

## **Designing the paper and indication of sources**

Every university around the world uses one of the recognized formats, official style, to design the written paper created by the students and scholars, in order to incorporate the academic papers into a single framework.

Academic text designing style is a system of agreements that includes detailed instructions for designing the paper. Only the use of academic text formatting style makes the paper a document.

At the University of Georgia (unless otherwise specified by the relevant program) the writing style developed by the American Psychological Association (APA) is used to write an abstract, article, research paper, or any other written document and therefore, each university paper (unless otherwise specified by the relevant program) shall comply with the APA style requirements.

APA style includes two main components: The general rule of designing a written paper and the rule of data (citation) of the sources used in the paper.

Adherence to the APA style is important in many ways:

- The existence of the academic papers designed according to a unified standard greatly facilitates the verification of the used sources and the search for the necessary information.
- Consistent use of the APA style indicates the credibility of the author as the creator of the academic paper; By adhering to the style he/she affirms that he/she respectfully honors the merits of the previous scholars.
- The use of APA style can prevent such a serious problem in practice as plagiarism or the unintentional or deliberate misappropriation of his/her ideas or scientific findings without naming the author.

### **The main components of the APA style**

APA style essentially includes two main components:

#### **I. General rule for writing the paper**

Format - (A 4), font used (Georgian - Sylfaen; English - Arial / Times New Romans);

Font size - complete (title, text, page.)

For the paper (11), distance between lines (1.5), margins (2.54 cm / 1 inch), etc.;

Long tables - distance between lines (1.0);

Numbering of the paper - the paper is numbered from the introductory page in consecutive Arabic numerals in the same (text) font and size in the upper right corner of the page; The exception is the title-page on which the page is not marked;

Form of the paper - text, table, illustration starts from the beginning of the page, skipping the space is not allowed. Each new chapter starts with a new page.

#### **II. The rule of reference to the source data used (citation) in the paper**

When using the APA style, we need to know how to design:

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- Title-page
- Accompanying title
- Short quotation
- Long quotation
- Paraphrasing
- Reference list
- Illustrations, tables and drawings

### **Title-page and Title Design**

According to the APA style, it is necessary for the paper to have a title-page that shall be organized in a certain sequence.

When defining print space, you should consider that the text of the paper should be 2.54 cm (1 inch) from the right and left edges of the page.

In the upper right corner of the title-page there is a so-called accompanying title, which is an abbreviated version of the full title and is five space units away from the page number. The number of words is limited (up to 50 characters) and the accompanying title should appear on each page of the academic paper. It is written in a smaller font (8) and italics (*Italic*) compared to the paper.

The full title of the paper is formed in the upper third of the title-page. Below the title, at intervals of two or three, the name and surname of the author of the paper is written; Then - the name of the university and the school for which the paper was created; Then four to five intervals away is the first and last name of the supervisor. At the end of the page, in the middle of it, the place of the execution of paper is written and below - the date (year).

For example:

Flight From USSR

Flight from USSR a.k.a. “Jeans Generation”

Author: Mariam Lortkipanidze

Abstract is written  
for the Academic Writing Course  
of the School of Arts and Humanities  
of the University of Georgia

Supervisor: Professor Nana Shavtvaladze

Tbilisi

2013

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### Citation

Citation [Germ. zitieren] - quotation.

When using the APA style, certain rules shall be followed when incorporating the author's opinions or quotations into the text. Basic examples are presented:

APA style makes a difference between two forms of citation:

- I. In-text citation of existing data on the source used in the academic paper - when important source data is presented directly in the text of the paper.
- II. Arranging the reference list used in an academic paper. It is usually placed at the end of the academic paper.

#### I. In-text quotations

Quotation - A fragment of a work that is included in another text with reference to a source.

It is necessary to use citations according to the style of APA in three main cases - when repeating the texts of other authors invariably, while summarizing the opinions expressed by them and paraphrasing their thoughts.

Paraphrasing - is the use of other lexical items (in your own words) to invariably quote the author.

In all three cases, the opinion expressed by the author in the text belongs to another person, so it is necessary to cite the source in the appropriate form.

According to the APA style, during in-text quoting, three important data are given about the source, which are separated by commas, namely:

1. Surname of the author of the cited source
2. Date of issue of the cited source
3. Page (s) number (in case of text fragment).

If we use the electronic version of the source, the date of retrieval of the information shall also be indicated.

#### Short in-text quotation

In practice, there are different types of textual sources and, consequently, the data of the cited source and the rules for their citation are different.

If you cite the whole paper of any author and not a fragment of it, then you only indicate the author's last name and separate it from the year of publication with a comma, and the reader gets the complete information about the first source from the list attached to the end of the paper. For example: (Chikobava, 2010).

If you have used a fragment of the text, then the surname of the author of the quotation without the initials is indicated in the appropriate place in the text, issue year and page separated from it by comma (you can use the abbreviation - "p."), for example: For example: (Chikobava, 2010, p.: 116).

If the cited text does not have an author (e.g. folk poem), the first source is indicated according to the list attached at the end of the paper. For example: (Khevsurian Poetry, 2012)

If two different authors with the same surname are used in the article, their initials (first name and then surname) are also indicated. For example: (G. Dundua & T. Dundua, 2006).

If the source used has two authors, the surnames of both authors are indicated. To separate them, we use the conjunction sign "&" in English text, the "and" conjunction sign is used in Georgian texts. For example: (Shanidze and Kvachadze, 1997, p. 223).

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If the paper has no more than 5 authors, the surnames of all authors are indicated first, and in the next citation - only the first. If the source used has 6 or more authors, the first author's last name is spelled "and others"). For example: (Abashidze & others, 1990).

If reference is made to data from printed works published by different authors in different years, then the authors' surnames shall be placed in alphabetical order, separated by a semicolon. For example: (Turashvili, 1999; Dekanoidze, 1976; Gokieli, 2003)

When citing print sources published by a single author in different years, the publication dates are arranged in chronological order and separated by commas. For example: (Asatiani, 1998, 1999, 2001).

If the books published by the same author are cited in the same year, then each of them is given the letters "a—, "b—, etc. For example: (Asatiani, 1998 a, 1998 b, 2001).

If the paper used is not dated, indicate that it is "undated". For example: (Javakhishvili, undated).

In case of citing the journal or newspaper material, the exact date is not indicated, namely, namely: Month, day or number. For example: (Kalandadze, 2013).

In the event that the text generally refers to a web page and its specific page is not indicated or other important information posted there, then it is enough to quote the e-mail address of the website, or when quoting, only the website address is mentioned in brackets. Such information about the electronic source is placed only inside the text and shall not appear in the reference list. For example: the most reliable material on this issue is posted on the website of the University of Georgia ([www.ug.edu.ge](http://www.ug.edu.ge)).

The short in-text quote can be formulated in different ways: Either the information about the source is given in full in brackets or some part of it is included in the text. For example:

1. "According to other views, the coexistence of two types of information communications integration is considered more expedient: Globalization and regionalization. One of the compromise options is also considered to be the so-called the perspective of globalization, which implies the synthesis of these tendencies in the forms formed by mixing elements of local-national and transnational cultures" (Surguladze and Iberi, 2003. p. 75-78).

2. According to Surguladze and Iberi, the coexistence of two types of information communications integration is considered more appropriate: Globalization and regionalization. One of the compromise options is also considered to be the so-called the perspective of globalization, which implies the synthesis of these tendencies - the forms formed by the mixing of elements of local-national and transnational cultures (2003. p. 75-78).

### **Long in-text quotations**

If the volume of the cited text exceeds forty words, it is considered a long citation and it is also called a block quotation. It is written separately from the rest of the text and has the shape of a column. The entire cited text is inserted five intervals from the left edge of the page.

The so-called Block quotation begins with a single space after the author's words and is not enclosed in quotation marks.

Like short in-text quotation, block quotation can be formulated in different ways: Either the information about the source is given in full in brackets or some part of it is included in the text.

For example: 1. Patti Shank (2001), an e-learning expert, seeks to understand how social interaction contributes to online learning (e-learning). It summarizes the research already conducted on this topic:

The Internet is essentially a social medium. Technology is a social phenomenon because it is created and managed by man, and at the same time it shapes, forms human relationships. Thus, the Internet is a kind of technology that has both a social and a technological dimension and content (Funk, 1995, Introduction). Many researchers emphasize the need to use teaching

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methods that promote social interaction Social interaction seems to have pronounced cognitive and affective advantages. Gunavardena and Zitle (1997) found that having a social group increased student satisfaction with an online course by 60%. A study by Buer and Zeiler (1982) showed that students' reluctance to interact with the teacher is detrimental to their academic success. Thus, relationships with others are not just a pleasurable addition to learning as an essentially inner experience. (p. 89-90)

E-learning experts seeks to understand how social interaction contributes to online learning (e-learning). According to a summary of studies already conducted on this topic:

The Internet is essentially a social medium. Technology is a social phenomenon because it is created and managed by man, and at the same time it shapes, forms human relationships. Thus, the Internet is a kind of technology that has both a social and a technological dimension and content (Funk, 1995, Introduction). Many researchers emphasize the need to use teaching methods that promote social interaction Social interaction seems to have pronounced cognitive and affective advantages. Gunavardena and Zitle (1997) found that having a social group increased student satisfaction with an online course by 60%. A study by Buer and Zeiler (1982) showed that students' reluctance to interact with the teacher is detrimental to their academic success. Thus, relationships with others are not just a pleasurable addition to learning as essentially an inward experience (Shank, 2001, p. 89-90).

### Documents of exact and natural sciences

A simple (single-line) formula is indicated in the text. The complex formula is indicated outside of the text, to the left, at two one and a half intervals (up / down). The formula is numbered in brackets in Arabic numerals, written to the right

$$B \ x \ y \quad (1)$$

$$A \ \frac{b1 \ b2}{2} \quad (2)$$

### List of references

APA style distinguishes between References and Bibliography. The references include only the sources on which the research is based. The bibliography also includes other important literature related to the research topic that may not have been directly used in a particular study, but its acquaintance was important for the comprehensive access and understanding of the matter; Also, the literature related to the topic may be indicated in the bibliography, which the author deems desirable to get acquainted with.

It is important to note that each source cited in the paper as an in-text citation shall be mentioned on the references page as well. This requirement is known as Cross Referencing. An exception is the so-called Personal Communication, which is required to quote in the APA style only when quoting text internally, but not on the reference page, because other researchers will not be able to find and download such material. (letters, memoranda, electronic correspondence, interviews, or telephone conversations).

References, the title is written in the middle of the new page. The list of used literature is compiled according to strictly defined rules and is attached to the bottom of the paper References are not

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numbered. First Georgian, then - foreign language sources and information about electronic publications are laid out alphabetically. When citing a non-Georgian source, we design the data in the usual way, in Latin; Title - with a transcription, and in a square bracket we place the translation of the book title. E.g.: Gardner, I. (2011). *Kniga Matemati-ki* [Math Book]. Moscow: Priroda. In the case of a Georgian source, we shall act as follows: Shalamberidze, G. (1965). Georgian spelling [k'art'uli mart'lcera/Georgian Correct Writing]. Tbilisi: Education

In in-text quotation, a non-Georgian source is indicated only for the first time in Georgian and in the Latin alphabet. For example: The more it meets the needs of countries at different levels of industrial development and natural social resources, the more the country's economy moves forward (Keefe, 2012. p.: 75).

If the author of the source is not indicated, its place in the list of references is determined by the first letter of the title.

Information about a specific source shall include five key pieces of data, which shall be presented in the following order:

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- **Author's surname and name (with initials)**
- **Date of issue of the source**
- **Print source title (italics)**
- **Place of publication**
- **Publishing house**

When designing the list of references, we shall remember:

Punctuation. Each item in a given source information shall be separated from each other by a dot; We put commas when listing items internally (e.g.: authors' surnames); Two dots are used between the place of publication of the book and the names of the publisher. Year of publication and pages (if required) shall be indicated in brackets. If citing several authors, separate their surnames by commas. Use "and" with Georgian authors and with foreign languages - "&".

Use capital letters only for the first letters of words if the list is in any European language.

Indicate in italics the title of the book and, if necessary, the volume number.

List of authors - first always indicate the author's surname, then - the initials. If the book has more than 6 authors, after naming the first 6 it is written "and others".

Corporate Authors - The name of the corporation is indicated instead of the authors (capital letters are used for the first words if necessary). The principle of hierarchy shall be observed: The name of the main department of the organization shall precede the subdivisions.

Editors - If the book does not have an author, enter the editor / editor's data (surname, name initial) instead, which shall be accompanied by a footnote in brackets (ed.). If you have information about people who are also not authors (e.g.: translators) in your list, their surnames shall be enclosed in brackets and the footnote in brackets shall be attached. (transl.)

If the material you are using does not have an author or you do not know the name of the publishing house, in this case, indicate only the source title.

Date of issue - The date of issue is enclosed in brackets. It shall precede the title and be followed by the author's name. If the source has neither author nor publisher, put the date after the title (in this case the title is indicated in the first place). For newspapers, magazines and other periodicals, in addition to the serial number, indicate the month and number of issues; If no such data is available, paste the word "undated" in brackets.

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Number, edition, title of pages - for periodicals (newspaper, magazine), only indicate the issue number in italics, separate the normally printed page number from it with a comma. E.g.: 38 , 12-17.

If the edition starts with the 1st issue of each month, after the total numbering of the edition, also indicate in the brackets the number of the specific edition, for example: 38 (2), 12-17. Use the abbreviation "p." only for books or newspaper articles, and only if necessary, to avoid uncertainty.

Publishing houses and places of publication - indicate the city when specifying the place of publication; Specify a country only if the city is not known to the general public. Avoid giving too much detailed information. The word "university" is indicated without an abbreviation. In the case of two publishing houses, indicate the first.

Reviews - First place authors, then date, then title. The article shall be indicated in brackets [overview of the book / movie / TV show, etc.]. Provide a complete quote; If the review does not have an author, put the quote in brackets.

State Documents - Basic Format: Corporate authors. (Date of issue). Title of the document: Subtitle of the document. (Number of the document). Place of issue: Department. If the author and the publisher are the same, then when referring to state documents, the author is indicated in the place of the publisher.

When citing electronic publications, we can not indicate page numbers (does not have); In addition to the title and author, the date and source of the information are indicated. Indicate the website. Do not write a website known to everybody. E.g.: "Wikipedia". As well as providers or libraries of well-known magazines;

It is not necessary to indicate the website in the listy of references if this information is in quotation; If the electronic version is a complete copy of any publication (which is common), the publication (including pages) and the electronic version address shall be indicated at the end.

Examples of quotation references used in the list of references page

Citing any print source on the list of references page may be needed, so it is important to know the specific patterns to help you design the required data correctly.

See Georgian alphabet transcription table. In the case of other languages, refer to the following link:

<http://www.loc.gov/cat-dir/cpsa/roman.html>

ა	A a
ბ	B b
გ	G g
დ	D d
ე	E e
ვ	V v
ზ	Z z
თ	T' t'
ი	I i
კ	K k
ლ	L l



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მ	M m
ნ	N n
ო	O o
პ	P p
ჟ	Ž ž
რ	R r
ს	S s
ტ	T t
უ	U u
ფ	P' p'
ქ	K' k'
ც	G ğ
ყ	Q q
შ	Š š
ჩ	Č' č'
ც	C' c'
ძ	Ž ž
წ	C c
ჭ	Č č
ხ	X x
ჯ	J j
ვ	H h

**Books**

English book by one author:	Wilk, M. (1975). Every day's a matinee. New York: W. W. Norton.
Georgian book by one author:	Shalamberidze, G. (1965). Georgian Correct Writing [k'art'uli mart'lcera/Georgian Correct Writing]. Tbilisi: Education
Book by one author in one language:	Gardner, I. (2011). Kniga Matematiki [Math Book]. Moscow: Priroda

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Books by two authors:	Duncan, D., & Burns, K, (1997). Lewis & Clark. New York: Alfred Knopf.
Books by three authors:	Alder, R W, Finn, T., Bradley, M. A., & Li, A. W. (1971). Mechanisms in organic chemistry. New York: John Wiley.
Books by six or more authors:	Johnson, L., Lewis, K., Peters, M., Harris, Y., Moreton, G., Morgan, B. et al. (2005). How far Is far? London: McMillan.
A book with a title that indicates the second title:	Tanner, J. (1992). Anxiety in Eden: A Kieikegaaidian reading of radise Lost. Oxford: Oxford University Press.
Republished book:	Turabian, K. L. (1996). A manual /or writers ol term papers, fheses, and disserfafions.  (6th ed.). Chicago: University oi Chicago Press.
Authors Group Book:	United Nations, Public Administration Division, (1968). Local government training. New York: Author.
A book with references to tribes:	Bartram, H. C. (1959). The cavalcade of America (Vols. 1-2). New York: Alfred Kbof.
Reprinted:	Matthiessen, E O. (1970). American renaissance: Art and expression in (he age of Emeison and Whit- man. New York: Oxford University Press. (Original work published 1941)
Book published by the editor	Deelz, J, (Ed,). (1971). Man's imprint Irom the past: Headings of the methods of archaeology. Boston: Little, Brown.
Book published by the author and editor	Melville, H. (1971). The confide (Original work published 1857). New York: Oxford University Press.
Essay or chapter from a collection of papers	Woolf, V (1925). The lives of ihe obscure. (pp. 111-118). New York: Harcourt Brace.
Article taken from anthology	Angell, R. (1981). On the ball. In P. Eschholz & A. Rosa (Eds.]. Subject and strategy (pp. 34-11). New York: Si, Martin's Press.
Translation:	Beauvoir, S. de. (1974). All said and done (P. O'Brian, Trans.). New York: G. P. Putnarn. (Original work published 1972)

### Periodicals

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Note: Note that the titles of books and magazines are in italics, the titles of the article are neither written in italics nor in quotation marks. At this time only the first letter of the title and the first letter of the subtitle are capitalized using English quotation.

Article from a scientific journal, the pages of which are numbered by volume:	Pfennig, D. (1997). Kinship and cannibalism. <i>Bioscience</i> , 47,667-675
Article from a scientific journal, the pages of which are numbered according to publication:	Block, J. W. (1976). Sodom and Gomorrah: A volcanic disaster. <i>Journal of Geological Education</i> , 23(5), 74-77.
Article without an author in a scientific journal:	Baby, it's cold inside. (1997). <i>Science</i> , 27B, 537-538.
Article in a professional or popular magazine:	Gopnik, A. (1997, November 24). The good soldier. <i>The New Yorker</i> , 73,106-114.
Article without an author in a professional or popular magazine:	Robot productivity. (1982, May). <i>Production Engineering</i> , 29,52-53.
Daily newspaper article:	Wade, N. (1997). November 261. Germ weapons: Deadly but hard to use. <i>The New York Times</i> , pp. AM.A15.
Article without an author in a daily newspaper:	The arithmetic of terrorism. (1997, November 14). <i>The Washington Post</i> , p. A26.
Article in Encyclopedia:	McGhee, K., & McKay, G. (2007). Insects. In <i>Encyclopedia of Animals</i> . (pp. 170-171). Washington, DC: National Geographic Society.

### State documents

According to the APA style, the catalog code is added when certifying state documents (if such a thing exists):

State document	Carpenter, R. D. (1989). Defects in hardened timber (UCLC No. 20504424). U.S. Department of Agriculture, Forest Service. Washington, DC: U.S. Government Printing Office.
State document	U.S. Congress, Office of Technology Assessment. (1992). <i>The biology of mental disorders</i>

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	(SUDOCS No. Y3.T22/2:2/B57/10). Washington, DC: U.S. Government Printing Office.
State document by the same publisher and author	Statistics Canada. Social and Aboriginal Statistics Division. (2006). Women in Canada, 2005: A gender-based statistical report. Ottawa, ON: Author.

**Other editions**

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Book Review in the Journal:	Koenig, R. (1989, February 20). Billy the Kid [Review of the book Bitty Bathgate]. New York. 21,20-21.
Published interview:	Hernandez, F. (1997, March 20). A talk with Manuel Noriega. [Interview with Manuel Noriega].News Report. 15. 28-30.
Audiovisual media:	Whale, J. (Director). (1931). Frankenstein [Motion Picture]. United States: Universal.
TV and radio programs:	Ducat, S. (Producer). (1995, January 6). Washington week in review [Television Broadcast]. Washington, DC: Public Broadcasting Service.  Exton, C. (Script Writer]. (1993). Peril at end house [Television Series Episode] (R. Rye, Director), In B. Eastman (Producer), Mystery. Washington, DC: Public Broadcasting Service
Music and audio recordings:	Smith, B. (1997). The Essential Bessie Smith [CD]. New York: Columbia Records.  Smith, B. (1948). Down hearted blues. On The world's greatest blues singer [CD]. New York: Columbia Records. (Original recording February 17, 1923)
Computer software:	Data Desk (Version 6.0) [Computer software]. (1997). Ithaca, NY: Data Description, Inc.
CD-ROM- o CD-ROM and other databases:	Nonnan, J. L. (1996). Barcelona. Software Toolworks Multimedia Encyclopedia [CD- ROM]. Boston: Gralier

### Internet sources:

Books:	Locks, J- (1995). An essay concerning human understanding. New York: Columbia University. (Original work published 1B90). Retrieved June 24, 2000, from <a href="http://www.will.columbia.edu/projects/digiIexts/locke/understanding/1ille.html">http://www.will.columbia.edu/projects/digiIexts/locke/understanding/1ille.html</a>  Chaney, W. J-. Diehm, W. ]. & Seeley, F. (1999). The second 50 years: A reference manual for senior citizens. Weed, CA: London Circle. Retrieved August 8, 2000, from <a href="http://www.londoncircle.com/2d50.html">http://www.londoncircle.com/2d50.html</a>
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<p>Citation of a specific chapter of the e-book:</p>	<p>Trochim, W. M. K. Language of research. In The research methods knowledge base (Foundations sec.). Cincinnati, OH: Atomic Dog. Retrieved September 8, 2001, from <a href="http://www.trochim.human.cornell.edu/kb/language.htm">http://www.trochim.human.cornell.edu/kb/language.htm</a></p>
<p>Periodicals:</p>	<p>Cervetti, N. (1996). In the breeches, petticoats, and pleasures of Orlando. <i>Journal Modern Literature</i>, 20(2). Retrieved January 8, 1998, from <a href="http://www.indiana.edu/~iupress/journals/mod-art2.html">http://www.indiana.edu/~iupress/journals/mod-art2.html</a></p> <p>Navarro, M. (2001, February 13). Women in sports cultivating new playing fields. <i>The New York Times on the Web</i>. Retrieved February 22, 2001, from <a href="http://www.nytimes.com">http://www.nytimes.com</a></p> <p>No link found in violence, videos. (2000). August 8. <i>Boston Globe Online</i>, p. A14. Retrieved August 27, 2000, from <a href="http://www.boston.com/dailyglobe2/link_found_in_violence_videos+.shtml">http://www.boston.com/dailyglobe2/link_found_in_violence_videos+.shtml</a></p> <p>Oakes, J. (1999, January-February). Promotion or retention: Which one is social? <i>Harvard Education Letter</i>, Retrieved August 8, 2000, from <a href="http://www.edletter.org/past/issues/1999-jf/promotion.shtml">http://www.edletter.org/past/issues/1999-jf/promotion.shtml</a></p>
<p>Periodicals that can be cited through an electronic library or any other wide area network:</p>	<p>Riernetson, L. (2000, March 27). A ticket to private school. <i>Newsweek</i>. Retrieved May 5, 2000, from Ferris State University Library Web Database Access (Lexis-Nexis)</p> <p>Mayo Clinic health information: Lung cancer. (2000, February 21). Retrieved June 10, 2000, from America</p>
	<p>Online. Keywords: Cancer; Lung Cancer.</p>
<p>Article in Electronic Encyclopedia:</p>	<p>Daniel, R. T. (1995). The history of western music. In <i>Britannica Online: Macropaedia</i>. Retrieved June 14, 1995, from <a href="http://www.eb.com:180/cgi-bta/g:DocF-macio/5004/45/0.html">http://www.eb.com:180/cgi-bta/g:DocF-macio/5004/45/0.html</a></p>
<p>State documents:</p>	<p>FDA Prescription Drug Advertising Rule, 21 C.F.R. N 202.1 (2006).</p> <p>Adoption and Foster Care Analysis and Reporting System, 73 Fed. Reg. 82,082 (proposed Jan, 11, 2008) (to be codified at</p>

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	45 C.F.R. pt. 1355)
Newspapers, listservers and electronic correspondence	Trehub, A. (2002, January 28). The conscious access hypothesis [Msg. 18]. Message posted to University of Houston Psyche Discussion Forum: <a href="http://listserv.uh.edu/cgi-bin/wa?A2=ind0201&amp;L=psyche-b8tF-&amp;S-&amp;P-2334">http://listserv.uh.edu/cgi-bin/wa?A2=ind0201&amp;L=psyche-b8tF-&amp;S-&amp;P-2334</a>

**List of illustrations, tables, and drawings**

Tables, diagrams, pictures and other visual material can be placed in the paper in two ways: Inside the text in the middle of the sheet (as a parenthesis) and outside the text (as an attachment).

The required tables, diagrams, and other visual figures shall be included in the text as close to the place as discussed. It is not allowed to place text around an illustration, spreadsheet or drawing. At the heading, each table, diagram, and picture are each numbered independently and consistently numbered with Arabic numerals (the table is numbered, the drawing is its own, etc.), and the title text is entered in Italics. In the illustration, the title of the picture is written at the bottom and the table is written at the top.

You shall indicate the relevant source below a specific document, unless it was created by us.

The names of the illustrations, tables, and drawings may be given as a single line space.

The name of the illustration is placed vertically on the sheet. If it is placed horizontally and with several pages, the name and numbering shall still be presented vertically.

See some examples of three types of attachments (table, diagram, picture):

Tables:

Table N 1.

*School assessment models worldwide*

Exhibit 1.1 TIMSS 2007 Distribution of Mathematics Achievement		TIMSS2007 Mathematics 4 <sup>th</sup> Grade			
Country	Mathematics Achievement Distribution	Average Scale Score	Years of Formal Schooling*	Average Age at Time of Testing	Human Development Index**
Hong Kong SAR		607 (3.6)	4	10.2	0.937
Singapore		599 (3.7)	4	10.4	0.932
Chinese Taipei		576 (1.7)	4	10.2	0.932
Japan		568 (2.3)	4	10.5	0.953
<sup>†</sup> Kazakhstan		549 (7.1)	4	10.6	0.794
Russian Federation		544 (4.9)	4	10.8	0.813
England		541 (2.9)	5	10.2	0.946
<sup>†</sup> Latvia		537 (2.3)	4	11.0	0.835
<sup>†</sup> Netherlands		535 (2.3)	4	10.2	0.953
<sup>†</sup> Lithuania		530 (3.4)	4	10.8	0.862
<sup>†</sup> United States		529 (2.4)	4	10.3	0.951
Germany		525 (2.8)	4	10.4	0.935
<sup>†</sup> Denmark		523 (2.4)	4	11.0	0.949
Australia		516 (3.5)	4	9.9	0.962
Hungary		510 (3.5)	4	10.7	0.874
Italy		507 (3.1)	4	9.8	0.941
Austria		505 (2.0)	4	10.3	0.948
Sweden		503 (3.5)	4	10.8	0.956
Slovenia		502 (1.8)	4	9.8	0.917
<b>TIMSS Scale Avg.</b>		<b>500</b>			
Armenia		500 (4.3)	4	10.6	0.775
Slovak Republic		496 (4.5)	4	10.4	0.883
<sup>†</sup> Scotland		494 (2.2)	5	9.8	0.946
New Zealand		492 (2.3)	4.5 – 5.5	10.0	0.943
Czech Republic		486 (2.8)	4	10.3	0.891
Norway		473 (2.5)	4	9.8	0.968
Ukraine		469 (2.9)	4	10.3	0.788
<sup>†</sup> Georgia		438 (4.2)	4	10.1	0.754
Iran, Islamic Rep. of		402 (4.1)	4	10.2	0.759
Algeria		378 (5.2)	4	10.2	0.733
Colombia		355 (5.0)	4	10.4	0.791
Morocco		341 (4.7)	4	10.6	0.646
El Salvador		330 (4.1)	4	11.0	0.735
Tunisia		327 (4.5)	4	10.2	0.766
** Kuwait		316 (3.6)	4	10.2	0.891
Qatar		296 (1.0)	4	9.7	0.875
Yemen		224 (6.0)	4	11.2	0.588

Source: (Bregvadze, 2010. p. 7)



Table N 2.  
*Difference between formal and informal methodology*

Formal research method	Informal research method
Data collection	
Controllable	Uncontrollable
Objective	Subjective
Systematic observation	Rare observation
Data evaluation	
It is possible to measure reliability	It is not possible to measure reliability
It remains possible to determine the validity	Validity allowed (approximate measurement)
Results	
Description	Description
Perception (understanding)	Perception (understanding)
Predetermined	
Control	

Source: (Stacks, 2002. p.52)

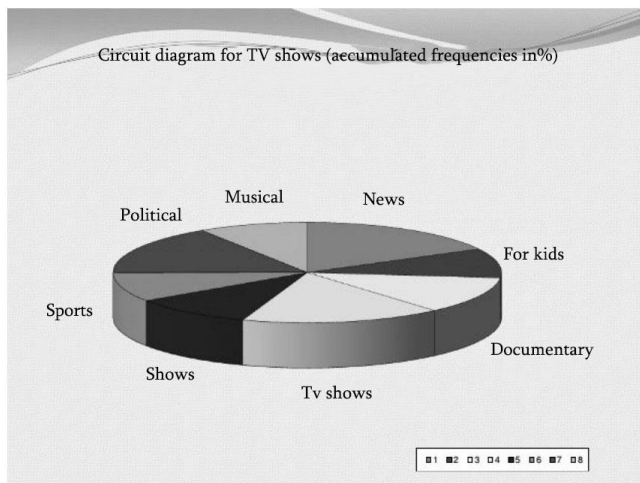
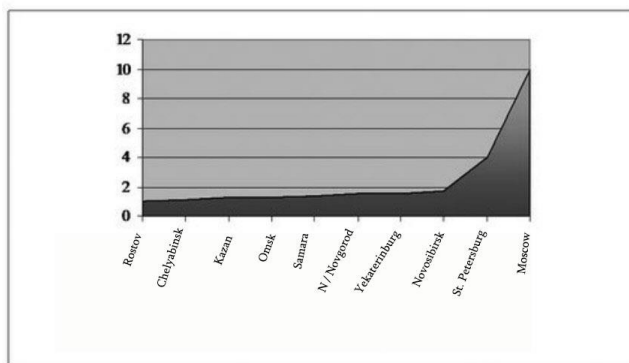
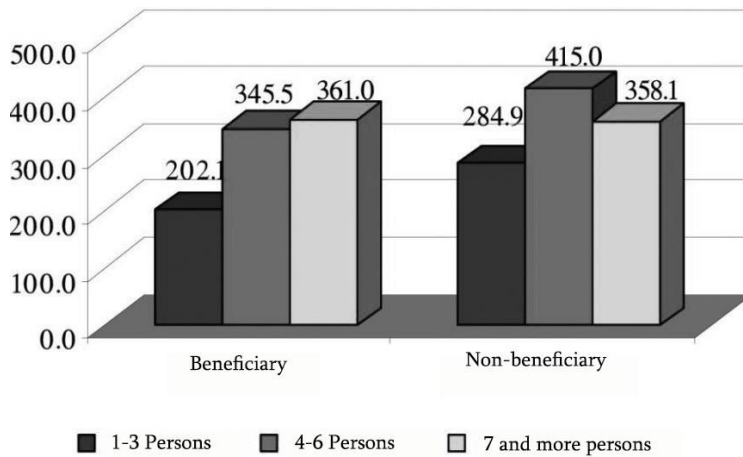
Table N 3.  
*Classic model scheme*

Central	Central Service	Develops a general policy in terms of assessment and training
Regional	Regional Office	Responsible for basic and secondary education
Local	Local inspectors	Responsible for primary education
	Advisors and Resource Centers	They advise schools and conduct trainings
School	Director, Training Coordinator	Informally supervise the teacher

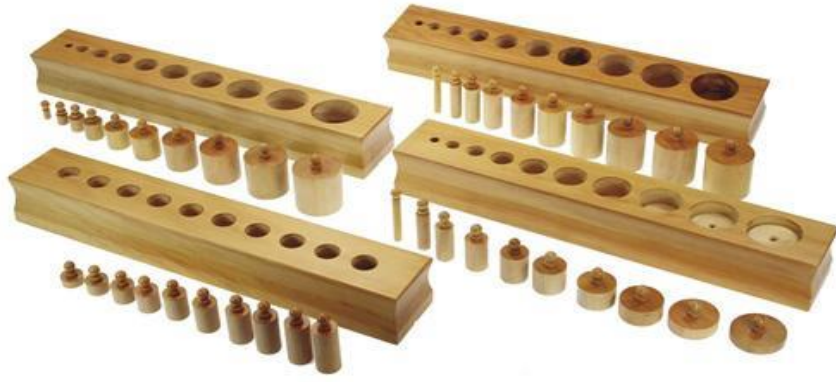
Source: International Student Achievement in Mathematics, 2007. P. 34)

## Appendix N 2 - Requirements for Designing the Paper - APA Style

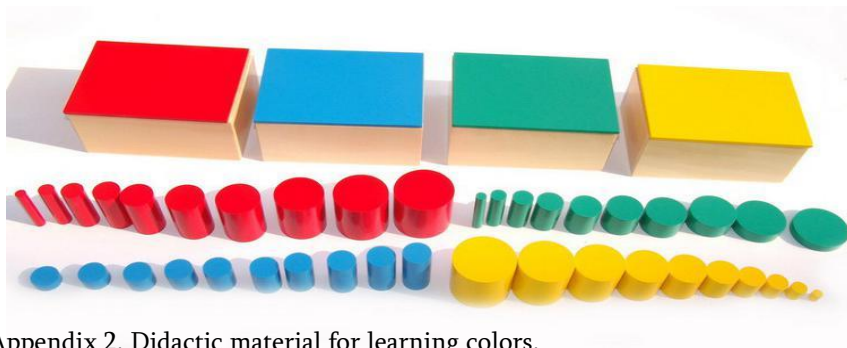
### Diagrams



Pictures:



Appendix 1. Didactic material created by Montessori to develop the ability to perceive size.



Appendix 2. Didactic material for learning colors.

## Appendix N 2 - Requirements for Designing the Paper - APA Style

### Appendix for academic papers

The paper is written in Sylfaen, the distance between the lines in 11 fonts shall be 1.5.

Bold, titles, subtitles or important phrases in the paper shall not be separated, if you wish, you can make it in *Italic*.

Bulletins shall not be included in the paper, if you want to separate things, number or indent them.

The paper shall be aligned only on the left (and not double-aligned) side.

In case of internal citations, reference is made to the paper as follows (author's surname, year, page.) E.g: (Mgeladze, 2019, p.: 76).

When referring to a foreigner author (Kotler, 2017, p.: 65), if you are using the same author a second time (Kotler, 2017, p.: 65).

If there are no pages, indicate only this year.

In case of internal citation of the link, indicate the title of the article (if it does not have a title, the first three words of the article), the year of publication, e.g.: "Stress Management", 2012)

The References does not include links (Wikipedia, Britannica and likes), as this link does not contain a scientific paper, article.

Indicate the references as follows:

Surname, initial of the name. (Year). Title of the book / article.

Place of issue: Publishing house