

INSTRUCTIONS FOR MANUSCRIPT PROPOSERS

1. The manuscript proposer may be the University of Sarajevo's organizational unit, i.e. its Teaching-Scientific/Artistic Council
2. The proposal needs to be submitted to the following address:
UNIVERSITY IN SARAJEVO
UNIVERSITY PUBLICATIONS PUBLISHING COUNCIL
Obala Kulina bana St., 7/II
71000 Sarajevo
3. The proposal should contain:
 - a) the name of the proposer
 - b) name and surname of the author
 - c) the title of the manuscript

4. Enclosing of:

Stage I:

- a) manuscript of the proposed work in hard and electronic form (technically prepared for printing, spiral bound)
- b) proposal for appointing reviewers in accordance with Art. 10. Of *Consolidated text of the Rules of Procedure of the University of Sarajevo Publishing Council* (hereinafter: the Rules of Procedure), with the obligatory indication of the scientific/artistic field of the reviewer
- c) application form for obtaining university consent signed and certified by the dean (downloadable from www.unsa.ba)
- d) statement on the manuscript originality, signed by the author and certified by the competent administrative body (downloadable from at www.unsa.ba)
- e) an excerpt from the curriculum to which the content of the manuscript refers
- f) payment slip in the amount of 200.00 BAM for administrative costs (account number 1411965320008475, income 722631, municipality 077, budget organization 2104001)

Stage II:

5. After reviewers appointed by the Publishing Council have submitted their reviews, the proposer submits a request for obtaining the university publications approval. The request is accompanied by:
 - a) proposed manuscript reviews (two reviews are required, both reviewers cannot be from the higher education institution that proposed the manuscript) in 2 (two) copies
 - b) the decision to adopt the reviews
 - c) a decision on the need and suitability of the manuscript for use in the teaching-scientific process
6. During both stages, the Publishing Council is authorized to request from the proposer supplements or clarifications of the submitted materials.
7. The initial proposal and the request certified by the seal shall be signed by the organizational unit Dean.
8. Further proceedings shall be conducted in accordance with the provisions of the Rules of Procedure.

Incomplete applications will not be considered.