

Work Guidelines

PRESENTATION REPORT

Each student must write a summary of his presentation, around 400 words. Not more than one A4 page. For quotation APA Style should be applying in the text.

POSTER MANUSCRIPT

Each Group must write a short manuscript for the poster. Around 5 page text plus images. For consistency of style, please adhere to the following section divisions and guidelines when preparing your work.

POINTS OF EVALUATION

- *Ensure proper English language usage, grammatical structure, spelling and punctuation.*
- *All materials (images, pictures, citations) use within the manuscript must be credited to its owner. Apa Style must be apply*
- *Quality of bibliography selection (never quote WIKI).*
- *Topic relevance within the research*
- *Originality of the elaboration*
- *Concise and clear communication of the ideas*
- *Quality of the images (resolution, relevance, originality)*
- *Effort*

LAYOUT

Text: Times new roman 11 pt., One column.

Lecture: Holders, title, Faculty, University.

Title: 20 pt. lapidal.

Students: Name, Surname, Matr. N., and e-mail address

Key words: Alphabetical order

Paragraph Title: Capital left.

Work content with Apa Style for Images and citation.

Bibliography: Apa Style.

MANUSCRIPT SECTIONS

√ ***Abstract***

Your Manuscript should include an abstract, consisting of 100-150 words, that provide your readers with an overview of the content of your manuscript. It is important that your abstract clearly states the purpose of your work and summarizes the content.

√ ***Introduction***

Describe the general perspective of this work. Toward the end, specifically state the objectives of the manuscript.

√ ***Background***

Provide broad definitions and discussions of the topic and incorporate views of others (literature review) into the discussion to support, refute or demonstrate your position on the topic.

√ ***Main Thrust of the Chapter***

1. *Issues, Controversies, Problems*

Present your perspective on the issues, controversies, problems, etc., as they relate to theme and arguments supporting your position. Compare and contrast with what has been, or is currently being done as it relates to your specific topic and the main theme of the book.

2. *Solutions and Recommendations*

Shortly discuss solutions and recommendations in dealing with the issues, controversies, or problems presented.

3. *Implementation*

Clearly purpose your group idea, with images diagrams and scheme.

√ **Conclusion**

Provide discussion of the overall coverage of the chapter and concluding remarks.

√ **Future Research Directions**

Briefly describe (350-500 words) future research directions, opportunities, emerging trends, or additional ideas you have to offer on the main focus of the chapter or related areas. Viability of a paradigm, model, implementation issues of proposed programs, etc., may be included in this section. This section will be highly beneficial to other researchers.

√ **References**

APA (American Psychological Association) style **must** be followed for the references. References should relate only to material cited within the manuscript and be listed in alphabetical order, including author's name(s), complete title of the cited work, title of the source, volume, issue, year of publication, and pages cited. Please do not include any abbreviations. Examples provided on the following page.

√ **Additional Reading (optional)**

Provide a list of additional readings (e.g. journal articles, book chapters, case studies, etc.). You, as the contributing author(s), are the best source for suggestions on additional readings in your respective field! APA style **must** be followed for this section. Examples provided on the following page.

APA STYLE EXAMPLES

TEXT CONTENT

When crediting an image a graphic or a Table from a text or a web, to the Image/Graphic/Table must follow all the credits details if not already mentioned on the bibliography.

Example:

Image: Title. Author, Place, Year. (Smith, 2003, p. 36). Short explanation if you like.

Table: Title, Code. © Nasa, ISS, 2009. Retrieved on line from www.nasa.org

When using the source in the text, state the author's name and year of publication. Please see the following examples:

Example 1: In most organizations, data resources are considered to be a major resource (Brown, 2002; Smith, 2001).

Example 2: Brown (2003) states that the value of data is recognized by most organizations.

When quoting another author's work, the author's name, the date of publication, and the page(s) on which the quotation appears in the original text should follow the direct quote.

Example 1: Brown (2002) states that "the value of data is realized by most organizations" (p. 45).

Example 2: "In most organizations, data resources are considered to be a major organization asset" (Smith, 2003, pp. 35-36) and must be carefully monitored by the senior management.

BIBLIOGRAPHY

One author:

Author, A. A. (2005). *Title of work*. Location/City, State: Publisher.

Two authors:

Author, A. A., & Author, B. B. (2005). *Title of work*. Location/City, State: Publisher.

More than two authors:

Author, A. A., Author, B. B., & Author, C. C. (2005). *Title of work*. Location/City, State: Publisher.

Journal article:

Sawyer, S., & Tapia, A. (2005). The sociotechnical nature of mobile computing work: Evidence from a study of policing in the United States. *International Journal of Technology and Human Interaction*, 1(3), 1-14.

Instance of publication in press:

Junho, S. (in press). Roadmap for e-commerce standardization in Korea. *International Journal of IT Standards and Standardization Research*.

Edited book:

Zhao, F. (Ed.). (2006). *Maximize business profits through e-partnerships*. Hershey, PA: IRM Press.

Chapter in an edited book:

Jaques, P. A., & Viccari, R. M. (2006). Considering students' emotions in computer-mediated learning environments. In Z. Ma (Ed.), *Web-based intelligent e-learning systems: Technologies and applications* (pp. 122-138). Hershey, PA: Information Science Publishing.

Report from a university:

Broadhurst, R. G., & Maller, R. A. (1991). *Sex offending and recidivism* (Tech. Rep. No. 3). Nedlands, Western Australia: University of Western Australia, Crime Research Centre.

Published proceedings:

Deci, E. L., & Ryan, R. M. (1991). A motivational approach to self: Integration in personality. In R. Dienstbier (Ed.), *Nebraska Symposium on Motivation: Vol. 38. Perspectives on motivation* (pp. 237-288). Lincoln: University of Nebraska Press.

Unpublished doctoral dissertation or master's thesis:

Wilfley, D. (1989). *Interpersonal analyses of bulimia: Normal-weight and obese*. Unpublished doctoral dissertation, University of Missouri, Columbia.

Paper presented at ... :

Lanktree, C., & Briere, J. (1991, January). *Early data on the Trauma Symptom Checklist for Children (TSC-C)*. Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.

Web site:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates. *Journal of Bibliographic Research*, 5, 117-123. Retrieved October 13, 2001, from <http://jbr.org/articles.html>

For further information concerning the APA style, consult your library or contact: Order Department, American Psychological Association, P.O. Box 92984, Washington, DC 20090-2984 or www.apastyle.org, for a copy of the Publication Manual of the American Psychological Association – 5th edition for APA style. You may also find it helpful to consult the following Web sites:

<http://www.apastyle.org/faqs.html>

<http://www.apastyle.org/previoustips.html>