symposium be organized continuously), or non-continuous. The results from the conference, congress, or symposium can also be published in form of a collection of works, or a collection of summaries of works.

Article 8 (Continuous publications)

Continuous publications (journals), according to this Book of Rules, represent any publication which is published at regular intervals (weekly, fortnightly, monthly, quarterly, semi-annually, or annually), with different contents, but under the same title. Continuous publications must strictly adhere to the determined rate of publishing, which cannot be disrupted in any case. The Editor-in-chief of the continuous publication (journal), or the Editorial board, is responsible

for publishing of the continuous publication (journal).

The reviewing system and classification of works must be clear from instructions for authors who will be published in each issue of the continuous publication (journal) at the same and easily located place.

According to the character of works published in continuous publications (journals and collections of works), it is advised that the reviewers classify each article as per the following article categories:

Original scientific paper – represent the first publication of original, fundamental, or applied research results, in such form that the research can be presented in a way that allows the research to be replicated and the findings to be verified; as a rule, this kind of work is organized according to the IMRAD scheme (INTRODUCTION, METHODS, RESULTS AND DISCUSSION) when it relates to the experimental research or a descriptive method for descriptive scientific area. Conference papers are not classified in this category, but are classified as presentations from the scientific meeting. Short original scientific paper – represents an original scientific article which publishes original research results, where some elements of the IMRAD scheme (INTRODUCTION, METHODS, RESULTS AND DISCUSSION) may be excluded. This type of article may also present summarized results of a particular completed original research work, or the work which is in progress. Conference presentations are not included in this category, but are classified as presentations from the scientific meeting.

Preliminary note – according to its character, it is the most similar to a short scientific paper; however, it represents even shorter and more concise form. In this type of article, only preliminary findings, or results of a particular original research are presented, which for valid reasons requires immediate publication as a final report on the research results (see Article 9 of the Book of Rules). Conference presentations are not included in this category, but are classified as presentations from the scientific meeting.

Professional paper – presents already established knowledge with a focus on the practical applicability of the results of original research and expansion of knowledge. The level of difficulty is adjusted to suit the audience of the professional or scientific journal in which it is published. Conference presentations are not classified under this category and are instead considered presentations from scientific meetings.

Review article – provides an overview of recent works on a specific subject or field, focusing on the research of individual researchers or research groups. Its goal is to summarize, analyze, evaluate, or synthesize already published information, often incorporating new syntheses that include the author's own research results. Conference presentations are not included in this category and are classified as presentations from scientific meetings.

Forewords, afterwords, reviews, evaluations, critics, discussions, polemics, and interviews in continuous publications (journals) are not classified under specific categories but

are published in sections reserved for these types of content.

The continuous University publications (journals and proceedings) are published according to the University instructions on the basic publishing standards and indexing of series of publications in the relevant bibliographic databases.

Article 9 (Other publications)

Other publications which cannot be included in the aforementioned categories, or which do not have the features of a textbook, a monograph or a continuous publication (journal), but which are significant because of their content, or can be used in the teaching and research process as reference materials, may also, by the decision of the Senate, bear the sign of the University and be the University publication.

In terms of the Book of Rules, the other publications are as follows:

Doctoral dissertation – a paper on which the author acquired the PhD title;

Master's thesis – a paper on which the author acquired the Master title;

A specialization paper – a paper based on which the author acquired the title of a specialist in the field.

The final report on the results of a research – a publication which presents the course and results of a research work. This category includes only the publicly available final reports, excluding preliminary, staging, annual reports, or administrative financial reports. Preliminary research reports, unless immediate publication is required, may be published as short articles in continuous publications (journals) under the category of preliminary notes (see Article 8 of the Book of Rules);

Elaborate study, preliminary study, study – refers to a report on the completed specific project task as a final professional publication, or documentation, intended for a specific audience. The report systematically and comprehensively discusses a problem or topic, based on relevant information sources, offering guidelines for problem-solving, as well as recommendations for further actions;

Project documentation – the final documentation that outlines what needs to be done and how it will be executed, may include a form of a collection of drawings, technical descriptions and a cost schedule for the implementation of the project, typically in fields such as civil engineering, architecture, mechanical engineering, economics, development of the information system, or similar fields.

Article 10 (Logo requirements)

Any type of publications which is approved by the Rector must have a logo and the name of the University inscribed on it.

The publication which is not prepared under the condition of this Book of Rules cannot get financial support of the University.

The place of inscription of the logo and the name of the University is defined by the Annex II specifying the graphic layout and format of a University publication, which forms an integral part of this Book of Rules.

Article 11 (Procedure for publishing activities)

Each request for publishing activities must follow procedures outlined in Figure 2.

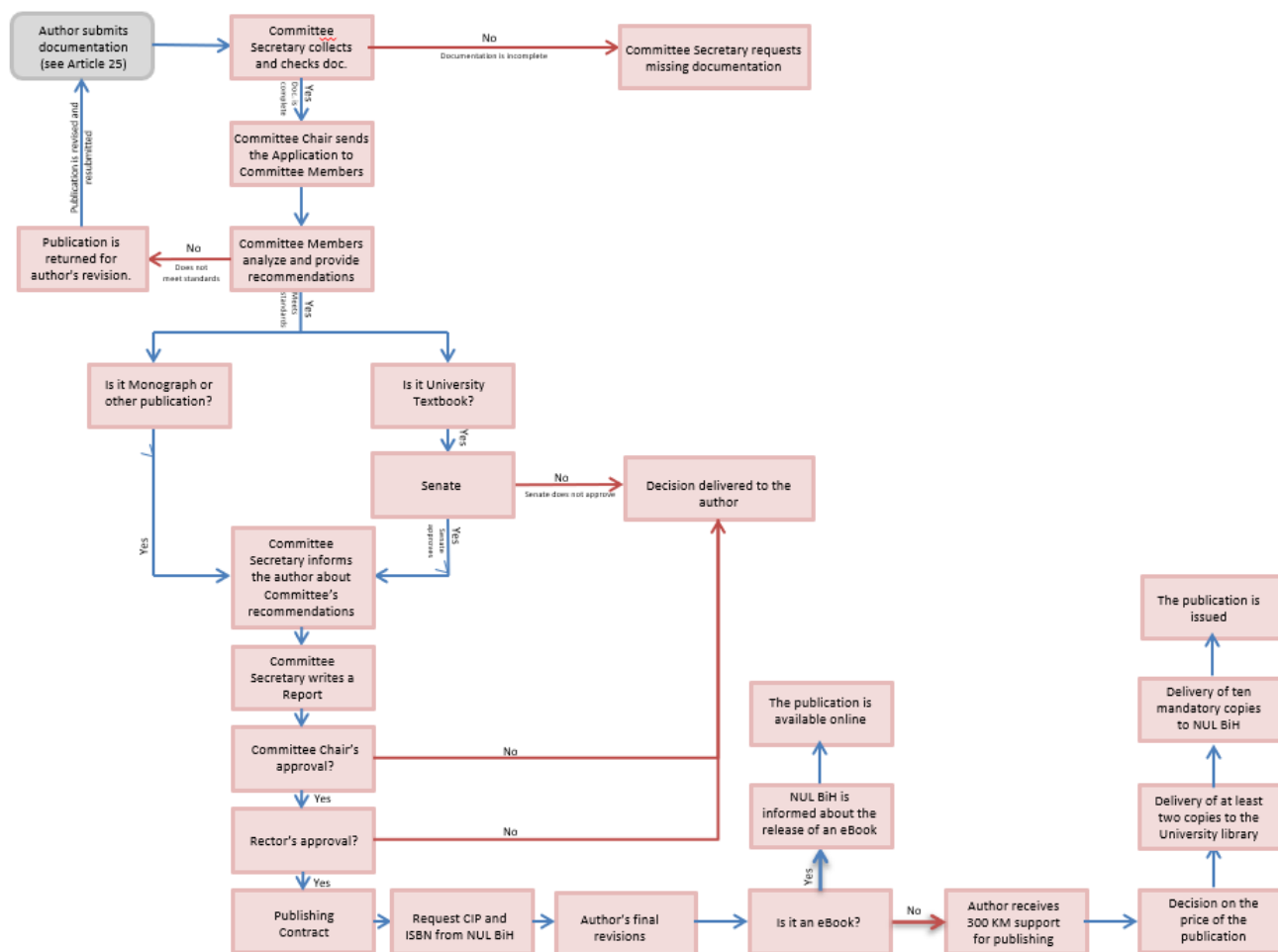


Figure 2: Procedure for book publishing

III QUALITY STANDARDS OF THE BOOKS

Article 12 (Minimum quality standards)

To ensure a good practice and quality culture, and to define basic publishing standards, the Book of Rules sets the minimum quality standards for all books.

Article 13 (Minimum standard requirements)

The minimum quality standard for a book is determined given the following elements:

- content,
- structure,
- style,
- scope,
- review.

Article 14 (Quality standards of the university textbook)

The content of the university textbook must strictly comply with the goals of the realization of the study program for which it is to be used. The university textbook should be designed so to keep abreast of the contemporary scientific or artistic achievements in the given scientific or artistic field.

Article 15 (Structure of the university textbook)

The structure of the university textbook must have a logical organization, so that parts of chapters, or other sections, are integrated or linked in a logical order. Besides the main text, the university textbook must contain a brief introduction (including the goals, structure and plan of delivery of the teaching material), footnotes (referring to the recommended literature), and bibliography (the list of referenced literature). The introduction is at the beginning, and the bibliography is at the end of the university textbook. It is advisable that each chapter of the university textbook, besides the main text, and other information, contains also the following information:

- the goal of the chapter (which should inform the students what they will learn and which competencies they will develop);
- learning outcomes;
- a summary;
- questions to check comprehension or for discussion.

Article 16 **(Style of the university textbook)**

The style of the university textbook must ensure that the teaching material is presented in a clear and understandable manner, aimed at an average student, with supporting examples from practice. The university textbook must be written in an academic, neutral style of presenting the information, in the first person in the plural, without any disqualifications or vilifications of particular social groups, races, genders, or nations, and must not display person's political viewpoints.

IV PUBLICATION REVIEW

Article 17 **(Publication review requirements)**

A review is one of the crucial elements in the system of quality control of the publishing activities and it represents analysis, evaluation, and unbiased review of a specific paper. The reviewer is required to state in the review in an explicit and clear manner whether he/she recommends the paper for publishing, or not. Particular elements of a review of a book are presented in Annex I, which makes an integral part of the Book of Rules.

For each book (excluding a Script), and article in continuous publications (journals), at least two reviewers are required, or at least two positive (affirmative) reviews.

Reviewers must be selected from the outstanding, established and reputable academics, with expertise suitable for the subject matter of reviewing and have, if possible, publishing experience in the relevant scientific or artistic field. The reviewers for the books are recommended by the author, and the appointment of the reviewers, based on the author's proposal, is made officially by a particular decision brought by the Faculty council. Prior to bringing decision of appointment, Faculty council must ensure that there is no conflict of interest between reviewers and the author(s).

It is recommended that at least one of the reviewers are employed outside of the University, with a minimum PhD degree.

Reviewers for papers and articles in continuous publications (journals and collections of works) are appointed by the editor-in-chief of the continuous publication (journals and proceedings).

Article 18 **(Negative review)**

In case the book receives one negative (non-affirmative) review, then a third reviewer is appointed to review the book. Should even the third review be negative (non-affirmative), the Committee for Publishing Activities makes a decision to reject the book as a University publication. The third reviewer is appointed in the manner defined in Article 17 of the Book of Rules.

Article 19 **(Managing reviewer feedback)**

The reviewer has the right to give a positive (affirmative) review of the book under the condition that the author makes certain changes in the draft. The reviewer is required to indicate strictly and precisely whether the requested changes are conditional for publishing the book, or whether they are only a suggestion to the author to improve the book in certain sections/particular details. Should the aforementioned be the condition of the review, then the author is obliged to accept and apply all the necessary changes or provide a well-grounded explanation of why he/she declines to apply the reviewer's recommendations. In such cases, the Committee for Publishing Activities will make a decision based on the reviewer's comments and the author's response.

Each review must contain particular elements defined in Annex I of the Book of Rules.

Article 20 **(Review of amended work)**

For publication of a new, amended issue of an already published work, new positive (affirmative) reviews are required, which will review all the changes and additions in relation to the preceding issue of the publication, and will establish the relevance of the new issue.

Article 21 **(Graphic layout and format)**

The graphic layout and format of a publication published by the University, which bears the University logo, must comply with the defined parameters which are set in Annex II on the graphic layout and form of a University publication, which makes an integral part of the Book of Rules.

V ENSURING QUALITY OF PUBLICATIONS AND THE PROCEDURE BY DECISION OF THE SENATE AND THE RECTOR

Article 22 (Quality control)

The University, as well as its organizational units, systematically monitor and assess the quality of publications they publish. The quality control is performed at the following levels:

- Reviewers' control (excluding the Scripts) in terms of Articles 17, 18, and 19 of the Book of Rules;
- Control by the Committee for publishing activities.
- Senate (in the case of a university textbook)
- Rector

Article 23 (Committee for publishing activities)

The Committee for Publishing Activities is a professional body of the University which comprises one representative from each faculty, and one of the Vice-Rectors. The Committee cannot include in its work two or more members from the same faculty. The President and members of the Committee are appointed by the Rector's decision for a period of two years, with a possibility of one re-appointment. The duties of the secretary of the Committee are performed by the Manager of the University Library. The Committee holds sessions if the majority of its members are present, and the decisions are made by the majority votes of the total number of the members. In case a Committee member does not speak the language in which the publication is written, a substitute must be selected to fulfill the committee's responsibilities.

Article 24 (Responsibilities of the Committee)

In terms of Article 23 of the Book of Rules, the Committee for publishing activities has the following duties:

- to receive requests for approval of certain publications to be published as University publications, with their supporting documentation;
- to check if the aforementioned publications meet the quality standards required by the Book of Rules, in particular in reference to Article 13 of the Book of Rules;
- to check whether the publication under consideration suffers plagiarism.
- to check whether the publication adheres to the [European Code of Conduct for Research Integrity](#).
- to submit a report to the Rector on the quality of a particular work, along with a clear recommendation on its suitability for publication as a University publication

Article 25 (Key elements for University publication proposal)

The book author or Faculty council can be a proposer to approve a particular publication

to be published as the University publication, and the proposal must comprise the following elements:

- 1) a digital copy of the edited and proofread the final version of the publication;
- 2) a request that the Committee approve the aforementioned publication as the University publication and bear the University logo;
- 3) only in the case of a university textbook, a decision by the Senate that the proposed textbook is related to the Study Programme curriculum.
- 4) statement proving that there is not conflict of interest between reviewers and the author(s).
- 5) a decision by the Faculty council about the appointment of reviewers;
- 6) for all publications with a need for a review (i.e. all types of books except Scripts), two positive (affirmative) reviews with elements specified by the Book of Rules;
- 7) draft proposal of printing and copyright terms and conditions

Article 26 **(Rejection of publication proposal)**

Despite the affirmative (positive) reviews, the Committee has the right to conclude that the proposed publication does not meet the set quality standards, in reference to Article 13 of the Book of Rules in particular.

Article 27 **(Enhancing quality standards for proposal acceptance)**

If the draft does not meet some of the set quality standards defined by the Book of Rules, and in reference to Article 13 in particular, then the faculty, or the Committee, may take appropriate measures to improve the quality by providing written recommendations to the author of the draft how to address the identified deficiencies. Once the author returns the draft, the faculty, or the Committee, verifies the extent to which the author has complied with their requests and then makes a new decision regarding approval.

Article 28 **(Rector's decision)**

The Committee provides its opinion on the proposed draft in the form of a report, which is submitted to the Rector, who makes the final decision on whether to approve the draft to be published as a University publication, or not. The Rector's decision is then delivered to the proposer.

If the publication is a university textbook, the Senate must approve or disapprove the request before the proposal is submitted to the Rector.

Article 29
(Failure to meet required standards)

Should it be established at a later date that a particular publication, which had been previously verified in accordance with the quality control standards as defined by the Book of Rules, fails to meet those standards, the University or its organizational unit shall take all appropriate measures to improve its quality. In cases where such measures are insufficient, the publication may, as a last resort, be withdrawn from the teaching process, subject to a decision rendered by the University Senate.

Article 30
(Survey)

The quality of the university textbook can be assessed through the student survey which is organized by the University Quality Assurance Manager, or the Manager for Quality Assurance of a particular organizational unit at the University.

The survey results are analyzed and considered by the Committee, which in that respect takes appropriate matters, should the need arise, and submits a report thereof to the University Senate.

VI COMPULSORY COPIES

Article 31
(University library)

The author, or the organizational unit of the University which proposed publishing of the publication which has been published within the publishing activities of the University, and which bears the University logo, is required to deliver at least two copies of the aforementioned publication to the Office of the University Library, and one copy in case of Thesis and Doctoral dissertation. University Library is required to bibliographically process all University publications on priority basis in accordance with the library management system, so that the publication may be accessible and bibliographically recognizable.

Article 32
(National and University Library of Bosnia and Herzegovina)

The author, or the organizational unit of the International University of Sarajevo which proposed publishing of the publication which has been published within the publishing activities of the International University of Sarajevo, and which bears the IUS logo, are required to deliver at least ten copies of the aforementioned publication to the National and University Library of Bosnia and Herzegovina in Sarajevo, as compulsory copies according to Article 40 of the Act on Library Activities ("The Official Gazette of the Republic of Bosnia and Herzegovina, issue 37/95).

Article 33
(Responsibilities of National and University Library of BiH)

The National and University Library of Bosnia and Herzegovina is required to bibliographically process all University publications on priority basis in accordance with the COBISS system (Virtual libraries of Bosnia and Herzegovina), so that the publications may be accessible and bibliographically recognizable.

VII FINANCING OF PUBLISHING ACTIVITIES

Article 34
(IUS financial support)

IUS will support the financing of CIP and ISBN and will contribute 300 KM towards publishing the required copies for the National and University Library of Bosnia and Herzegovina and IUS library.

Only full time academic staff of the International University of Sarajevo are entitled to financial support of CIP, ISBN and 300 KM towards publishing the required copies for the National and University Library of Bosnia and Herzegovina and the IUS Library. This support does not apply for audiobooks and eBooks.

Article 35
(Authority on funding decisions)

In accordance with the needs of the University, the Rector may make a decision to finance or co-finance the publishing of a particular book fully or partially. The decision is based on the proposal by the Committee.

In such case, the University buys the copyrights from the author, either fully or partially, with the income terms outlined in the contract.

Article 36
(Monitoring publishing activities)

The Committee monitors the realization of publishing activities at the University.

VIII TRANSITIONAL AND FINAL PROVISIONS

Article 37 (Overview of Annexes)

Annex I on the elements of the review of a subject textbook, and Annex II on the graphic layout and format of the University publication make the component part of the Book of Rules.

Article 38 (Responsibilities)

The Committee for Publishing Activities and the University Senate are responsible for the implementation of the Book of Rules.

Article 39 (Supervision)

Supervision over the implementation of the Book of Rules is performed by the University Senate.

Article 40 (Changes to the Book of Rules)

Any changes or additions to the Book of Rules are performed in the same manner and following the same procedure for its adoption.

Article 41 (Entry into force)

The Book of Rules enters into force on the date of its adoption.

Article 42 (Validity of Regulation)

By entering into force this Book of Rules, the previous Book of Rules on Publishing activities of the International University of Sarajevo, number: IUS SENAT-11- 974/16 shall go out of force.

R E C T O R

Prof. Dr. Ahmet Yıldırım

ANNEX I

ELEMENTS OF BOOK REVIEW REQUIRED BY THIS BOOK OF RULES

THE REVIEWER'S PARTICULARS:

Name and surname,
 Academic title,
 The main institution where the person is employed,
 Address of residence,
 Contact telephone number,
 E-mail

INFORMATION ON THE REVIEWED TEXTBOOK PUBLICATION:

Publication type (e.g. university textbook, handbook, etc).
 Is the publication related to the course defined in the Study Programme curriculum?
 Are there any comments in relation to the methodology?
 Is it methodologically adapted to the teaching subject?
 Has the relevant literature been used?
 Is the work original, or is it an expository interpretation?
 Is the style easy to read, clear, and comprehensible for an average student?
 Anything else the reviewer may find important.

INFORMATION ON THE REVIEWED MONOGRAPH:

Publication type (e.g. scientific monograph or professional monograph.).
 Are there any comments in relation to the methodology?
 Has the relevant literature been used?
 Is the work original, or is it an expository interpretation?
 Anything else the reviewer may find important.

THE FINAL REVIEWER'S OPINION:

Can the paper be considered the scientific/teaching material?
 Does the reviewer recommend the publication for publishing?
 Suggestions for any changes?
 Reviewer's signature
 Date of the review

ANNEX II

RECOMMENDATION FOR THE BOOK PUBLISHING GRAPHIC LAYOUT, FORMAT AND PUBLISHING STANDARDS OF UNIVERSITY PUBLICATIONS

1. The FORMAT and FONT are defined freely for each particular publication, according to its character and topic.
2. Abbreviated information about the author and the title of the work must be placed ON THE SPINE of the publication (if possible).
3. The publication can have a soft or hard COVER. Hardcover in case that publication contains more than 300 pages of text.
4. The University logotype (2.5 cm in diameter) must be placed in the LOWER PART OF THE FRONT COVER PAGE (2 cm above the lowest border of the front cover), above the full name of the University.
5. An appropriate illustration may be placed in the MIDDLE or upper part OF THE FRONT PAGE, however not larger than 10 x 10 cm.
6. THE FIRST PRELIMINARY PAGE is left blank.
7. AT THE BACK OF THE PRELIMINARY PAGE, starting from the top, there must be **imprint** with the following information listed one by one in the following order:
 - Full name of the Publisher (International University of Sarajevo)
 - Editor-in-chief: Name (Rector)
 - Editor: Name
 - Translator: Name (if needed)
 - Copyeditor: Name
 - Proofreader: : Name
 - Reviewers: Name
 - Illustrator of the front page: Name
 - Design: Name
 - DTP (Desktop Publishing for eBooks)
 - Name of Printing House
 - Number of printed copies
 - CIP records of the National and University Library of Bosnia and Herzegovina **must be transferred into the publication accurately and without any graphic changes.** (If the information from the CIP would be inaccurate, the author is required to contact the Office for CIP at the National and University Library of Bosnia and Herzegovina.).
 - The number and date of the Senate decision to give its approval to publish the book in case of the University publication must be stated below CIP records.
8. THE TITLE PAGE must state in UPPER CASE letters, centered from the top downwards followed by:
 - Author(s) full name(s),
 - Title of the publication,

- Sub-title of the publication (if there is one),
 - University logotype (2.5 cm in diameter), in the LOWER PART OF THE FRONT COVER PAGE (2 cm above the lowest border of the front cover), above the full name of the University,
 - the place and year of publishing the publication.
9. THE BACK OF THE TITLE PAGE is blank.
 10. BIBLIOGRAPHY. The style of citations can be defined by the author and followed throughout the publication. Citations must be in alphabetical order, with the Bibliography included at the end of each major text of the publication, after each chapter, or at the end of the book.
 11. THE SUMMARY, if the publication contains it, is stated after the bibliography, but before the registers (index, table of contents).
 12. REGISTERS (INDEXES, TABLES OF CONTENTS), if the publication contains them, should be stated after the bibliography and the summary or before the main text of the work.
 13. NOTES ABOUT THE AUTHOR (if there is one) are stated after the bibliography and the register, but before the content of the publication. Exceptionally, the notes about the author may be placed on the back cover page, or the jacket of the publication.
 14. A SHORT EXCERPT FROM THE REVIEW may be placed only after the pages following the bibliography, summary, register (in case it is placed after the bibliography and the summary), or notes about the author.
 15. THE TABLE OF CONTENT OF THE PUBLICATION is stated at the beginning or the end of the publication, after the main text of the work, bibliography, register, notes about the author, and short excerpts from the review.
 16. THE PUBLICATION COLOPHONY – included in imprint.
 17. BAR CODE ISBN NUMBER is placed at the BOTTOM PART OF THE BACK COVER PAGE of the publication.
 18. Textbooks are supported in the language in which the course is taught.
 19. Reviews should be included in published books with reviewers' full credentials.

