

## **E-Snc: Maturita written work and presentation –guidelines:**

### **Part 1 – text:**

Font (written text): Times New Roman, size 12.

Line spacing: 1.5 lines.

Length of the text (including Introduction and Conclusions, without Summary, References): min. 6 000 characters with spaces, max. 10 500 characters with spaces, plus figures and tables.

Left justified text, left margin 3.5 cm, right margin 3.0 cm.

Print only on one side of each sheet of paper.

Citation of sources (references): See additional information.

See also Parts of the work below.

All references cited through the text have to be listed at the end of the text in the part called References – see below in Parts of the work.

### **Part 2 – presentation slides:**

The pages with presentation follows after the the Reference part as an Appendix. They are numbered consecutively following the numbers of text pages

Font (presentation): a sans serif font (e.g. Calibri, Arial, Tahoma), size - min. 20

Length of the presentation: 8 – 10 minutes, i.e. 7 – 12 slides.

Guidelines for a presentation and presentation assessment – will be given in the lesson dealing with the topic.

### **Parts of the written work:**

- Title page: School, student's name, title of the work, type of the work (maturita seminary work), year.
- Authorship Declaration (+ Acknowledgment – optional, only if appropriate)
- Summary: It includes short survey about what the work deal with. It should encourage reader to read further.
- Content of the work (with pagenumbers). Content does not include previous parts (Summary or Authorship Declaration).
- Introduction: This part identifies the topic, provide the relevant background information (citation of sources), establishes the direction of your study/work and points to the aims of the work.
- Main body: This part provides all the specific facts and details. Paragraphs varies in lengths (three to twelve-fifteen sentence long). Figures (the name for pictures, graphs, diagrams) and Tables are included, each has to be refered to in the text and each has to be accompanied with a concise, fully

informative title (see lesson about graphing). The title of a Figure is placed below the figure, the title of a Table is placed above the table.

At least one Figure and one Table or two Tables or two Figures must be included in the work .

If the main body deals with an experimental work, it is divided into the following parts:

Materials and Methods

Results

Discussion

- Conclusions: This parts should wrap up your paper – it stresses the most important findings of your work.

Briefly summarise your main points.

Make a call to action when appropriate.

Restate your initial hypothesis and indicate whether you still believe it or if the research you performed has begun swaying your opinion.

Indicate that an answer may still not exist and that further research could shed more light on the topic at hand.

- References: This part contains the list of all the sources you used for the paper preparation. Each and every source given in the list must be used in the text under the same number, and each and every source used in the text must be referred to in the reference list.

References to the source of statements (data or results of someone else) in the text are given as superior numerals (i.e. superscripts) at the appropriate place (at which the source is mentioned).

Correct sequence through the text (including those in Tables and Figure captions) must be kept.

If a source is mentioned several times, the number under which it was mentioned for the first time is used in all cases.

- Presentation slides: Two slides per page, the arrangement such that the reader does not need to turn the page 90 degrees.

#### **Authorship declaration:**

*I hereby declare and confirm that this written work is entirely the result of my own work except where otherwise indicated.*

*I certify that, to the best of my knowledge, my work does not infringe upon anyone's copyright nor violate any proprietary rights and that any ideas, techniques, quotations, or any other material from the work of other people included in my work are fully acknowledged in accordance with the standard referencing practices.*

*Location*

*Date*

*Signature*

#### **Numbering of pages:**

The title page is not numbered.

The pages with the authorship's declaration, the summary and the content of the work are numbered as i, ii, iii, iv. The text pages are numbered 1, 2, 3,..... .