

Instruction on writing a university thesis in compliance with APA style requirements

Approved by the protocol N 15/21 of the Rector's Council of April 5, 2021

Designation of the paper and identification of sources

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

Organizing academic text is system of agreements, which consists of detailed instructions on how to organize thesis. Only after using style of organization of academic text thesis becomes document.

At the University of Georgia (unless otherwise determined by the relevant program), the writing style established by the American Psychological Association is used for writing abstracts, articles, research papers or any other written documents - APA and therefore, every university paper (unless otherwise specified by the relevant program) must be completed in accordance with the APA style requirements.

APA style essentially 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 of how to decorate written thesis

Format – (A4), shrift used (Georgian – Sylfaen; English – Arial/Times New Romans);

Font size - complete (title, text, page.) For paper (11), spacing (1.5), margin protection (2.54 cm/1 inch) and others;

Long tables - spacing between rows (1.0);

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Numbering of the thesis - the thesis 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;

Format of the page – text, table, illustration begins from the start of the page, it is unacceptable to omit space. Every new chapter begins with new page.

II. The rule of reference (citation) of source data used in the paper, when using the

APA style, we should know how to format:

- 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 will be organized in a certain sequence.

When determining the print space, it should be taken into account that the text of the paper should be separated from the right and left edges of the page by 2.54 cm (1 inch). 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 and italics (Italic) compared to the paper. The whole title is decorated in top third part of the Home Page. Below the title, at a distance of two or three spaces, the name and surname of the author of the work is written; then - the name of the university and school for which academic degree the paper is submitted (in the case of a qualifying paper); Then, four or five spaces apart, the name and surname of the supervisor. On the bottom of the Home Page, in the middle is written the place where thesis was being written and below – date (year).

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For example:

Aeroflot Flight 6833

Aeroflot Flight 6833, Jeans Generation

Author: Mariam Lortkipanidze

The abstract was written for the
academic degree of Bachelor of
Philology at the School of Arts
and Humanities of the University
of Georgia.

Supervisor: Professor Nana Shavtvaladze

Tbilisi,

2020

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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

Quote - 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. The last name of author of the source quoted
2. The date of publishing of source quoted
3. The number of page (pages) (in case of text fragmentation).

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 quoted text does not have an author, (like Folk rhymes) the first source is indicated, according to the list attached in the end of the thesis. For example: (Khevsurian poetry, 2012)

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If two different authors are used in thesis with same last name, their initials are also indicated (first name first, last name after). 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 Kvatchadze, 1997, p. 223).

If the paper has no more than authors, the surnames of all authors are indicated first, and in the next citation - only the first. If the source used has or more authors, the first author's last name is spelled "and others").

For example: (Abashidze & others, 1990). If printed works of different authors published in different years are being indicated, then the last names of the authors must be cited in alphabetical order, separated from each other with semicolon. For example: (Turashvili, 1999; Dekanoidze, 1976; Gokieli, 2003)

When indicating writing sources published by the same author in different years, the years of publishing are set chronologically according to the year of publishing and are separated from each other with commas. For example: (Asatiani, 1998, 1999, 2001).

If certification of books of the same authors, published in the same year, is done then when inside-text quoting each one is getting letter "a -", "b -" and 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 certifying journal and newspaper, the exact date is not being indicated: month, day and date. For example: (Kalandadze, 2013).

In the case when web page of the internet is mentioned in the text in general and is not indicated its exact page or other important information placed in it, it is enough to only quote inside - text the electronic address of the page, it means that during quoting only the address of the web page is mentioned. This kind of information about electronic source is only placed inside the text and should not appear in the list of literature used. For example: The most trust-worthy information about this issue is placed on the web page of The Georgian University(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. pp.: 75-78).

Long in-text quotations

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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 whole quoted text is inserted in five interval space from 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).

He summarizes the research already performed on this subject:

Internet is social medium in essence. Technology is social phenomenon, because it is created and managed by human, at the same time it is forming and giving shape to human relationships. Thus, internet network represents the type of technology, technological and social dimension and content at the same time (Frank, 1995, Introduction)

Many researchers underline the necessity to use such methods of study, which promote social interdependence. As it seems social interaction has explicit cognitive and affective advantage. Gunavarden and Zitle (1997) defined, that the existence of social group increased the satisfaction of students with in field of internet. The research of Bueler and Zailer (1982) showed that from the side of students avoiding interaction with teachers is harmful for their academic advance.

Thus, interaction with others does not only represent the nice adding to the learning process as well as to the essential inner experience. (p.: 89-90)

The experts of electronic learning are trying to understand, how social interaction promotes (electronic) learning using internet. According to the summary of the studies performed about this issue:

Internet is social medium in essence. Technology is social phenomenon, because it is created and managed by human, at the same time it is forming and giving shape to human relationships. Thus, internet network represents the type of technology, technological and social dimension and content at the same time (Frank, 1995, Introduction)

Many researchers underline the necessity to use such methods of study, which promote social interdependence. As it seems social interaction has explicit cognitive and affective advantage. Gunavarden and Zitle (1997) defined, that the existence of social group increased the satisfaction of students with in field of internet by 60%. The research of Bueler and Zailer (1982) showed that from the side of students avoiding interaction with teachers is harmful for their academic advance. Thus, interaction with others does not only represent the nice adding to the learning process as well as to the essential inner experience (Shank, 2001, p. 89-90).

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Documents of exact and natural sciences

Simple (one-lined) formula is indicated in 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.

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

$$A \frac{b1b2}{2} \quad h \quad (2)$$

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. The literature used is not being 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. For example.: 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 Correct Writing* [k'art'uli mart'lcera/Georgian Correct Writing]. Tbilisi: Education

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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 will satisfy the requirements of countries with different level of industrial development and natural social resources, the more the country’s economy will move forward – (Keefe, 2012. p.: 75). If the author of the source is not listed, in the list of literature used, his/her place is determined according to the first letter of title.

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

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

- **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.

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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.

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. For example.: 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 publishing: 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 cannot 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. For example.: „Wikipedia “. Also, the providers of journals or libraries;

It is not necessary to indicate the website in the list of references if this information is in quotation;

If the electronic version is the full copy of some publishing (which is often), publishing must be indicated (including pages) and at last the electronic address of the version.

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/cpsr/roman.html>

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а	A a
б	B b
в	G g
г	D d
д	E e
е	V v
ж	Z z
з	T' t'
и	I i
к	K k
л	L l
м	M m
н	N n
о	O o
п	P p
р	Ž ž
с	R r
т	S s
у	T t
ф	U u
х	P' p'
ц	K' k'
ч	Ġ ġ
ш	Q q
щ	Š š
ь	Č' č'
э	C' c'
я	Ž ž
ѐ	C c
ђ	Č č
б	X x
ѡ	J j

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3	H h
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Books

One author's English book:	Wilk, M. (1975). Every day's a matinee. New York: W. W. Norton.
One author's Georgian book:	Shalamberidze, G. (1965). Georgian Correct Writing [k'art'uli mart'lcera/Georgian Correct Writing]. Tbilisi: Education
One author's Other language book:	Gardner, I. (2011). Kniga Matematiki [Math Book]. Moscow: Priroda
Book by two authors:	Duncan, D., & Burns, K, (1997). Lewis & Clark. New York: Alfred Knopf.
Book by three authors:	Alder, R W, Finn, T., Bradley, M. A., & Li, A. W. (1971). Mechanisms in organic chemistry. New York: John Wiley.
Book by six or more authors Book:	Johnson, L., Lewis, K., Peters, M., Harris, Y., Moreton, G., Morgan, B. et al. (2005). How far Is far? London: McMillan.
A book with the title indicating another 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 disserfations. 6th ed. Chicago: University oi Chicago Press.
Book by group of authors:	United Nations, Public Administration Division, (1968). Local government training. New York: Author.
Book with indication of volumes	Bartram, H. C (1959). The cavalcade of America (Vols. 1.2 . New York: Alfred Kbopf.
Reprinted book:	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 editor	Deelz, J, (Ed.). (1971). Man's imprint from the past: Headings of the methods of archaeology. Boston: Little, Brown.

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Book published by Author and editor	Melville, H. (1971). <i>The confide</i> (Original work published 1857). New York: Oxford University Press.
An 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.). <i>Subject and strategy</i> (pp. 34-11). New York: Si, Martin's Press.
Translation:	Beauvoir, S. de. (1974). <i>All said and done</i> (P. O'Brian, Trans.). New York: G. P. Putnarn. (Original work published 1972)

Periodic Publications

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.

An article from a scientific journal, the pages of which are numbered by volume:	Pfennig, D. (1997). Kinship and cannibalism. <i>Bioscfence</i> , 47.667-675
An article from a scientific journal, the pages of which are numbered according to the edition:	Block, J. W. (1976). Sodom and Gomorrah: A volcanic disaster. <i>Journal of Geological Education</i> , 23(5), 74-77.
Unauthored article in a scientific journal:	Baby, it's cold inside. (1997). <i>Science</i> , 27B, 537-538.
An article in a professional or popular journal:	Gopnik, A. (1997, November 24). The good soldier. <i>The New Yorker</i> , 73,106-114.
Unauthored article in a professional or popular journal:	Robot productivity. (1982, May). <i>Production Engineering</i> , 29,52-53.
Article in everyday newspaper:	Wade, N. (1997). November 261. Germ weapons: Deadly but hard to use. <i>The New York Times</i> , pp. AM.A15.
An unauthored article in a daily newspaper:	The arithmetic of terrorism. (1997, November 14). <i>The Washington Post</i> , p. A26.

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Article in Encyclopedia:	McGhee, K., & McKay, G. (2007). Insects. In Encyclopedia of Animals. (pp. 170-171). Washington, DC: National Geographic Society.
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State documents

According to style of APA, when certifying state documents catalog code is added (if such 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). The biology of mental disorders (SUDOCS No.Y3.T22/2:2/B57/10). Washington, DC: U.S. Government Printing Office.
State document with 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 types of publications

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Review of the book in 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.
Television 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 Program:	Data Desk (Version 6.0) [Computer software]. (1997). Ithaca, NY: Data Description, Inc.
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CD-Rom and other databases:	Nonnan, J. L. (1996). Barcelona. Software Toolworks Multimedia Encyclopedia [CD- ROM]. Boston: Gralier
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Internet sources:

Books:	Locks, J- (1995). An essay concerning human understanding. New York: Columbia University. (Original work published 1B90). Retrieved June 24. 2000, from http://www.will.columbia.edu/projects/digi1exts/locke/understanding/1ille.html 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 www.londoncircle.com/2d50.html
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<p>To cite a specific chapter in an 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 B, 2001, from http://www.trochim.human.cornell.edu/kb/language.htm</p>
<p>Periodic Publications:</p>	<p>Cervetti, N. (1996). In the breeches, petticoats, and pleasures of Orlando. Journal Modern Literature, 20(2).Retrieved January 8, 1998, from http://www.indiana.edu/~iupress/journals/mod-art2.html</p> <p>Navarro, M. (2001, February 13). Women in sports cultivating new playing fields. The New York Times on the Web. Retrieved February 22, 2001, from http://www.nytimes.com</p> <p>No link found in violence, videos. (2000). August 81. Boston Globe Online, p. A14. Retrieved August 27,2000, from http://www.boston.com/dailyglobe2/..nk_found_in_violence_videos+.shtml</p> <p>Oakes, J. (1999, January-February). Promotion or retention: Which one is social? Harvard Education Letter, Retrieved August 8, 2000, from http://www.edletter.org/past/issues/1999-jf/promotion.shtml</p>
<p>Periodicals that have been verified through an electronic library or some other wide network:</p>	<p>Riernetson, L. (2000, March 27). A ticket to private school. Newsweek. Retrieved May 5, 2000, from Feris 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 the electronic encyclopedia:</p>	<p>Daniel, R. T. (1995). The history of western music. In Brifannica Online: Macropaedia. Retrieved June 14, 1995, from http://www.eb.com:180/cgi-bta/g:DocF-macio/5004/45/0.html</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 45 C.F.R. pt. 1355)</p>
<p>Newspapers, listservs and</p>	<p>Trehub, A. (2002. January 28). The conscious access</p>

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electronic correspondence	hypothesis [Msg. 18]. Message posted to University of Houston Psyche Discussion Forum - http://listserv.uh.edu/cgi
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List of illustration of columns, 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. The title of Illustration drawing is written below, as for the column on 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 (Several samples of table, diagram, picture:

Tables:

Table N 1.

School evaluation models in the world

Exhibit 1.1 TIMSS 2007 Distribution of Mathematics Achievement		TIMSS2007 Mathematics 4 th Grade			
Country	Mathematics Achievement Distribution	Average Scale Score	Years of Formal Schooling ^a	Average Age at Time of Testing	Human Development Index ^b
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	0.958
[†] Kazakhstan		549 (7.3)	4	10.6	0.794
Russian Federation		544 (4.9)	4	10.8	0.813
England		541 (2.9)	5	10.2	0.946
[†] Latvia		537 (2.8)	4	11.0	0.855
[†] Netherlands		535 (2.3)	4	10.2	0.953
[†] Lithuania		530 (2.4)	4	10.8	0.862
[†] United States		529 (2.4)	4	10.3	0.953
Germany		525 (2.3)	4	10.4	0.935
[†] 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 (3.3)	4	9.8	0.941
Austria		505 (2.0)	4	10.3	0.948
Sweden		503 (2.5)	4	10.8	0.956
Slovenia		502 (1.8)	4	9.8	0.917
TIMSS Scale Avg.		500			
Armenia		500 (4.3)	4	10.6	0.775
Slovak Republic		496 (4.5)	4	10.4	0.868
[†] Scotland		494 (2.2)	5	9.8	0.946
New Zealand		492 (2.8)	4.5-5.5	10.0	0.942
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
[†] Georgia		438 (4.2)	4	10.1	0.754
Iran, Islamic Rep. of		402 (4.3)	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 (4.3)	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

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Source: (Bregvadze, 2010. p. 7)

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Table N 2.
Difference between formal and informal methodology

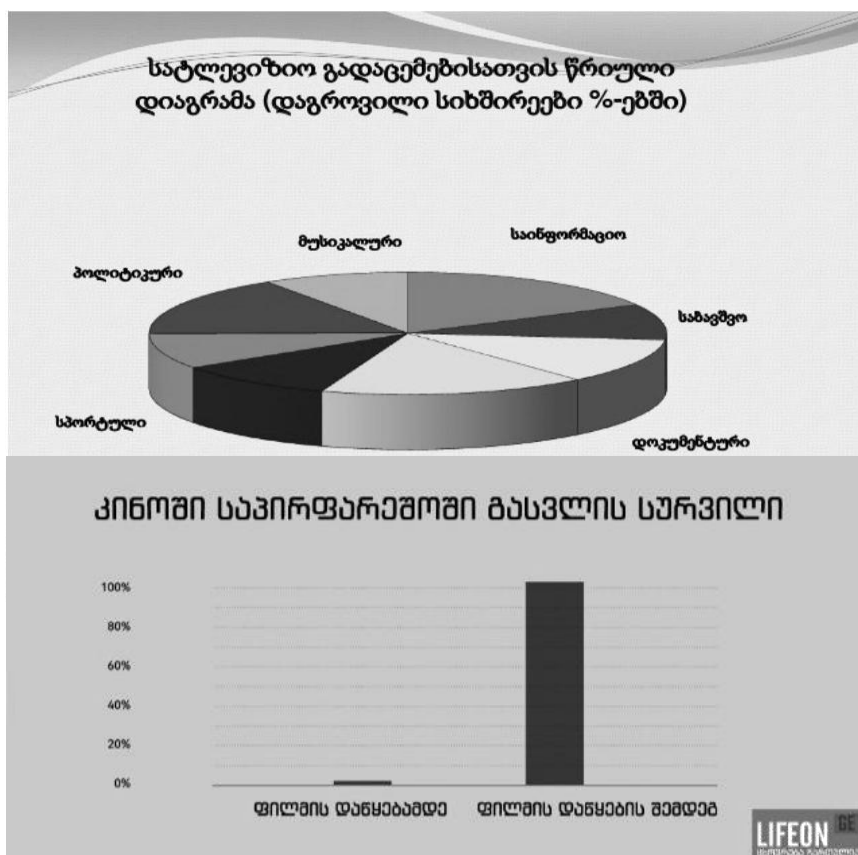
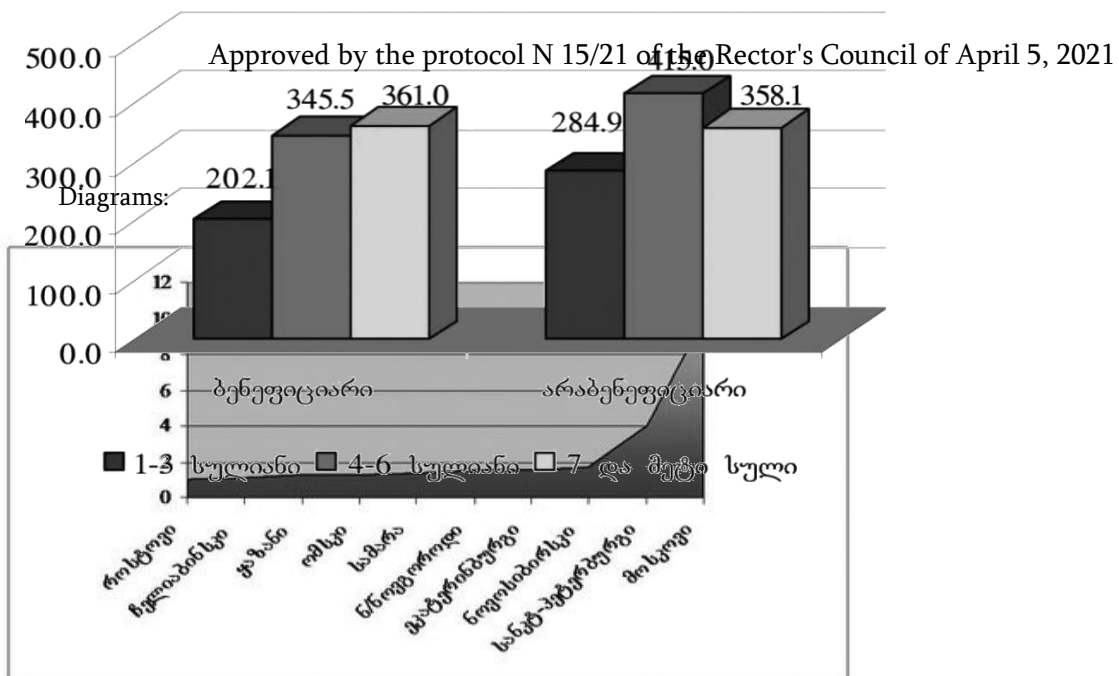
ფორმალური კვლევის მეთოდი	არაფორმალური კვლევის მეთოდი
მონაცემთა შეგროვება	
კონტროლირებადი	არაკონტროლირებადი
ობიექტური	სუბიექტური
სისტემატური დაკვირვება	იმპიათი დაკვირვება
მონაცემთა შეფასება	
შესაძლებელია სანდოობის გაზომვა: შესაძლებელი რჩება ვალიდურობის განსაზღვრა	არ არის შესაძლებელი სანდოობის გაზომვა ვალიდურობა დასაშვებია (საეარაუდოა გაზომვა)
შედეგები	
აღწერა	აღწერა
აღქმა (გაგება)	აღქმა (გაგება)
წინასწარ გამსაზღვრა	
კონტროლი	

Source: (Stacks, 2002. p. 52)

Table N 3.
Classic model scheme

ცენტრალური	ცენტრალური სერვისი	შეიმუშავებს ზოგად პოლიტიკას შეფასების და ტრენინგის კუთხით
რეგიონული	რეგიონული ოფისი	პასუხს აგებს საბაზო და საშუალო განათლებაზე
ადგილობრივი	ადგილობრივი ინსპექტორები	პასუხს აგებენ დაწყებით განათლებაზე
	მრჩეველები და რესურს ცენტრები	კონსულტირებას უწევენ სკოლებს ატარებენ ტრენინგებს
სკოლა	დირექტორი, სასწავლო მიმართულების კოორდინატორი	ახდენენ მასწავლებლების არაფორმალურ ზედამხედველობას

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



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Pictures:



Appendix 1. Didactical Material created By Montesor to develop the Perception of size.



Appendix 2. Didactical Material to Learn Colors.

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Appendix for academic papers

The paper is written in Sylfaen 11 font, the line spacing should 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.) For example (Mgeladze, 2019, p.: 76).

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

If there are no pages, indicate only 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). Name of the book / article Place of publishing: Publishing House.

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