

# That's how I make a paper!

## Manual

### A. Content of the Paper

#### 1. A paper consists of the following parts:

- ✓ Cover
- ✓ Cover with title
- ✓ Index
- ✓ Preface
- ✓ Core
- ✓ Final word
- ✓ Source
- ✓ Epilogue

These parts must be submitted in the order as described above. Each part and each chapter starts on a new page.

#### 2. General instructions for the design of the paper

- ✓ Papers must be submitted in a plastic folder with transparent front.
- ✓ The individual pages are not stored in plastic cases.
- ✓ Copy-paste of a text should be avoided as much as possible (write the text in your own words!)
- ✓ Papers should be made on the computer or lap-top.
- ✓ Use a font people easily could read, like Calibri, Arial, Times New Roman, Verdana etc.
- ✓ If you want to emphasize certain words, choose bold, italic or underlined. Once you have made a choice, apply it consistently.
- ✓ With the exception of titles, texts must be executed in point size 12.
- ✓ All pages must be numbered, starting with the table of contents (the cover does not get a number). Use automatic page numbering.
- ✓ Set the margins of the page to 2.5 cm.
- ✓ Set the line spacing to "single"
- ✓ Ensure regularity in the structure of the text. Avoid long pieces of text.
- ✓ Use paragraphs or empty lines (is mandatory in group 7/8).
- ✓ Each chapter contains at least one page of text (without pictures included).
- ✓ Make sure you have a nice layout

### 3. Cover

The workpiece must be handed in a plastic folder with a transparent front.

#### Cover with title

The following information must be shown on the title page:

- ✓ Title (starting with capital letter, ending without point)
- ✓ Name
- ✓ Class
- ✓ Illustration (s) (image)

### 4. Index

In the *table of contents* all parts of the paper are mentioned. Behind each part is mentioned on which page this part starts. The table of contents should not be written in “story form”, but should be listed. Both title and number of the chapter must be mentioned of all chapters. There are no illustrations or other texts on the page of contents.

### 5. Preface

Write own in the preface:

- ✓ Why you made this paper
- ✓ Why you choose this topic.
- ✓ What you wanted to know about this subject.
- ✓ How you proceeded making this work.

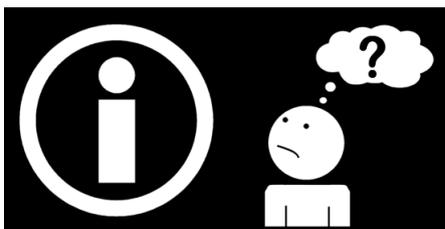
In a paper with a research question, you describe your hypothesis and research question in the preface.

### 6. The core of the paper

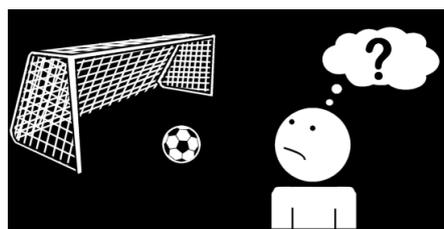
The core is divided into chapters.

Tips:

- Make first a mind map. Write in the middle your subject and ask yourself what you want to know about this subject and what you can already tell. Choose at least four topics. Then make a list of subtopics per subject. This finally will be the content of your chapters.



What do you know already?



Goal: what do you want to know?

- Do not make your chapters too long, but use at least one A4 of written text (without pictures).
- Each chapter has a number and a title of at most one line.
- Each chapter starts on a new page.
- The texts of the core of the paper and the chapter division must be constructed logically.
- If you add pictures they should fit to the text. Write in *italic* letters under the picture what is shown
- Pictures must be of good quality.
- Make some nice division of pictures over the page (one time in the middle, the other time at the bottom, for example).

## 7. Epilogue

The final word must be in line with your introduction You must make clear what you have learned by making this paper about:

- The subject of your paper ( make a short summary).
- Making your work itself (the process).
- In a paper with a research question, you describe your answer to your research question here.
- The final word also contains your own opinion about the topic or the process of creating this paper.

## 8. Sources:

All sources that you used for this paper are listed here. The sources are divided into:

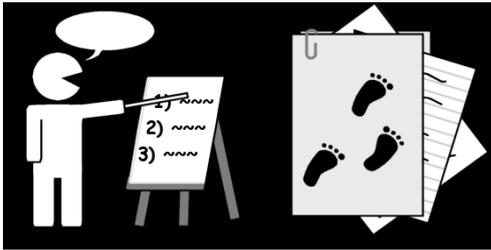
→ Books: Title, the name of the writer and used parts or pages.

→ Magazines / newspapers: Name magazine, volume + number, used pages, article title and name writer.

→ Internet: The title of the piece on the internet the addresses of websites used (homepages) and the addresses of the individual pages (URL)

→ Videos: The title of the video, the URL if the film is found on Internet

## B. Step-by-step plan Paper (duration: six weeks)



*Monitor: keep track of whether and how you follow your step-by-step plan*

### Week 1

- Cover: With title, name, group and illustration.
- Table of contents: With titles of the chapters + page numbers.
- Preface: Explanation choice topic. (and possibly research question)

### Week 2

- Chapter 1 + 2
- Start writing.
- Consider the following tips:
  - Working with a research question is useful. Regarding. your question, remember your sub-questions in your mind map. This will be your chapters.
  - Start each chapter on a new page.
  - Make sure there are no spelling mistakes in your workpiece.
  - Work with paragraphs.

### Week 3

- Chapter 3 + 4
- Continue writing.
  - Think of the tips given earlier.

### Week 4

- Chapter 5
- Continue writing + small summary of found data.
  - Think of previously given tips.

### Week 5

- Epilogue
- Sources: Titles of books + author, websites with full mention of links.

### Week 6

- Submit your paper in a folder or bound.

## General tips:



*Evaluation: did you do it well?*

- Have your paper checked at home for misspellings, punctuation, paragraph-use and content



*Reflective evaluation: were your questions about the subject answered?*

- Ask and receive feedback from others and use this to increase the quality of your paper.

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