Work Guidelines

PRESENTATION REPORT
Each student must write a summary of his presentation, around 400 words. Not more then 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 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.

*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 "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:**
Two authors:

More than two authors:

Journal article:

Instance of publication in press:

Edited book:

Chapter in an edited book:

Report from a university:

Published proceedings:

Unpublished doctoral dissertation or master’s thesis:

Paper presented at … :

Web site:

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