



**INSTRUCTIONS FOR INDICATING AFFILIATIONS OF THE ACADEMIC STAFF OF
THE INTERNATIONAL UNIVERSITY TRAVNIK IN TRAVNIK**

This instruction regulates more closely the method of specifying the institution where the author is employed (hereinafter referred to as affiliation) for the purpose of more precise evaluation of the work of academic staff and researchers and evaluation of the work of the International University of Travnik in Travnik. The evaluation of the work of the International University of Travnik in Travnik is important for: positioning on various world university rankings, accreditation and evaluation, as well as for participation in project competitions.

Properly stated affiliation implies stating the name of the institution, the address of the institution and the e-mail address of the author. Authors do not list their academic titles, only first and last name.

Example:

First and last name¹, First and last name^{2}*

¹*Affiliation*

²*Affiliation*

Name of the institution

When specifying the name of the institution, the name of the International University of Travnik in Travnik is specified, followed by the name of the organizational unit. Next to the name of the institution is the name of the department. If the rules or technical limitations of the journal make it impossible to enter all parts of the affiliation, it is necessary to state the name of the University first, and then the other parts of the affiliation as much as possible.

Example of proper affiliation:

Internacionalni univerzitet Travnik u Travniku, Ekonomski fakultet Travnik u Travniku

International University Travnik in Travnik, Faculty of Economics Travnik in Travnik

Address of the institution

The address of the institution is written by specifying the address of the faculty/academy, i.e.: full street name, exact number, postal code and name of the city/municipality. When stating the address of the institution in English, only the city/municipality is translated, and enclitic signs are omitted from the street names.



INTERNATIONAL UNIVERSITY TRAVNIK IN TRAVNIK

Email address

When specifying the electronic mail (e-mail), it is mandatory to specify the official address. If an employee at the International University of Travnik in Travnik does not have an open official address, he is obliged to open an account and use the official address for correspondence. The official address contains the full name and surname of the employee.

Examples of the official address of an employee at the International University of Travnik in Travnik: marko.markovic@iu-travnik.com