



Riga Technical University
Institute of Energy Systems and Environment

Coursework formatting guidelines
for program

“Environmental Engineering”

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 Bachelor's and Master's program "Environmental Engineering". 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.

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1. GENERAL PROVISIONS

1.1. The layout of the coursework must comply with the general formatting regulations set for scientific manuscripts and project documentation.

1.2. 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 to completely cover the specific topic and reach the aim of the coursework.

1.3. The recommended structure of the coursework is as follows:

- a) Introductory part: 2-3%
- b) Main research part (including literature review, methodology, results): 92-95%
- c) Conclusions and recommendations: 3-5%

1.4. The coursework should be arranged in the following manner:

- 1) Title page
- 2) Table of contents
- 3) Introduction
- 4) Literature review¹
- 5) Methodology
- 6) Results and discussion
- 7) Conclusions and recommendations
- 8) References
- 9) Appendices

1.5. The title page is formatted in compliance with the template provided in the Appendix.

¹ 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.

2. TECHNICAL FORMATTING

2.1. Body Text

2.1.1. The text should be written using:

- *Times New Roman* style,
- font style – Regular,
- single space between the lines,
- font size – 12 pt,
- the alignment of the text – Justified.

2.1.2. The following margins are imposed:

- top and inside – 3 cm,
- bottom and outside - 2 cm,
- header and footer – 1,3 cm. Header and footer are left blank.

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

2.1.4. All pages must be numbered with Arabic numerals placed in the bottom outer edge 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 are no page numbers written on the first pages (up to the literature review), but they are considered in the total number of pages. Thus, page numbers are placed on pages starting with the Literature review section.

! Reference notes may NOT 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.

2.2. Headings

2.2.1. 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 pt and from the following text by 6 pt.

2.2.2. Chapter titles are written in:

- capital letters (*CAPS*),
- *Times New Roman* style,
- font style – Bold,
- font size 14 pt.

2.2.3. Sub-chapter headings are written with the first capital letter only following with small letters. They are written:

- *Times New Roman* style,
- font style – Bold,
- font size – 13 pt.

2.2.4. Titles and headings are placed in the middle of the page with no indentation from the left side.

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

2.2.5. 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 sub-chapter applying three Arabic numerals, e.g., 2.2.1., 2.2.2., 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.

2.3. Tables and figures

2.3.1. 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.

2.3.2. 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.

2.3.3. Figures should be large enough to be read, tables, if they are larger than half a page, should be divided into several small ones.

2.3.4. There should be at least 2 sentences of text between table and table, figure and figure, table, and figure. They must not be inserted one after the other.

2.3.5. Figure captions must be placed below the figures and not in “text boxes” linked to the figures. Table titles must be placed above the tables.

2.3.6. 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 exist.

2.3.7. 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.

Example. The first figure in the third chapter formatting

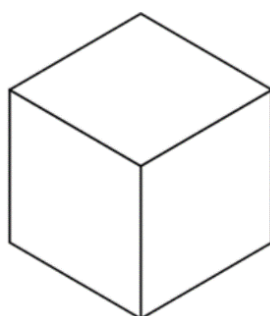


Fig.1.3. The title of the figure

2.3.8. 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.

2.3.9. The style used for figure captions is:

- Times New Roman style,
- font style – Regular,
- font size – 12 pt.

- 2.3.10. The space before and after the figure, its caption and text are 12 pt.
- 2.3.11. 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 letter, i.e., 10 pt.
- 2.3.12. A reference to a figure should be given in the text and typed as Fig. 1 or Figs 2 to 4, with “Fig.” capi-talized 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.
- 2.3.13. 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 labelled with words rather than symbols. As an example, an axe should be labelled as the quantity “Pressure” not just “p”. Units should be put in parentheses.
- 2.3.14. If a figure has two (or more) parts, authors should include the labels “(a)”, “(b)” ... as part of the figure.
- 2.3.15. If scanned figures are provided, they must be clear, with all the legends and data la-bels 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 must be properly cited.
- 2.3.16. The tables provided in the coursework should be numbered and they should have captions. The tables are placed centered with no indentations.
- 2.3.17. 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. 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 12 pt and 6 pt, respectively.
- 2.3.18. 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 9 pt). Tables should have single horizontal lines ($\frac{1}{2}$ 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.
- 2.3.19. 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.
- 2.3.20. A table should have one extra line spacing after it, followed by other text or objects.

Example. Table formatting (spacing, letter size, etc.)

Table 3.1. Title of the Table

Month	ρ_{cs} , %	ρ_{ps} , %	ρ_{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

2.3.21. 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.:

Example

...as it can be concluded from the data provided in Table 3.1., ...

Table 3.1 shows data from...”, or “... (see Table 3.1).

2.3.22. Only the table name, the first row of the table MUST NOT remain separate from the rest of the table content on the same page, they must be moved to a new page. If there are, for example, 3 rows on one page, then the table should be divided on a new page.

Example. Redistributing the table to a new page

Table 3.1. Title of the Table

Month	ρ_{cs} , %	ρ_{ps} , %	ρ_{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

Table 3.1. continuation

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

! Figures and tables should not be larger than half a page. If they are larger, then either they should be divided or put in attachments.

2.4. Equations

2.4.1. 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 must 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.

Example. Formatting the first equation in Chapter Two

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

were

m - mass, g

V - volume, l

M - molecular weight, g/mol

V_0 - molar volume of an ideal gas at standard temperature and pressure, l/mol.

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

2.4.3. 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.:

Example

Equation (2.1.) is used....,

.... (Eq. (2.1)).

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

2.4.5. 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.

2.5. Appendices

2.5.1. Some auxiliary materials, which cannot be placed into the main body of the coursework, are provided in the appendices, under the umbrella title – APPENDICES, placed on a separate page (formatted as a chapter heading without any numbering).

2.5.2. 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.:

Example

... the data is provided in the Appendix 1.,

... (see App.1).

2.5.3. 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.

3. CITING AND REFERENCING

1. 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 demonstrate that you understand the importance of professional research work.

2. 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. There are two steps to acknowledging the used sources:

- cite your references in the text, to show where you have drawn upon other people's work,
- list the references at the end of your coursework under the heading 'References'.

3. Two citing methods may be used – Harvard and ISO 690 (Numerical Reference). In Harvard style you place authors surname and year of the publication at the end of the citation. In ISO 690 instead of the surname and year you shall place [number] of the reference, starting with the [1] and going in the rising order.

3.1. Citing your sources in the text using Harvard style

3.1.1. 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.:

Example

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

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

3.1.2. 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.

3.1.3. 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.

3.1.4. 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).

3.1.5. 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).

3.1.6. 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).

3.1.7. 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:

Example

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).

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

3.2. Directly quoting from your sources

3.2.1. 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:

- Cannot present the information more succinctly or in any other way.
- Need to present a particular portion of an author's text in your work to analyse it.

3.2.2. 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.:

Example

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).

3.2.3. 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.:

Example

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.

3.2.4. 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)

3.2.5. 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.

3.3. Referencing

3.3.1. 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).

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

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

3.3.4. 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.

3.3.5. 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.

3.3.6. The references should be written using:

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

Example. Reference formatting

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.

3.4. The general provisions for organizing references

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:

Example

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.

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.

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.

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.

Example

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

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.

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.

Newspaper article

The format required is like 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.

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

Merchant, 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: 27.02.2007.].

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: 10.05.2007.].

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 discernible 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: 18.07.2010.].

NB! 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.

Example. YouTube video

Libncsu. 2009. *Wikipedia: beneath the surface* [Online]. Available at: <http://www.youtube.com/watch?v=QY8otRh1QPc> [Accessed: 21.07.2010].

Personal communication

Example

Smith, K. 2004. Email to B. Robertson 14.04. 2004.
Young, Z. 2007. Letter to S. Nicholas 28.09.2007.

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] 12.07.2010. Available at: <http://cue.cf.ac.uk> [Accessed: 18.07. 2010].

Example. Providing information for discussion

Little, L. 2002. Two new policy briefs. *ECPOLICY discussion list* [Online] 16.04.2002. 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.

4. SUBMISSION OF THE COURSEWORK

5. PLAGIARISM AND ITS DETECTION

1. Plagiarism is the presentation of another person's work or idea as one's own without identifying the true author. This can include information from websites, books, scientific articles, other articles, television shows, emails, interviews, artwork, and more. Whenever you rephrase, summarize, or use any text from another person's work, you must identify the source of the information in the work by reference. It is not enough only with source indication bibliography at the end of work.

2. Plagiarism is considered to be:

- Transferring another's work as one's own.
- Copying words or ideas from someone without reference.
- Not quoting quotation marks.
- Misrepresentation of citation source.
- Word change, retaining the source sentence structure without referring to the source.
- Copying so many words or ideas from a source that it does most of the work, whether the source is listed or not.

3. Plagiarism is an academic dishonesty. Therefore, software is used to determine it. It will check all submissions. Submitting students are informed of the results of plagiarism by email or in person. The consequences of violation of scientific ethics and plagiarism are stipulated in the regulations of Riga Technical University as well as in the student contract.

APPENDIX

Example of the title page

Riga Technical University
Faculty of Natural Sciences and Technology
Institute of Energy Systems and Environment

Course title
TITLE OF THE COURSEWORK
Coursework

Author(s):
Name Surname, Student ID card No.

Supervisor(s):
Degree, position Name Surname

RTU 202_