**RIGA TECHNICAL UNIVERSITY**
**Faculty of Power and Electrical Engineering**
**Institute of Energy Systems and Environment**

# GUIDELINES FOR FORMATTING A COURSEWORK

RTU – 2016

# INTRODUCTION

These guidelines have been prepared to help students prepare their courseworks for acceptance by the Institute of Energy Systems and Environment, Riga Technical University (RTU) within the Master's program "Environmental Science". All courseworks must be prepared according to format requirements described in this guide. The format guidelines ensure that courseworks are uniformly presented and appropriately formatted for the presentation within a course. Thereof, students should carefully review this guide. The format requirements dictate such matters as: typeface and quality, spacing, margins, page numbering, placement of notes, headings, formatting of tables, figures, title page, citing and referencing, etc.

Any questions about the contents of the guidelines should be directed to the format advisor Karīna Bāliņa (karina.balina@rtu.lv). The format advisor is concerned solely with the format of the coursework. Responsibility for the content of any coursework remains with the student and his supervisor(s).

# TABLE OF CONTENTS

# PURPOSE OF A COURSEWORK

Coursework is a work performed by students for the purpose of learning. Coursework is an important element in the study program because it encourages independent study and provides a focus for students' reading and thinking. Coursework may be specified and assigned by lectors. Coursework can encompass a wide range of activities, including practice, experimentation, data analysis, research, and writing. Coursework allows students to broaden knowledge, enhance research skills, and demonstrate that they can discuss, reason and construct practical outcomes from learned theoretical knowledge. Sometimes coursework is performed by a group so that students can learn both how to work in groups and from each other.

# GENERAL PROVISIONS

1. The layout of the coursework has to comply with the general formatting regulations set for scientific manuscripts and project documentation.

2. The coursework must consist of approximately 20 to 40 pages (excluding appendices and list of references) depending on the task. In addition, the total size of the coursework must be chosen so as to completely cover the specific topic and reach the aim of the coursework.

3. The recommended structure of the coursework is as follows:
   a. Introductory part 2-3%
   b. Main research part (including literature review, methodology, results) 95-95%
   c. Conclusions and recommendations 3-5%

4. The coursework should be arranged in the following manner:
   1) Title page
   2) Table of contents
   3) Introduction
   4) Literature review[i]
   5) Methodology
   6) Results and discussion
   7) Conclusions and recommendations
   8) References
   9) Appendices
5. The title page is formatted in compliance with the template provided in the Appendix.

# TECHNICAL FORMATTING

## Body text

6. The **text** should be written using *Times New Roman* style, font style – Regular, single space between the lines and font size 12pt. The alignment of the text should be justified.

7. The following **margins** are imposed: top and inside margin – 3 cm; bottom and outside margin – 2 cm; header and footer – 1,3 cm. Header and footer are left blank. The inside and outside margins are defined as the coursework must be printed two-sided on both

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[i] The number of chapters and their titles may vary. The examples given here (Literature review, Methodology, Results and discussion) are common, but individual coursework may have different numbers of chapters and/or different titles.

sides of a page – starting from the Table of contents). Thereof, „Mirror margins" have to be defined (can be done in MS Word tab „Page Layout" → „Pages Setup" → „Margins" → choose „Mirror margins" at Multiple pages and „Apply to Whole document"). All coursework materials must fit within these margin requirements (including tables, figures, graphs and page numbers). When full-page prints of photographs are desired, the image area of the print must conform to the same margins as the text.

8. A new paragraph is indicated by **indenting** the first line with 1 cm. No spaces between the paragraphs are required.

9. All pages must be **numbered** with Arabic numerals placed in the bottom right side of the page (choose Different Odd & Even Pages). It is not recommended to use any lines, points or other signs before and after the number. There is no page number written on the Title page, but it is considered in the total number of pages. Thus, page numbers are placed on pages starting with the Table of contents section.

10. **Reference notes** may be placed at the bottom of the page, at the end of the chapter, or at the end of the coursework before the reference list. **Footnotes and endnotes** should be numbered with Arabic numerals and should be in *Times New Roman* style, font style – Regular, single space between the lines and font size 10pt.

## Headings

11. Each chapter of the coursework starts on a new page. Sub-chapters are continued on a started page. Titles and headings should clearly stand from the previous text by 12 mm and from the following text by 6 mm.

12. Chapter titles are written in capital letters, *Times New Roman* style, font style – Bold, and font size 14pt. Sub-chapter headings are written with the first capital letter only following with small letters, *Times New Roman* style, font style – Bold, and font size 13pt. Titles and headings are placed in the center of the page with no indention from the left side.

13. Syllabification, letter underlining and full stops are not applied in the titles and headings.

14. The main parts of the coursework are numbered in sequence, and the numbers are placed before the title. The chapters are numbered applying Arabic numerals, e.g., 1., 2., etc. The sub-chapters are numbered in sequence with the chapter number applying two Arabic numerals, e.g., the numbers for the sub-chapters within the first chapter shall be 1.1., 1.2., etc. If the sub-chapter comprises multiple sections, then they are numbered within the particular sub-chapter applying three Arabic numerals, e.g., 1.2.1., 1.2.2., etc. For indicating sub-sections Arabic numerals or small letters with a round bracket are used, e.g., 1), 2) or a), b), etc. The text after the number is written with the first capital letter. Only the main research chapters, i.e. Literature review, Methodology, Results and discussion, are numbered. The rest are left with no numbering.

## Tables and figures

15. Figures and tables are most effective when they are clear, self-explanatory, accurate, easily understood and remembered. In general, tables and figures should have enough explanation in their captions (titles) to stand alone.

16. Tables and figures (graphs, charts, drawing, and photographs) must be embedded in the document. They should be placed between paragraphs, after (or near) their first mention in the text.

17. Figure captions have to be placed below the figures and **not** in "text boxes" linked to the figures. Table titles have to be placed above the tables.

18. A minimum of one sentence summarizing what the figure/table shows or illustrates should be included in the text. Also it should be verified that the figures and tables mentioned in the text actually exist.

19. The **figures** are placed centered with no indentations. The figures are numbered within the corresponding chapter (e.g. Figure 1.3. denoting the third figure in the first chapter). Each figure should be given a title (caption). If the coursework contains only one figure, it is not numbered, but it is given a title. The number and caption of the figure are placed centered symmetrically below the illustration.

20. The word „Fig." should be followed by one space, an Arabic numeral, a period, one blank space, the caption with only the first word and proper nouns capitalized, and no period at the end. The style used for figure captions is *Times New Roman*, font style – Regular, and font size 12pt.

21. The space before and after the figure, its caption and text is 12pt.

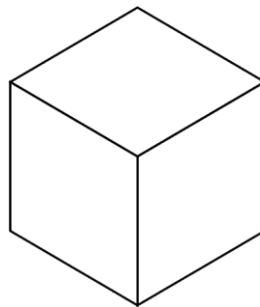For example, the third figure in the first chapter should be formatted in the following way:



Fig.1.3. The title of the figure

22. If some explanatory notes are required for the figure, they can be placed below the title. Explanatory notes should be given in a smaller size letters, i.e. 10pt.

23. A reference to a figure should be given in the text and typed as Fig. 1 or Figs. 2 to 4, with "Fig." capitalized and abbreviated (unless it is the first word in a sentence) and without period at the end (unless the reference appears at the end of a sentence). E.g., „…the process is illustrated in the scheme provided in Fig.1.3.", „Figure 1.3 shows…", or „…(see Figs.1.3 and 2.4)".

24. The recommended font in a figure is *Times New Roman*, same size as the text. Figure lettering should be large enough to be readily legible when the drawing is reduced. Axes titles on graphs must be labeled with words rather than symbols. As an example, an axe should be labeled as the quantity "Pressure" not just "*p*". Units should be put in parentheses.

25. If a figure has two (or more) parts, authors should include the labels "(a)","(b)"… as part of the figure.

26. If scanned figures are provided, they have to be clear, with all the legends and data labels easily readable. If this is not possible, the author must redraw the figures especially in the

case of simple one. Illustrations borrowed or adapted from another source have to be properly cited.

27. The **tables** provided in the coursework should be numbered and they should have captions. The tables are placed centered with no indentations.

28. The caption of a table is placed right-sided above the table with no indentations. The word Table should be followed by one space, an Arabic numeral, a period, one space, and caption, with only the first word and proper nouns capitalized, and a period at the end. Tables are numbered within the corresponding chapter with Arabic numerals (e.g. Table 1.3. denoting the third table in the first chapter). If the coursework contains only one table, it is not numbered, but it is given a title. The space before and after the table caption should be 12pt and 6pt, respectively.

29. Tables should be as simple as possible. The text in the table should be written using Times New Roman style, single space between the lines and font size 12pt (the size of the fonts can be decreased till the readable values (not less than 9pt). Tables should have single horizontal lines (½ pt) above and below column headings and subheadings, and at the bottom of the table (if it is necessary the authors may put the horizontal lines between the rows). Limit the number of columns to fewer than 10, since the use of many columns will create readability problems. Vertical lines and shaded areas should be avoided where possible. Fancy frames or borders around tables should not be used.

30. All tables should be prepared using Word's table-making features. Tables should be fitted in the page, by using AutoFit option: first "AutoFit-to-Contents" and then "AutoFit-to-Window". Any of the other options under the Table menu such as: Insert, Delete, Merge cells, Distribute columns evenly, Align text etc., to adjust the cells can be used.

For example, the third table in the first chapter should be formatted in the following way:

Table 1.3. Title of the Table

| Month | $\rho_{cs}$, % | $\rho_{ps}$, % | $\rho_{os}$, % |
|---|---|---|---|
| JAN | 5.88 | 36.88 | 57.24 |
| FEB | 6.79 | 45.65 | 47.57 |
| MAR | 5.48 | 40.40 | 54.12 |
| APR | 16.39 | 51.58 | 32.03 |
| MAY | 11.18 | 45.27 | 43.55 |
| JUN | 12.87 | 33.68 | 53.45 |
| JUL | 15.94 | 40.45 | 43.62 |
| AUG | 6.10 | 50.22 | 43.68 |

31. A table should have one extra line spacing after it, followed by other text or objects.

32. A reference to the table should be given in the text and typed as Table 1 or Tables 2 to 4. Authors should not abbreviate "Table" and should not put period after number, unless the reference appears at the end of a sentence. E.g., „…as it can be concluded from the data provided in Table 1.3., …", „Table 1.3 shows data from….", or „….(see Table 1.3)".

### Equations

33. The mathematical formulas and equations included in the coursework are placed in the text, however, each formula is written on a separate line. The symbols used in equations have to be explained below the formula. The formulas are numbered with Arabic

numerals, which are placed in the brackets on the right of the formula, within the corresponding chapter. If there is only one formula in the coursework, it is not numbered.

For example, the first equation in the second chapter should be formatted in the following way:

$$m = \frac{V \cdot M}{V_0} \qquad (2.1)$$

where
$m$ – mass, g
$V$ – volume, l
$M$ – molecular weight, g/mol
$V_o$ – molar volume of an ideal gas at standard temperature and pressure, l/mol.

34. If an equation comprises multiple lines, then the number of the equation is given in the brackets on the right of the last line of the formula.

35. The text in an equation should be written using Times New Roman style, *Italics*, font size 12pt.

36. When a reference to a formula is provided in the text, its number is provided in the same way – in the round brackets. Equations should be referred in the text by "Eq. (2.1)" or "Equation (2.1)" if it is in the beginning of a sentence. e.g. "Equation (2.1) is used....", „....(Eq.(2.1))".

37. A recommended order of closures for parenthesis, brackets and braces, is the following: $\{[(.....)]\}$

38. Expressions which are simple, short, and not of major importance can be left in the text, and written in one-line form (e.g., use $\beta = a/b$ for fractions). For expressions within a line of text, regular text and the symbols from Symbol dialog box should be used.

39. It is advised to use Microsoft Equation Editor 3.0 or MathType instead the Microsoft Math Editor built-in Word 2007/10. Users of Word 2007/10 may insert the Microsoft Equation 3.0 object in the text by following operations: Insert → Object → Create New → Microsoft Equation 3.0.

## Appendices

40. Some auxiliary materials, which cannot be placed into the main body of the coursework (e.g. large tables and figures, model layouts, algorithms etc.), are provided in the appendices, under the umbrella title – APPENDICES, placed on a separate page (formatted as a chapter heading without any numbering).

41. Each appendix should start on a separate page. In the top right corner of the page the sequence number of the appendix is provided, e.g., *Appendix 1, Appendix 2*, etc. In the center of the next line the title of the appendix is given. If there is only one appendix in the coursework, the umbrella title is not required, and the appendix is not numbered. The reference to an appendix should be given in the text, e.g., "…the data is provided in the Appendix 1.", "…(see App.1)".

42. The page with the umbrella title „Appendices" is numbered and shown in the Table of contents. Also other pages of appendices are numbered, but are not included in the Table of contents.

# CITING AND REFERENCING

43. It is vital that the sources of information that have been used for the coursework are acknowledged. This will help you protect yourself against charges of plagiarism and also demonstrate that you understand the importance of professional research work.

44. The sources must be acknowledged whenever another person's ideas or points are paraphrased or summarized, or when another person's work is quoted. Also when tables, graphs, figures, etc. are used that have been found from another source, be it from a printed document or from the web, must be acknowledged.

45. There are two steps to acknowledging the used sources:
    1. cite your references in the text, to show where you have drawn upon other people's work,
    2. list the references at the end of your coursework under the heading 'References'.

## Citing your sources in the text

46. When you refer to another's words or ideas in your coursework, you must cite your source. At an appropriate point in your text, provide the author's surname and the year of publication in round brackets. If you include the author's name in your sentence, only provide the year of publication in brackets, e.g.:

    It has been argued (Harris, 2001) that the main considerations are…

    It has been argued by Harris (2001) that the main considerations are…

47. For edited books that contain collections of chapters written by different authors, cite the author of the chapter and not the editor of the overall book.

48. If you are citing different publications written by the same author in the same year, label the first one cited with the letter 'a' after the year and the second 'b' etc. e.g. (Smith, 2004a), (Smith, 2004b). You will need to do the same in your list of references.

49. Where two authors have produced the work, include both their last names in your citation e.g. (Cullingworth and Nadin, 2007) or Cullingworth and Nadin (2007).

50. When there are three or more authors use the abbreviation "et al." (and others) after the first author's surname e.g. Tayler et al. (2003) or (Tayler et al., 2003).

51. If you are discussing a point about which several authors have expressed similar views, include them all in one set of brackets in chronological order of publication. List any works published in the same year in alphabetical order e.g. (Midgley, 1994; Smith, 2004; UNCHS, 2006; Gandelsonas, 2012).

52. Where possible you should aim to reference from the original source. However, sometimes you may need to cite an author whose work you have not personally read, but whose work is presented or summarized by the author of a publication you have consulted. This can be shown as follows:

    Rondinelli (1993), cited in Potts (2012, p. 37), describes the stages of a project…

or

    A process project might consist of a number of stages including experimentation and production (Rondinelli, 1993, cited in Potts 2012, p. 37).

In your references you should list the source you have actually read, i.e. Potts.

## Directly quoting from your sources

53. You should aim to paraphrase information provided by an author in your own words rather than quote large amounts of their work verbatim as this helps to demonstrate to the reader your understanding of the information. It can be necessary to quote directly from the text when you:
    a. Cannot present the information more succinctly or in any other way.
    b. Need to present a particular portion of an author's text in your work to analyze it.

54. If the quotation is short, enclose the writer's words in double quotation marks and then cite the author, date and page number, e.g.:

> Key causes of economic deprivation include low income or unemployment which are often the result of "poor qualification levels and lack of basic skills" (Thake and Saubach 1993, p. 18).

55. Longer quotations should be separated from the body of your text and indented from the left-hand margin. When you indent a quotation, there is no need to include quotation marks, e.g.:

> As Joia and Sanz (2005, p. 5) observe:
>
> In specific terms, it might be imagined that the benefits of web consumer retention would only seem to be advantageous for digital companies that are client-centric, which can interact with these consumers. Furthermore, the mere fact of using transactional practices, low differentiation between products and the emphasis on promotion of price on the web would seem to increase sensitivity to price.
>
> In the current fiercely competitive internet commerce climate it would seem that these observations might well be borne out.

56. If you omit some words from the quotation, you need to indicate this by typing in three dots, e.g. "The state has an essential role … in the legal definition of property rights" (Deininger 2003, p. 69)

57. If you add some of your own words within the quotation, place your words in [square brackets] to make it clear which are the author's words and which are yours. Remember to quote exactly as the words appear in the original: do not add bold or italics.

## Referencing

58. Referencing means giving a full description of each source you have cited in the text, in a list of references or bibliography, at the end of your coursework (under the heading REFERENCES).

59. Write the list in alphabetical order: put the first author's last name first and then his/her initials.

60. Include the names and initials of all authors. Arrange any references with the same author by the year of publication, beginning with the oldest.

61. Titles should be italicized for books, reports and conference proceedings. For journal articles, the title of the journal (not the title of the journal article) should be printed in italics.

62. Capitalize the first letter of each author's last name and each initial. Also capitalize the first letter of the publication title written in italics, the first letters of all main words in the title of a journal and all first letters of a place name and publisher.

63. The references should be written using *Times New Roman* style, font size 12pt. Single space between the lines should be used. The space before and after each reference should be 6pt. The alignment of the text should be justified. Each new reference has indentation hanging by 1.5 cm.

Example:

> Cooke, D.J. and Philip, L. 2001. To treat or not to treat? An empirical perspective. In: Hollin, C.R. ed. Handbook of offender assessment and treatment. Chichester: Wiley, pp. 3-15.
>
> Potts, D. 2002. Project planning and analysis for development. Boulder, Colorado: Lynne Reinner.
>
> Redknap, M. et al. eds. 2001. Fourth International Conference on Insular Art. National Museum & Gallery, Cardiff, 3-6 September 1998. Oxford: Oxbow.

## The general provisions for organizing references

### 64. Book

You need to include the following information:

> Author. Year. *Book title*. Place: Publisher.

Example:

> Potts, D. 2002. *Project planning and analysis for development*. Boulder, Colorado: Lynne Reinner.

If there are three or more authors include all their names or just write the first author's name and then write *et al*. If the book is in its second edition or beyond, you also need to include this information in the reference:

> Seifert, K. L. et al. 2000. *Lifespan development*. 2nd ed. Boston: Houghton Mifflin.
>
> Seifert, K. L., Hoffnung, R.J. and Hoffnung, M. 2000. *Lifespan development*. 2nd ed. Boston: Houghton Mifflin.

### 65. Book chapter

Edited books contain collections of chapters which are written by different authors and collated by an editor or editors. To reference a chapter in an edited book you need to record the following details:

> Chapter Author(s). Year. Title of chapter. In: Book Editor ed/eds. *Book title*. Place: Publisher, chapter page numbers.

Example:

> Cooke, D.J. and Philip, L. 2001. To treat or not to treat? An empirical perspective. In: Hollin, C.R. ed. *Handbook of offender assessment and treatment*. Chichester: Wiley, pp. 3-15.

### 66. Journal articles

You can reference both print articles and their electronic equivalents. To cite a journal article you will need to record the following information:

> Author. Year. Article title. *Journal Title* volume(issue), pages.

Example:

> Waterson, M. 2003. The role of consumers in competition and competition policy. *International Journal of Industrial Organization* 21(2), pp. 129-50.

## 67. Conference paper

If you are citing an individual paper within the conference proceedings, the author of the paper should be the first element of the reference. The page numbers of the paper, within the proceedings as a whole, should be included.

Example:

> Fledelius, H.C. 2000. Myopia and significant visual impairment: global aspects. In: Lin, L.L.-K. et al. eds. *Myopia Updates II: Proceedings of the 7th International Conference on Myopia*. Taipei, 17-20 November, 1998. Tokyo: Springer, pp. 31-37.

The first element of a reference to a conference proceeding should be the person or organization responsible for editing the proceedings. The place and date of the conference should also be included.

Example:

> Redknap, M. et al. eds. 2001. *Fourth International Conference on Insular Art*. National Museum & Gallery, Cardiff, 3-6 September 1998. Oxford: Oxbow.

If no editor is traceable, substitute this with the name of the conference:

> Building on the evidence: proceedings of the second conference on evidence-based Practice. 1999. 16-17 April 1999. Norwich: Norfolk Healthcare Trust.

This should be cited within your text (the main body of your coursework) as (*Building on the evidence*, 1999).

## 68. Report

If there is no individual author, use the name of the organization.

Example:

> European Commission. 2004. *First report on the implementation of the internal market strategy 2003-2006*. Luxembourg: Office for Official Publications of the European Communities.

## 69. Thesis

Be sure to indicate the level (e.g. MA, MSc, or PhD) of the Thesis and the institution at which it was presented.

Example:

> Boyce, P. J. 2003. GammaFinder: a Java application to find galaxies in astronomical spectral line datacubes. MSc Dissertation, Cardiff University.

> Bin Omar, A. 1978. Peasants, institutions and development in Malaysia: the political economy of development in the Muda region. PhD Thesis, Cornell University.

## 70. Newspaper article

The format required is similar to that of an academic journal article, except that there will be a precise day of publication, and volume numbers are not usually available or necessary. Also online versions can be referenced like this.

Example:

> Benoit, B. 2007. G8 faces impasse on global warming. *Financial Times* 29 May 2007, p.9.

## 71. Electronic journal article

If the electronic journal article is also available in paper format and if the layout, page numbers, text and images are exactly the same, you can just reference it as you would a print journal article.

For a journal article which is only available online or differs from its print version you will need to include the date when you found it and the URL:

> Author(s). Year. Article title. *Journal Title* [Online] volume. Available at: URL [Accessed: day Month year].

Example:

> Merchent, A.T. 2007. Diet, physical activity, and adiposity in children in poor and rich neighbourhoods: a cross-sectional comparison. *Nutrition Journal* [Online] 6. Available at: http://www.nutritionj.com/content/pdf/1475-2891-6-1.pdf [Accessed: 27 February 2007].

## 72. Internet sources

Referencing a *web source* can be difficult. If no author is given, web pages can be referenced by the organization responsible or by the title instead. A good web site should, however, have sufficient ownership information to enable you to cite it. If no ownership is detectable, you should question whether the source is of sufficient quality. Ideally you should aim to include the following information:

> Author (if available) or Organization. Publication Date. *Document title* [online]. Place: Publisher (if available). Available at: web address of document [Accessed: date you viewed the site].

For an *Internet-based work* by an individual the reference should be given as follows:

> Author or Editor (if available). Year (if available). *Title* [Online]. Place: Publisher (if available). Available at: web address of document [Accessed: day Month year].

Example:

> Lane, C. et al. 2003. *The future of professionalized work: UK and Germany compared* [Online]. London: Anglo-German Foundation for the Study of Industrial Society. Available at: http://www.agf.org.uk/pubs/pdfs/1232web.pdf [Accessed: 10 May 2007].

The publisher and place of publication can be thought of as the organization responsible for hosting the site, although can be left out if unavailable.

As well as the complete URL to the page, always give the date at which you accessed it. Web sites appear and disappear so often that it is vital to indicate that the information was accurate at the date given.

*Wikipedia:* There is usually no discernable author of a wiki entry and so this information can be excluded from the reference if unavailable. Instead, begin your reference with the title of the wiki article, then provide the year the page was last updated followed by the title of the web site.

Example:

> A map of our own: Kwun Tong culture and histories. 2009. *Creative commons wiki* [Online]. Available at:

http://wiki.creativecommons.org/Case_Studies/A_Map_of_Our_Own:Kwun_Tong_Culture_and_Histories [Accessed: 18 June 2010].

Please note that as it is often difficult to tell who has authored a wiki post, it is essential that you verify the accuracy of the information provided using scholarly sources such as books or journal articles. Check with your lecturer or tutor before referencing sources such as Wikipedia.

*YouTube video:*

Example:

Libncsu. 2009. *Wikipedia: beneath the surface* [Online]. Available at: http://www.youtube.com/watch?v=QY8otRh1QPc [Accessed: 21 June 2010].

**73. Personal communication**

Example:

Smith, K. 2004. Email to B. Robertson 14 April 2004.
Young, Z. 2007. Letter to S. Nicholas 28 September 2007.

When referencing a message on a discussion board in the virtual learning environment, include the following details:

Author. Year. Title of message. *Title of discussion board*. In: *Name of academic module* [Online] Day Month Year of post. Available at: URL of virtual learning environment [Accessed: Day Month Year].

Example:

Smith, A. 2010. Quality of Wikipedia articles. *Wikipedia debate discussion board*. In: *Study Skills* [Online] 12 June 2010. Available at: http://cue.cf.ac.uk [Accessed: 18 June 2010].

When discussion lists are referenced, use the following example:

Little, L. 2002. Two new policy briefs. *ECPOLICY discussion list* [Online] 16 April 2002. Available at:
http://www.askeric.org/VirtualListserv_Archives/ECPOLICY/2002/Apr_2002/Msg00003.html [Accessed: 8 November 2003].

For all email references, the title of the message comes from the email subject line.

# SUBMISSION OF THE COURSEWORK

74. Before printing the coursework, make certain that:
    a. The Table of Contents correctly lists the exact headings, titles, and page numbers in the body of the coursework;
    b. All text and graphics are highly legible when printed, including colored illustrations and photographs (figures are clear and with proper colors and fonts that can be distinguished);
    c. All pages are numbered and in proper sequence, and formatted with the margins, headers, footers, paragraph indentations, etc. as defined in this guide.

75. A printed and/or electronic (.doc or .pdf) copies of the coursework must be submitted to the lector of the course in due time. The hard copy must be printed two-sided (printed on both sides of the paper) on A4 (210 × 297 mm) format white paper sheets (80g/m$^2$), and submitted bound in soft covers. The electronic version of the coursework contains all the same parts as the printed version.

# PLAGIARISM AND ITS DETECTION

Plagiarism is the act of taking another person's writing, conversation, or even idea and passing it off as your own. This includes information from web pages, books, scientific papers, articles, television shows, email messages, interviews, artworks or any other medium. Whenever you paraphrase, summarize, or take words, phrases, or sentences from another person's work, it is necessary to indicate the source of the information *within your work* using a citation. It is not enough to just list the source in a bibliography at the end of your paper. Failing to properly quote, cite or acknowledge someone else's words or ideas with a citation is plagiarism. All of the following are considered plagiarism:

- turning in someone else's work as your own,
- copying words or ideas from someone else without giving credit,
- failing to put a quotation in quotation marks,
- giving incorrect information about the source of a quotation,
- changing words but copying the sentence structure of a source without giving credit,
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

As for paraphrasing and summarizing – they are very similar. Both involve taking ideas, words or phrases from a source and crafting them into new sentences within your writing. In addition, summarizing includes condensing the source material into just a few lines. Whether paraphrasing or summarizing, credit is always given to the author.

Plagiarism is considered academic dishonesty, therefore the Institute of Energy Systems and Environment has acquired specific software for detecting plagiarism. All the submitted works are checked with the software. The students, that have submitted the work, are informed about the plagiarism detection results via e-mail or in person. Violation of the scientific ethics and plagiarism is stipulated in the rules of Riga Technical University and student's contract with all the ensuing consequences.

**APPENDIX**

**Riga Technical University**
**Faculty of Power and Electrical Engineering**
**Institute of Energy Systems and Environment**

**Course title**
**TITLE OF THE COURSEWORK**
**Coursework**

Author(s):
NAME SURNAME, Student ID card No. xxxxxxxx                    (signature)

Supervisor(s):
Degree, position NAME SURNAME                    (signature)

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