

1. Decorating academic text

1.1 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.

1.2 For writing abstract of thesis, articles written documents, is used written style formed by American Association of Sociology – APA and each Thesis of University must be performed according to the demands of APA.

1.3 APA's style consists of two main components: general rule of how to write essay and the rule of usage of data in thesis (quote).

2. General rule of how to decorate written thesis:

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

2.2 Size of the shrift – for the whole (header, text, sidebar...) thesis (11),

2.3 Long tables – distance between lines (1.0)

2.4 Numeration of thesis – thesis is being numbered from the introduction page accordingly with Arabic numbers with the same (text's) shrift and size at the right top corner of the page. Exception is the header, where the page is not visible.

2.5 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.

3. Decoration of Header and Home Page

3.1 According to the style of APA it is necessary for the Thesis to have a Home Page, which will be organize in certain consistence.

3.2 During defining typing space we must take into account that the text of the thesis must be separated from the left and right sides of the page with 2.54 sm (1inch) distance.

3.3 In the top right corner of the page is located so called following title, which is the narrow version of the full title and is separated with five space units from the indicator of the number of page. The number of words is limited (to 50 symbols) the following title must be shown on every page of the academic thesis. It is written in small shrift (8) and inclined (Italic) compared to thesis.

3.4 The whole title is decorated in top third part of the Home Page. Bellow of the title, separated with two-three intervals, the name and last name of the author is written; after – the name of the university and school, for whom the abstract of thesis was created; after – omitting four-five intervals the name and last name 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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The Boys of Airplane

The boys of Airplane or Generation of Jeans

Author: Mariam Lortkipanidze

Referat Was Written

For Department of

Human Science of

The Georgian University

Supervisor: Prof. Nana Shavtvaladze

#### 4. Quoting

4.1 The style of APA separates two forms of source quoting: quoting inside text and literature used.

4.1.1 Inside text quoting of existing data about source used in academic thesis – when existing important data is represented directly in the text of thesis. (quote – fragment of the work which is inserted in other text indicating the source).

4.1.2 Quoting existing data about literature used in the academic thesis. Normally it is placed in the end of the thesis.

#### 4.2 Inside text quoting

4.2.1. Quoting is used in three main events – when repeating other author's text unchanged, when summarizing their expressions and when paraphrasing their ideas. (Paraphrasing – is expressing authors ideas unchanged using other vocabulary units (own words).

4.2.2 When inside-text quoting, three main data about source is being used, which are separated from each other with comma these are:

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).
4. When using electronic version of the source – as well as date of search of information.

#### 4.3 Small inside text quoting

4.3.1 When certifying the whole thesis of the author it is indicated only the last name of the author and from it the year of publishing is separated with comma, however the whole information about the source is indicated in the list attached in the end of the thesis.

For example:

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4.3.2 When using the fragment of the text, in the according part of the text it is indicated the last name of the author of quote in brackets, without initials, date of year of publishing and page, separated with comma (shortening can be used – “pg”).

For Example:

(Chikobava, 2010, pg. 116)

4.3.3 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)

4.3.4 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 and T. Dundua 2006)

4.3.5 If the source used has two authors, last names of both authors are being indicated, for their separation in English language as well as Georgian texts is used the sign of “&”.

For Example:

(Shanidze & Kvachadze, 1997, pg. 223)

4.3.6. If thesis has no more than 5 authors, firstly it is indicated the last names of all the authors, after next quote – only the first’s. If the source used has 6 or more authors, after the last name of the author is written “and” –others.

For Example:

(Abashidze & others, 1990)

4.3.7 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)

4.3.8 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)

4.3.9 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, 1998a, 1998b, 2001)

4.3.10 If thesis used is not dated, please note that it is “without date”.

For Example:

(Javakhishvili, without date)

4.3.11. In case of certifying journal and newspaper, the exact date is not being indicated: month, day and date.

For Example:

(Kalandadze, 2013)

4.3.12. 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-worth information about this issue is placed on the web page of The Georgian University ([www.ug.edu.ge](http://www.ug.edu.ge))

4.3.13 Short inside text quoting can be decorated in different ways: the full information about the source should be given in brackets or some part of it should be placed in the text.

For Example:

1. In other opinion, it is considered to be appropriate the co-existence of two types of information communication's integration: Globalization and Regionalization. As one of the compromised option is also considered so called prospective of "globalization", which implies synthesis of these trends –forms created after mixing national and transnational elements of culture – (Surguladze, & Iberi, 2003. Pg. 75-78).
2. According to Surguladze and Iberi, it is more appropriate the co-existence of two types of information communication's integration: Globalisation and Regionalisation. so called prospective of "globalization", which implies synthesis of these trends –forms created after mixing (2003. Pg. 75-78).

#### 4.4 Thorough inside-text quoting

Volume of certified text, which exceeds forty words, is considered as wide quoting and in other words it is known as block quoting. It is written separately from the rest of the text and has a form of column. The whole quoted text is inserted in five interval space from left edge of the page.

- 4.4.1 The block quoting begins after one interval of the words of author and is placed in quotations.
- 4.4.2 As well as short inside-text quoting, the block quoting can be decorated in different ways: the full information about the source should be given in brackets or some part of it placed in text.

For Example:

1. Pati Shanki (2001), the expert of electronic study, is trying to learn how social interaction helps promote studying using internet (electronic). 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 represent the type of texology, 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 60% 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 (Pg. 89-90).

2. 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 represent the type of texology, 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 60% 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. (Shanki 2001, Pg. 89-90).

3. Simple (one-lined) formula is indicated in text.

Difficult formula is indicated outside of the text, on the left hand side, with two one and a half intervals (up/down), formula is numbered with Arabic numbers in brackets on right hand side.

$$A = \left(\frac{b_1 + b_2}{2}\right)h \quad (1)$$

$$A = \left(\frac{b_1 + b_2}{2}\right)h \quad (2)$$

#### 4.5. Literature used

- 4.5.1. "Literature used" (References) and "Bibliography" are different from one another. References only include sources which researches are based on, Bibliography implies other important literature about the research issue, which might not have been used in the concrete research, but its understanding was important for thorough understanding and accessing of the subject; also in bibliography might be indicated the literature connected to the subject, understanding of which the author counts advisable.
- 4.5.2. Each source, which is indicated in the thesis using inside- text quoting rule, must also be indicated on the reference page. This requirement is called Cross-Refer-encing.
- 4.5.3. The quoting of personal data (Per-sonal Communication), according to style of APA, is necessary only when inside-text quoting, but not on the reference page.
- 4.5.4 Reference – header is written in the middle of new page, the list of literature used is attached to the end of thesis.
- 4.5.5 The literature used is not being numbered. According to the alphabetic principle, first Georgian and then foreign language sources and information about electronic publications are set. When certifying foreign source, data is formed in normal way, in Latin; Title – with transcript, whereas the translation of the title of the book is placed in square brackets. For example: Gardner, I. (2011). *Kniga Matematiki* [Math Book]. Moscow: Priroda. In case of Georgian source: G.Shalamberidze (1965). Georgian spelling [k'art'uli mart'lcera/Georgian Correct Writing].
- 4.5.6. When indicating in inner text non-Georgian source is only indicated at first and with fraction, 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. Pg. 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.

The information about exact source must include five main data, which will be presented in following order:

- The name and last name of author (initials);
- The date of publishing of the source;
- Title of publishing source (inclined, italic);
- Place of publishing;
- Publishing Organization.

4.6. When decorating the list of literature used, following must be done:

- 4.6.1. Punctuality, in the given information about the concrete source each element must be separated from one another with full stop; the inner list of elements with comma. (for example, last names of authors); two points are used between the place of publishing of the book and the names of the publishing organization. The year of publishing and pages (if necessary) must be indicated in brackets. When certifying several authors, their last names are separated with commas. Instead of using “and” use - & symbol.
- 4.6.2. Capital letters are only used for the first letters of the words, if the list is formed in one of the European languages.
- 4.6.3. With inclined (Italic) – is listed the title of book and if necessary the number of volume.
- 4.6.4. The list of authors – first it is always indicated the last name of author and after the initials. If the book has more than 6 authors, after listing the first 6, is used “etc.”
- 4.6.5 Corporate authors – the name of the corporation is listed instead of the authors (capital letters are used for the first words if necessary). The principle of hierarchy must be obeyed; the name of the main department of the organization must be listed before the name of sub-department.

- 4.6.6. Editors – if the book does not have an author, the information about publisher/s is being listed instead (last name, name, initials), which will be followed by the note in brackets (Edt). If in the list is given information about persons who are not authors, (for example, translators), their last names must be put in brackets and also the note put in brackets (translator) must be added. If the used source does not have an author and nor is know the name of publishing organization, in this case only the name of the source is being listed.
- 4.6.7. The date of publishing – is put in brackets. It must be put in front of the title and must be followed by the name of author. If the source does not have nor author and nor publisher, the date is listed after the title (in this case the title is listed in the first place). Accept for the numeric number of newspapers, journals and other periodic publishing, the month of publishing and date are listed; if such data does not exist, the word “no dated” is put in brackets.
- 4.6.8. Number, publishing, title of pages. For periodic publishing (newspaper, journals), only the number of publishing is indicated inclined (*italic*), from it with comma is separated the number of normally printed page for example: 38, 12-17. If publishing in each month starts with number 1, after the overall numeration of publishing, in brackets is also indicated the exact number of edition inclined. For example: 38 (2), 12-17. The shortening “pg.” is used only for books and newspaper articles and only in the case if it is necessary to avoid misunderstanding.
- 4.6.9. Publishing houses and places of publishing. When indicating the place of publishing the city is being listed; indicate the country only when the city is not widely known by society. The word “university” is listed as a whole without shortening. In case of existence of two publishing houses, the first one is being indicated.
- 4.6.10. Reviews – authors on the first place, followed by date, followed by title, article must be indicated in brackets {review of book/film/television program and etc.}. List the whole quote; if review does not have an author, the quote must be put in brackets.
- 4.6.11. State documents – main format: corporate author (date of publishing). Title of document: subtitle of document (number of the document). Place of publishing: department. If the author and publisher are the same, then when listing state documents author is indicated instead of publisher.
- 4.6.12. When certifying electronic publications.
- 4.6.13. The numbers of pages are not indicated (does not have).
- 4.6.14. Besides the title and author, the date of obtaining the information and source – web page are being indicated. The publicly known web pages usually are not listed. For example: Wikipedia. Also the providers of journals or libraries.

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4.6.15. It is not necessary to indicate web page in the reference list, if this information is already given in quote.

4.6.16. 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.

4.6.17. Examples of listing sources:

On reference page

Please see the column of Georgian alphabet's transcription, in case of other languages please follow the link below: <http://www.loc.gov/catdir/cpsd/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
მ	M m
ნ	N n
ო	O o
პ	P p
ჟ	Ž ž
რ	R r
ს	S s
ტ	T t

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ჲ	U u
ფ	P' p'
ქ	K' k'
გ	Ḡ ḡ
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
ჰ	H h

4.6.17.1. Books

English language book Of by author:	Wilk, M. (1975). Every day's a matinee. New York: W. W. Norton.
Georgian book By one author:	G. Shalamberidze (1965). Georgian spelling [k'art'uli mart'lcera/Georgian Correct Writing]. Tbilisi: Education
Book in other language By one author:	Gardner, I. (2011). Kniga Matematiki [Math Book]. Moscow: Priroda
Book by two authors:	Duncan, D., & Burns, K, (1997). Lewis & Clark. New York: Alfred Knopf.

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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:	Johnson, L., Lewis, K., Peters, M., Harris, Y., Moreton, G., Morgan, B. et al. (2005). How far Is far? London: McMillan.
Book with title, where Second title is Indicated:	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, and disserfafions.  (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
Book published By editor:	Deelz, J, (Ed.). (1971). Man's imprint Irom the past: Headings of the methods of archaeology. Boston: Little, Brown.
Book published by Author and editor:	Melville, H. (1971). The confide (Original work published 1857). New York: Oxford University Press.
Translation:	Beauvoir, S. de. (1974). All said and done (P. O'Brian, Trans.). New York: G. P. Putnarn. (Original work published 1972)
Essay or chapter from Gathering of works:	Woolf, V (1925). The lives of ihe obscure. (pp. 111-118). New York: Harcourt Brace.

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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.
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4.6.17.2. Periodic Publications

Note: the titles of books and journals are written in italic shrift; the titles of articles are not written in italic shrift and are not placed in quotations. Only the first letter of the title and the first letter of subtitle is written in capital letters using English quotations.

Article from science journal Pages of which Are numbered according To volumes:	Pfennig, D. (1997). Kinship and cannibalism. <i>Bioscience</i> , 47,667-675
Article from journal 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 author In journal:	Baby, it's cold inside. (1997). <i>Science</i> , 27B, 537-538.
Article in professional Or popular journal:	Gopnik, A. (1997, November 24). The good soldier. <i>The New Yorker</i> , 73,106-114.
Article without author In professional or popular Journal:	Robot productivity. (1982, May). <i>Production Engineering</i> , 29,52-53.

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Article in everyday newspaper:	Wade, N. (1997). November 261. Germ weapons: Deadly but hard to use. The New York Times, pp. AM.A15.
Article without author In everyday journal:	The arithmetic of terrorism. (1997, November 14). The Washington Post, p. A26.
Article in Encyclopedia:	McGhee, K., & McKay, G. (2007). Insects. In Encyclopedia of Animals. (pp. 170-171). Washington, DC: National Geographic Society.

#### 4.6.17.3.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.

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4.6.17.4. Other types of publications:

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 Program:	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: Co- lumbia Records. (Original recording February 17, 1923)
Computer Program:	Data Desk (Version 6.0} [Computer software]. (1997).Ithaca NY: Data Description, Inc.
CD-Rom and other databases:	Nonnan, J.L. (1996). Barcelona. Software Toolworks Multimedia Encyclopedia [CD-Rom]. Boston: Grailer



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4.6.17.5. Internet sources

Books:	<p>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/digitaltexts/locke/understanding/1ille.html">http://www.will.columbia.edu/projects/digitaltexts/locke/understanding/1ille.html</a></p> <p>Chaney, W.J -. Diehm, W. ]. &amp; 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.london-circle.com/2d50.html">http://www.london-circle.com/2d50.html</a></p>
Quoting concrete volume of Electronic book:	<p>Trochim, W.M.K. Language of research. In The research methods knowledge base (Foundation 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>

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<p>Periodic Publications:</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.hlm1">http://www.indiana.edu/~iupress/journals/mod-art2.hlm1</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/..nk_found_in_violence_videos+.shtml">http://www.boston.com/dailyglobe2/..nk_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>Periodic publishing certifying of which Was arranged using electronic Library using one of the other Wide networks:</p>	<p>Riernetson, L. (2000, March 27). A ticket to private school. <i>Newsweek</i>. Retrieved May 5, 2000, from <i>Feris State University Library Web Database Access (Lexis-Nexis)</i></p> <p>Mayo Clinic health information: Lung cancer. (2000, February 21). Retrieved June 10, 2000, from <i>America</i></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 <a href="#">4, 1995, from</a>  <a href="http://www.eb.com">http://www.eb.com</a>80/cgi-bta/g:DocF-5/0.html  <a href="#">1</a> macio/5004/4</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 listservers electronic correspondence:</p>	<p>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-b&amp;tF-&amp;S-&amp;P=2334">http://listserv.uh.edu/cgi-bin/wa?A2=ind0201&amp;L=psyche-b&amp;tF-&amp;S-&amp;P=2334</a></p>

4.6.17.6. List of illustration of columns, drawings.

1. Placement of Columns in thesis, diagrams, pictures and other visual data is possible in two ways: inside the text in the middle of the page (in the embedded form) and outside of the text (as appendices).
2. Columns needed, diagrams and other visual figures must be inserted in the text as near as possible to the place, where it is discussed. It is unacceptable to place text, around illustration column or drawing. In process of justification each column, diagram and drawing each separately, is numbered consistently in Arabic numbers (column has its own numeration and drawing its own etc.) however the text of the title – inclined shrift (Italic). The title of Illustration drawing is written below, as for the column on top.

3. Below concrete document must be indicated according source, in the case if it is not created by student.
4. Illustration, columns and titles of drawings is possible with one spaced interval.
5. The title of the illustration is placed on the page in vertical way. If it is placed in horizontal way and on several pages, title and numbering is again placed in vertical way. Please see several samples of three types of attachment (column, diagram, picture):

Table N 1.

Models of School Evaluation in the World

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	0.922
Chinese Taipei		576 (1.7)	4	10.2	0.932
Japan		568 (2.1)	4	10.5	0.953
<sup>1</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>1</sup> Latvia		537 (2.3)	4	11.0	0.855
<sup>‡</sup> Netherlands		535 (2.1)	4	10.2	0.953
<sup>1</sup> Lithuania		530 (2.4)	4	10.8	0.862
<sup>2</sup> <sup>†</sup> United States		529 (2.4)	4	10.3	0.951
Germany		525 (2.3)	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 (2.5)	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	0.863
<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>1</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	0.508

The source (Bregvadze 2010, pg. 7)

Regulation of Bachelor and Master Program  
 Appendices N2  
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Difference between formal and informal methodology

Formal research method	Informal research method
Gathering Date	
Under control Objective Systematic Observation	Not in control Subjective Rare observation
Rating of data	
It is possible to measure reliability It remains possible to measure reliability.	It is impossible to measure reliability
Results	
Description Perception (Understanding) To define beforehand Control	Description Perception (Understanding)

Source stacks, 2002, pg. 52.

Table N 7.

Scheme of classic model

Central	Central Service	Develops general politics in Terms of rating and training.
Regional	Regional Office	Is responsible for basic and Middle school education.
Local	Local Inspectors	Are responsible for the Beginner's education.
	Advisors and resource Centers	Are consulting schools and Performing trainings.
School	Director, Coordinator of Learning process	Are performing informal Supervising of teachers.

International student's achievements in Mathematics (2007, pg. 34)

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Diagram:

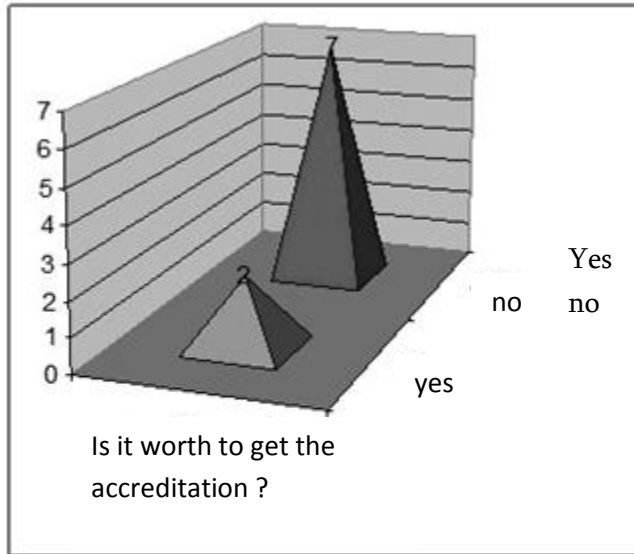


Diagram N5

Interview Question

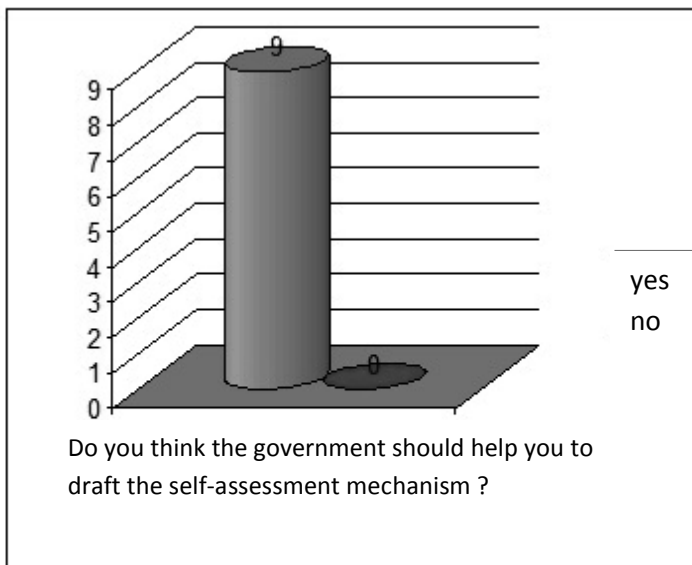


Diagram N6

Interview Question

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Pictures:

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



Appendices 2. Didactical Material to Learn Colors.

