University of Sarajevo

Faculty of Islamic Studies

RULEBOOK

for writing and defending seminar/term papers

Sarajevo, July 2017.

Contents

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[1] There is no official manual for the Harvard style.

Pursuant to Article 92 of the Statute of the University of Sarajevo, as well as Articles 3, 5 and 8 of the Rules and Regulations for first-cycle studies at the University of Sarajevo, Articles 3 (4), 5 (1.d.), 12 (2), 18 (9,12) the Rules and regulations for first-cycle studies at the Faculty of Islamic Studies of the University of Sarajevo, Articles 11 and 17 the Rules and Regulations for first-cycle studies at the University of Sarajevo, Articles 12 and 16 the Rules and Regulations for third-cycle studies at the University of Sarajevo, at its 10th regular session held on December 9, 2015, the Faculty Council adopted the following

RULEBOOK

With rules and regulations for writing and defending seminar/term papers at the Faculty of Islamic Studies of the University of Sarajevo

GENERAL REGULATIONS

Article 1

(Subject matter)

(1) These Rulebook regulates the written production and defense of seminar papers (essays) at the Faculty of Islamic Studies of the University of Sarajevo (hereinafter: the Faculty)

Article 2

(Key terms)

(1) A Seminar paper (essay) represents a written treatment of a question/issue relating to the   Curriculum of the Faculty, proving the student's ability to use appropriate literature treat the subject matter systematically.

(2) Successful production and defense of seminar papers (essays) represents one of the basic study obligations of every student of the Faculty, and should be fulfilled with due diligence.

WRITING AND DEFENDING YOUR SEMINAR PAPER (ESSAY)

Article 3

(Responsibility of writing seminar papers / essays)

First-, second- and third-cycle studies curricula specify the courses in which students are required to write seminar papers (essays).

Article 4

(Topic and literature for seminar paper / essay)

(1) The topic and literature for the seminar paper (essay) shall be determined by the professor and assistant teaching the course, within two (2) weeks of beginning the new semester.

(2) During the production of the seminar paper (essay), the student has the right and obligation to consult the professor and assistant during their office hours.

Article 5

(Deadlines for application, submission and evaluation of seminar paper / essay)

(1) Full-time students are required to submit their seminar papers (essays) to the professor or the assistant either in electronic form or as a hard copy by the due date, and by December 15 at the latest for the first semester of the relevant study cycle, and by April 30 for the second semester of the study cycle in question. The professor or assistant has the right to reduce the number of credits for any seminar paper (essay) submitted past the deadline.

(2) The deadline for submission of a seminar paper (essay) for full-time students determined by the professor or assistant cannot be shorter than four weeks from the approval of the topic.

(3) Part-time students and students enrolled in distance learning programmes are obliged to report the topic of their seminar paper (essay) by e-mail to the assistant no later than November 1, and send the essay in electronic form no later than December 15 for the first semester. For the second semester, students are required to report the topic of their seminar paper (essay) no later than March 15, and submit it no later than April 30 of the current year.

(4) The professor teaching the course or his/her assistant is obliged to publish a list of completed seminar papers (essays) with points scored on the student billboard, and for part-time students on the Faculty website, no later than the 15th week of the semester, that is, the last week of classes.

Article 6

(Defense of seminar paper / essay)

(1) Full-time students are obliged to orally present and defend their seminar papers (essays) at the date set by the professor or assistant.

(2) The student loses the right to take the final exam if he / she has not defended seminar paper (essay) in a course whose syllabus requires its writing and defense.

(3) The professor may require part-time and distance-learning students to defend their seminar papers (essays) in the third session of consultative classes within the current semester.

(4) A successfully written and defended seminar paper (essay) is registered in a specially provided and stamped place in the student's personal book or index.

(5) The stamp referred to in paragraph (4) of this Article is a square stamp containing the following text: "Compulsory seminar paper (essay) in the [subject/course]; [the cycle of study]; [the semester]".

(6) During the student's enrollment for the following semester, the Student Services Department has the obligation to fill out the following information in the stamped areas of the student's index: the names of the courses during the current semester in which writing a seminar paper (essay) is obligatory and a prerequisite for taking the final exam, the number of the study cycle and the number of the semester enrolled.

Article 7

(Plagiarizing a seminar paper / essay and the results of other people's research)

(1) A student attempting to plagiarize an essay by intentionally presenting the results of someone else's research as his/her own achievements shall be subject to the corresponding disciplinary action.

(2) The same consequences will be applied to a student passing off others' words or ideas as his/her own without clearly crediting the source.

(3) The disciplinary responsibility of the student for the acts referred to in paragraphs (1) and (2) of this Article is regulated by the Rulebook on Disciplinary Responsibility of Students.

REGULATIONS FOR THE FORM AND CONTENTS OF THE SEMINAR PAPER (ESSAY)

Article 8

(Length and format)

(1) The length of seminar papers (essays) within the first cycle of studies is between ten thousand eight hundred (10.800) and fourteen thousand four hundred (14.400) characters with spaces; for line spacing use 1.5 in the main body text, and single in footnotes.

(2) The length of seminar papers (essays) within the second and third cycle of studies range from fourteen thousand four hundred (14.400) to twenty seven thousand (27.000) characters with spaces, with line spacing 1.5 in the main body text, and single in footnotes.

(3) Seminar paper (essay) should be written on a computer.

(4) For the format of the seminar paper (essay), use 21 x 29.7 cm.

(5) All margins should be 2.54 cm.

Article 9

(Title page)[2]

The title page contains the following: (1) In the upper left corner:

- University of Sarajevo

- Faculty of Islamic Studies

- full name of the study program

- the number of the current semester and the cycle of study

- name of the course

- academic year

(2) the middle of the title page (center text):

- seminar paper (essay) and a colon (:)

- title of the seminar paper (**in bold**)

(3) in the lower left corner:

- mentor/supervisor: academic title and first and last name

(4) in the lower right corner:

- student's first and last name, status (part-time / full-time or distance learning student, student index number)

(5) at end of the title page (center text):

- place, month and year (see attachment 2).

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[2] See Appendix 1.

Article 10

(Elements of the seminar paper / essay)

(1) A seminar paper (essay) should contain the following elements:

1. Title page

2. Contents (overview of the structure of paper)

3. Introduction (theoretical approach, defining the subject and objectives of the research, the main thesis, and review of the literature on which it is based)

4. Elaboration (presentation of matter in several chapters)

5. Conclusion (summarizing the results), and

6. Reference List / Bibliography which may contain only the bibliographic units cited in footnotes or in-text references.

(2) In addition to the units mentioned in paragraph (1) of this Article, a seminar paper (essay) may also contain attachments (tables, charts, forms, photographs, etc.).

Article 11

(Font and font size)

(1) The seminar paper (essay) should be written in Times New Roman font.

(2) The font size of the body text is 12, and of the footnotes 10.

Article 12

(Numbering of pages and sections and subsections)

(1) The pages of a seminar paper (essay) are numbered starting with the introduction.

(2) The page number shall be entered in the lower right corner.

(3) Sections (chapters) of the seminar paper (essay) are numbered using Arabic numerals (1. , 2. , 3. , etc.).

(4) The numbering of sections/chapters begins with the Introduction, and ends with the Bibliography or Appendices, if there are any.

(5) The subsections or subchapters are numbered as follows: 1.1, 1.2, etc.

Article 13

(Quotations)

(1) A direct quote from a source included in the Bibliography or hadith is enclosed "in quotation marks" either in the body text or in a footnote.

(2) Quotations from the Qur'an (either from the transcription or translation) are given in italics, without quotation marks.

(3) The omission of part of the quotation is indicated by three dots in brackets (...).

(4) As a rule, the text of the quotation, both its spelling and punctuation, is kept unchanged. Any changes made in a quotation, such as *italicizing* certain parts for emphasis, should be indicated in the footnote.

Article 14

(Footnotes and in-text/parenthetical references)

(1) The student is required to duly refer to the literature used, whenever using the thoughts and conclusions of other authors, whether text is being taken literally or paraphrased.

(2) Footnotes or in-text references are written uniformly throughout the seminar paper (essay) according to either a style guide befitting the humanities field (Oxford referencing style) or the Harvard citation style.

(3) In-text references mentioned in paragraph (2) of this Article shall be written in round brackets.

(4) The professor determines which of the source citation styles referred to in paragraph (2) of this Article should be applied when writing a seminar paper (essay) in his/her course.

(5) When citing sources not mentioned in Articles 15 to 21 of these Rulebook, students refer to the work of Srebren Dizdar *Oblici i umijeća akademskog pisanja*, University Press - Magistrat, Sarajevo, 2015.

Article 15

(Citing a book according to humanities style guide / Oxford style)³

(1) When quoting a Qur'anic verse, the following should be stated in the footnote: the Qur'an, the name of the Surah/chapter, and the number of the Ayah/verse. When first citing the Qur'an, state the name of the translator as well.

(2) When quoting a hadith (*tahridge*) the following should be stated in the footnote: the author of the hadith collection, the title of the hadith collection in *italics*, the title of the chapter of the hadith collection (*kitab*), the number of the hadith. Alternatively, a hadith could also be quoted as follows: the author of the hadith collection, the title of the hadith collection in *italics*, publisher, place of publication, year of publication, page/pages.

(3) When quoting a book, the footnote shall indicate: the author's first and last name (or several names), book title in *italics*, publisher, place of publication, year of publication, and page number(s).

(4) When quoting an article from a book of proceedings (chrestomathy), the following should be stated in the footnote: the name(s) of the author(s), the title of the article "inside the quotation marks", in: the name(s) of the editor(s), abbreviation ed. (for editor/s), the title of the collection (chrestomathy) in *italics*, publisher, place of publication, year of publication, page number(s).

(5) When quoting a book or an article from a book of proceedings (chrestomathy) with four or more than four authors, only the name and surname of the first author is given, followed by the abbreviation in parenthesis (et al.) (meaning "and others").

(6) When quoting a translation of a book / an article from a book of proceedings (chrestomathy), the name and surname of the translator shall be given immediately following the title of the book / article. In the case of multiple translators, only the name and surname of the first one is stated followed by the abbreviation in parenthesis (et al.) (meaning "and others").

(7) Following the title of a cited work in a foreign language, a translation of its title may be indicated in *italics* (in parentheses).

(8) When quoting a work whose author is unknown, the following shall be stated: the title of the work in *italics*, publisher, year of publication, place of publication and page(s).

(9) If a particular edition of the book being referred to is especially important, the number of edition should follow the book title, and it should be stated before the name of the publisher.

(10) When quoting an unpublished bachelor's, master's or doctoral thesis, the following should be stated: the author's name and surname, the title in *italics*, type of work

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³ See Appendix 2.

(bachelor's / master's / doctoral), organizational unit of the university at which the thesis was defended (faculty, institute), the location/place of the institution of higher education, the date of the defense, the number of the page(s).

(11) When quoting an entry from an encyclopedia (lexicon), the following should be stated: name and surname of the author of the entry (if any), title of entry "inside the quotation marks", encyclopedia (lexicon) title in *italics*, edition number, publisher, place of publication, year of publication of the referenced volume and page number(s).

(12) When quoting the preface or introduction of a book whose author is different from the author of the book itself, the following should be stated: the name and surname of the author of the preface or introduction, the title of the part of the book written by this author (preface or introduction), in: the name and surname of the author of the book, title of the book in *italics*, publisher, place of publication, year of publication, and page number(s).

(13) When quoting a book from a secondary source, the following should be stated: author's name and surname, title of the book in *italics*, publisher, place of publication, year of publication, page number(s), as cited in: first and last name of the secondary source author, secondary source title, publisher, place of publication, year of publication, and page number(s).

Article 16

(Citing an article from periodicals according to humanities style guide / Oxford style)

(1) When quoting an article from a journal state the following in the footnote: the name and surname of the author(s), the title of the article "inside the quotation marks", the title of the journal or other periodical in *italics*, place of publication (optional), year (volume), and journal number (if any), year of publication, page number(s).

(2) When quoting an article from a journal with four or more than four authors, only the name and surname of the first author is given, followed by the abbreviation in parenthesis (et al.) (meaning "and others").

(3) When quoting a translated article from a journal, the name and the translator's name follows immediately after the article title. In the case of multiple translators, only the first translator's name and surname is given, followed by the abbreviation in parenthesis (et al.) (meaning "and others").

(4) When quoting a book review from a journal or other periodical, the following should be stated: name and surname of the author of review, title of review "inside quotation marks" (if any), book review with the author and the title of the book reviewed, journal title in *italics*, place of publication (optional), year (volume) and journal number (if any), year of publication, page number(s).

(5) When quoting a paper presented at a scientific conference that is not published, the following should be stated: author's name and surname, title "inside the quotation marks", the name of the conference at which it was presented in *italics*, place and date of the conference and page number(s).

(6) When quoting an interview, state the following: name and surname of the interviewer, the title of the interview, a colon, followed by the name and surname of the interviewee "inside quotation marks", title of journal or other periodical in *italics*, place of publication (optional), year (volume) and journal number (if any), year of publication, page number(s).

Article 17

(Citing Internet - and electronic media sources according to humanities style guide / Oxford style)[4]

(1) When quoting a digitized book / article from the Internet which has previously been published in print, in addition to the information given for the printed edition, state also the following: available at, a colon, full link of the website, date of access.

(2) When quoting an article from the Internet that is available only in the electronic form, the following should be stated: the name and surname of the author(s), the title of the article "inside quotation marks", taken from, a colon, the complete link of the website, the date of access.

(3) When quoting an article from a CD / DVD, state the following: the name and surname of the author, title of the article "inside the quotation marks", CD / DVD publisher, place of publication, year of publication and type of media.

(4) When referring to an e-mail, the following information should be given: name and surname of the author of the e-mail, the subject of the e-mail "inside the quotation marks," "sent" followed by the date the e-mail was sent (if different from the date of reading), "read" followed by the date it was read.

(5) When quoting a Web log post/ Blog post or comment include: author's first and last name, title of the entry or comment "inside the quotation marks", date of publication of the post or comment if different from the reading date, a full website link, and date of access.

(6) When quoting audiovisual material from an audio or video, a CD or DVD, the following should be stated: name and surname of the author of the audiovisual material, title of the audiovisual material in *italics*, its duration, publisher, place of publication, year of publication and type of media.

(7) When referring to an audio clip, video clip, photograph or illustration from the Internet, the following shall be stated: name and surname of the clip author / photograph /

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[4] See Appendix 4.

illustrations, date of publication of the clip / photograph / illustration, full link to the website and date of access.

(8) When quoting an interview given on television, radio or other electronic medium, state the following: the name and surname of the interviewee, the title of the interview "inside quotation marks", in: name of the show in which the interview was broadcasted in *italics*, the name of the interviewer if known, the type of media or the name of the media station (radio, television, website), interview posting/publishing date, the source or location at which the interview can be accessed (if available as a transcript, audio or video clip), the date of access.

Article 18

(Repeated reference in humanities style guide / Oxford style)[5]

(1) Repeated reference to the same bibliographic item shall include: the author's initial, the author's surname, the title of the book in *italics* / the title of the article "inside quotation marks", which could be shortened/truncated in a logical way if needed, followed by the page number(s).

(2) When referring to several works by the same author in a footnote, the titles are arranged in chronological order, beginning with those published earlier and ending with the most recently published.

Article 19

(Bibliography/References according to humanities style guide / Oxford style)[6]

(1) The bibliography shall be arranged alphabetically by author surname.

(2) Books of proceedings (chrestomaties) shall be placed in the list of references by surname of the editor or the first editor, if more than one.

(3) The works of authors whose surnames begin with the definite article of the Arabic language ("al") shall be included in the list of references by the first letter after the article. The definite article is written in parentheses ("al-") at the end of the author's surname.

(4) In case the author is unknown, or the authorship of the text is an institution, the initial letter of the title of the work is used as a criterion, and the name of the institution respectively.

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[5] See Appendix 5.
[6] See Appendix 6.

(5) In addition to the author's surname, the list of references/ bibliography indicates the same information about a printed source already provided in a footnote, except the page number(s).

(6) In addition to the author's surname, the list of references / bibliography indicates the same information about an electronic source already provided in the footnote, except the date of access.

(7) The author's first and last name shall be separated by a comma.

Article 20

(Citing in Harvard style)[7]

(1) When citing a Qur'anic verse the in-text reference should contain the following: Qur'an, the name of surah and the number of verse, or: Qur'an, number of surah, a colon followed by the number of verse.

(2) When quoting a hadith (*tahridge*) the in-text reference shall contain the following: the author of the hadith collection, the year of publication, a colon, the book/volume number and (page number in parentheses). Alternatively, the hadith could be cited as follows: the author of the hadith collection, the title of the chapter of the hadith collection (kitab) followed by the number of hadith.

(3) In general, when referring to a printed work or an article by an author in the body text there should be an in-text reference included indicating the following: the author's surname followed by a comma and the year of publication.

(4) When using a direct quotation "inside quotation marks", paraphrasing a passage or a paragraph, or if you want to direct the reader to a specific page in the source, after the year of publication followed by a colon, the page number(s) is/are indicated.

(5) If the author is mentioned as an integral part of the sentence in the body text, the in-text reference indicates the year of publication followed by a colon, and the page number(s).

(6) If all the elements of the Harvard style of citation are there in the body text, then no specific in-text reference is needed.

(7) If surnames of several authors are given in the body text, the in-texts references indicate the year of publication of the work or article after each surname separately.

(8) If it is not possible to identify the author of the work referred to in the body text, the following information in the in-text reference shall be provided: anon. (abbreviation for "anonymous"), year of publication.

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[7] See Appendix 7.

(9) If the year of publication is not indicated in the work, the following shall be indicated in the in-text reference: author's surname, followed by "undated".

(10) When quoting an electronic source, the following shall be indicated in the in-text reference: author's surname, year of publication.

(11) Where reference is made to two or more works or articles by the same author published in one/the same year, for the purpose of distinguishing them, in the in-texts reference the year of publication is followed by lower case letters (a, b, c, etc.) according to the chronological order of publication.

(12) If references are made to works or articles by two authors with the same surname, it is indicated in the in-text reference by writing the initial of the author's name before his/her surname.

(13) If the work or article referred to has more than two authors, the in-text reference shall indicate: surname of the first author followed by abbreviation et al. (latin 'et alia' meaning 'and others'), year of publication.

Article 21

(Bibliography/References according to the Harvard style)[8]

(1) The bibliography shall be drawn up in alphabetical order, by the author's surname.

(2) The following information shall be included in the list of references/bibliography for the consulted book: author's surname, author's name, year of publication, book title in *italics*, edition number, publisher, place of publication.

(3) The data referred to in paragraph (2) of this Article shall be separated by a comma.

(4) When referencing a book with more than one author, the surnames and names of all the authors shall be given in the order indicated in the book. In foreign editions the names of authors are kept separated with an ampersand '&'.

(5) When referencing multiple works by the same author published in the same year, for the sake of distinction, it is stated by a lowercase letter after the year of publication (a, b, c, etc.).

(6) When referring to a translated book, after the title of the book shall be stated which language it was translated from and the name and surname of the translator.

(7) When referencing an electronic edition of a book taken from a database protected by password, the following information should be given: author's surname, author's name, year of publication, the title of book in *italics*, media type (e-book), publisher, place of publication, available through, a colon, e-book source, website and [date of access in square

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[8] See Appendix 8.

brackets]. If it is an e-book available for free on the Internet, instead of "available through", "available at" should be written.

(8) When referencing an article from a journal or other periodical, the following shall be stated: author's last name, author's name, year of publication, article title without quotation marks, journal title or other periodical in *italics*, year and (journal number), page number(s).

(9) When referencing an electronic edition of an article from a database protected by a password, provide the following information: author's last name, author's name, year of publication, article title without quotation marks, journal or other periodical title in *italics*, type of media [e-journal] in square brackets, year and (journal number), page number(s), available through, followed by a colon, database, and (date of access).

(10) When referencing a journal article or other periodical editions available for free on the Internet the following data should be listed: author's surname, author's name, year of publication, article title without quotation marks, journal or other periodical title in *italics*, ("online" tag), year and (journal number), page number(s), available at, a colon, website, and (date of access).

(11) When referencing electronic photography / illustrations, the following information is given: author's surname, author's name, date of origin/creation of photograph / illustration, image title, ('image online' in brackets), available at, a colon, website and (date of access in parentheses). If the author of the photo / illustration is unknown, the name of the photo / illustration is indicated, (tag "Image online" in brackets), available at, colon, website and (date of access in parentheses). If the photo / illustration has not been titled, a short description of it shall be provided.

(12) When referencing a video available on the Internet, the following information is given: the author 's surname, the author' s name (the name of the institution which is the author), the year the video was posted, the video title, ("video online " in parentheses), available at, colon, website, and (date of access in parentheses).

Article 22

(Transcription and spelling of words of foreign origin)

(1) Words of oriental origin are written in the body text and footnotes according to DMG (DeutcheMorgenländischeGesellchaft) or ZDMG (ZeitschriftDeutcheMorgenländische Gesellchaft) transcription or according to English transcription[9].

(2) If the work follows the Harvard style of quoting sources, in the body text and footnotes exclusively English transcription should be used.

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[9] See Appendix 9.

(3) The professor decides which of the versions of the transcription referred to in paragraph (1) of this Article shall be used when writing a course seminar paper (essay).

(4) Words of foreign origin are written in the body text and in the footnotes in *italics*.

Article 23

(Tables, charts and photos)

(1) Tables, graphs and photographs in a seminar paper (essay) are numbered in chronological order (table 1, graph 1, photo 1, etc.). In addition to the numbering, below the table / chart / photograph, is a description of the contents given in one sentence.

(2) If the table / chart / photograph is taken from another author, in addition to the numbering and the name, the source is indicated in parentheses.

CONCLUDING REGULATIONS

Article 24

(Attachments/Appendices)

Appendices 1 to 10 are an integral part of these Regulations/Rulebook.

Article 25

(Entry into force)

This Rulebook is applicable from the second semester of the academic year 2015/16.

Dean:

Prof. dr. Zuhdija Hasanović

Appendix 1 to the Rulebook on the regulations for the form and contents of the seminar papers (essays)

University of Sarajevo

Faculty of Islamic Studies

Study program

Semester and the study cycle

Course

Academic year

Seminar paper (essay):

Title of seminar paper

Mentor: Academic title first and last name   Student: First and last name, status, Index no.

Sarajevo, month and year