Written presentations

Structure

Academic year
2023/2024

CC BY NC SA

UAB Universitat Autònoma de Barcelona

Servei de Biblioteques UAB

Structure

Introductory sections

Body

Annexes

Introductory sections

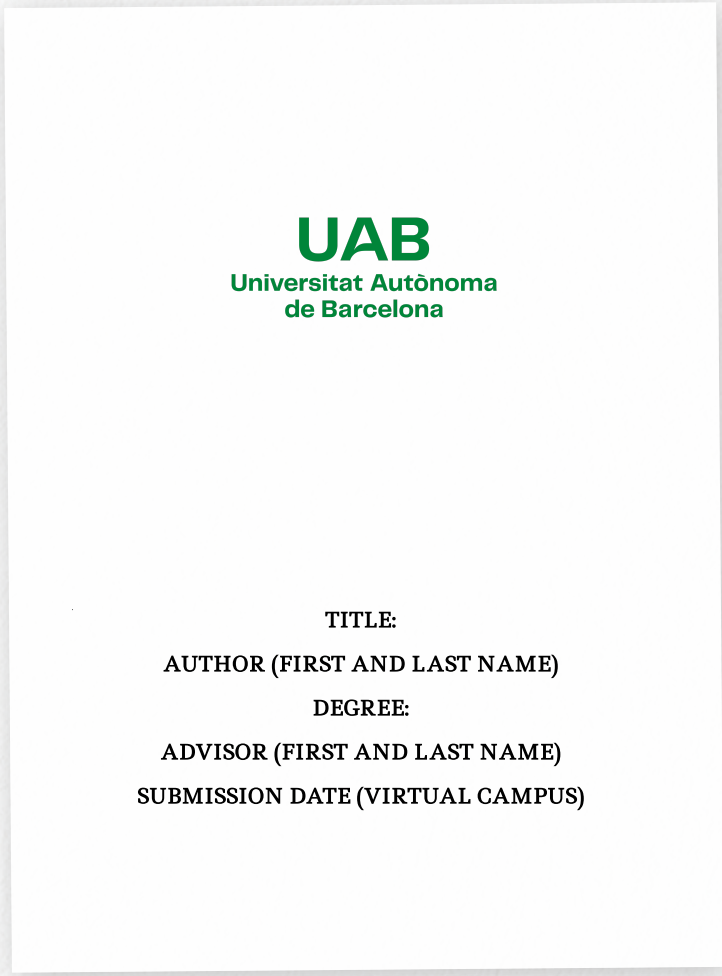
Title page	Mandatory
Abstract and keywords	Mandatory
Table of contents	Optional
Dedication or acknowledgements	Optional
Table of illustrations	Optional
List of abbreviations and symbols	Optional

Title page

Introductory section: Mandatory

- UAB logo
- Title
- Subtitle
- Author
- Advisor
- Dissertation
- Degree
- School/Institute
- Submission date

Download the UAB logos



INTRODUCTORY SECTIONS

Abstract and keywords

Introductory section: Mandatory

1

Abstract

It serves as a concise reflection of the content and nature of the work, typically ranging between 200-500 words.

2

Keywords

The abstract is accompanied by a minimum of 3 and a maximum of 10 keywords.

In both cases:

Use the **language of the document** and, where necessary, include a translation into English.

Provide a **single page** with the heading **'Abstract and Keywords'.**

INTRODUCTORY SECTIONS

Dedication or Acknowledgements

Introductory section: Optional

1. **Brief text**, typically placed **after the title page.**
2. **Text in which you acknowledge** the assistance provided to you by your tutor, collaborators, organisations, etc. Additionally, you may include more personal acknowledgements that go beyond strictly academic contributions.
3. The tone is usually **personal and subjective**, distinguishing it from the formal tone used in the rest of the work.
4. The acknowledgements should be presented on a **separate page** with the heading 'Acknowledgements,' and this page should not be numbered.

Agraïments. In: *Criteris* from Universitat de Barcelona (CUB): Style Guide [In Catalan]

INTRODUCTORY SECTIONS

Table of contents

Introductory section: Optional

Including all **chapters**, **sections**, **subsections**, bibliography, and annexes with their respective numbering

Using **characters of different sizes** and types also assists in visualising the structure of the work.

Automating it with a word processor is a good idea.

Presentation 5

1. CHAPTER HEADING 7

1.1. Section heading 7

1.1.1. Subsection heading 9

1.1.2. Subsection heading 11

Bibliography 21

Annexes 23

The **table of contents summary** includes only **chapter headings,** while the **table of contents** includes both **chapter headings** and **section headings.**

INTRODUCTORY SECTIONS

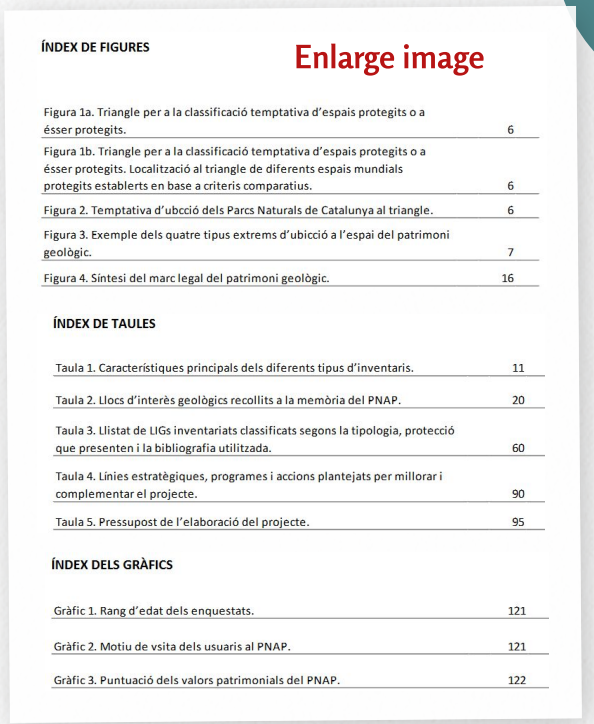
Table of illustrations

Introductory section: Optional

These tables should appear after the table of contents, on **separate pages**.

The list provides the **sequence number**, **heading**, and **page number** for each illustration.

Automating it with a word processor is a good idea, in case updates are needed.



ÍNDEX DE FIGURES

Enlarge image

Figura 1a. Triangle per a la classificació temptativa d'espais protegits o a ésser protegits. 6

Figura 1b. Triangle per a la classificació temptativa d'espais protegits o a ésser protegits. Localització al triangle de diferents espais mundials protegits establerts en base a criteris comparatius. 6

Figura 2. Temptativa d'ubcció dels Parcs Naturals de Catalunya al triangle. 6

Figura 3. Exemple dels quatre tipus extrems d'ubicció a l'espai del patrimoni geològic. 7

Figura 4. Síntesi del marc legal del patrimoni geològic. 16

ÍNDEX DE TAULES

Taula 1. Característiques principals dels diferents tipus d'inventaris. 11

Taula 2. Llocs d'interès geològics recollits a la memòria del PNAP. 20

Taula 3. Llistat de LIGs inventariats classificats segons la tipologia, protecció que presenten i la bibliografia utilitzada. 60

Taula 4. Línies estratègiques, programes i accions plantejats per millorar i complementar el projecte. 90

Taula 5. Pressupost de l'elaboració del projecte. 95

ÍNDEX DELS GRÀFICS

Gràfic 1. Rang d'edat dels enquestats. 121

Gràfic 2. Motiu de vsita dels usuaris al PNAP. 121

Gràfic 3. Puntuació dels valors patrimonials del PNAP. 122

INTRODUCTORY SECTIONS

List of abbreviations and symbols

Introductory section: Optional

1. It contains the **most frequently used** abbreviations, initials, and symbols.
2. Next to each abbreviation or symbol, provide the **corresponding word or phrase.**
3. Alphabetize them under the heading 'List of Abbreviations'.
4. It can also be placed **after the final bibliography.**

INTRODUCTORY SECTIONS

List of abbreviations and symbols

Introductory section: Optional

The abbreviations should be written in the **language of your final academic work**, except for 'edition', which should be written in the language of the original document.

Learn more:

Abreviacions. Biblioteca Tècnica de Política Lingüística. Generalitat de Catalunya. 2021 [in Catalan]

Diccionario Panhispánico de dudas. Real Academia Española [in Spanish]

Abbreviations. Oxford English Dictionary. Oxford University Press

comp.	compilador
coord.	coordinador
dir.	director
ed.	editor/s o director/s literari/s
et al.	et *alii*, indicació de l'omissió d'autors
n.d.	*no data*, sense data de publicació
núm.	número d'exemplar de publicació en sèrie
p.	pàgina
pp.	interval entre pàgines
para.	paràgraf
vol.	precedeix el número del volum citat

Enlarge image

Main abbreviations for the bibliography in Catalan.

Translation by the UVic of the "Listado de abreviaturas para bibliografía: anexo 1", by the Consejo Superior de Investigaciones Científicas (CSIC), 2012 pp.1-5.

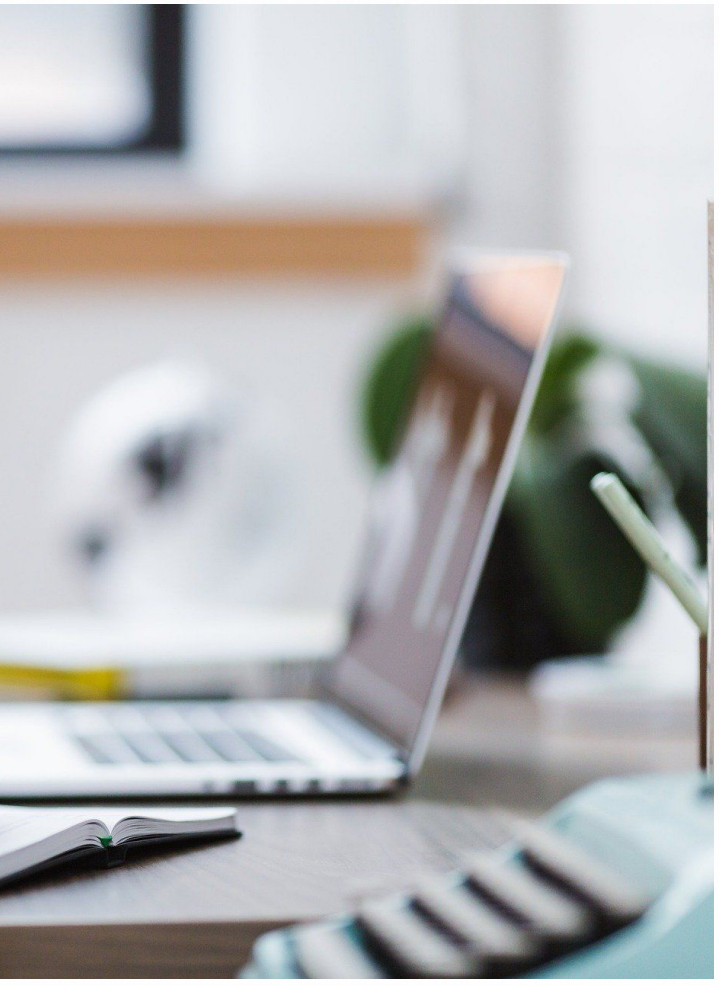
INTRODUCTORY SECTIONS

Structure

Introductory sections

Body

Annexes



Body

- Introduction
- Main body
- List of references

Introduction

A **clear** and **concise** presentation, typically spanning between **1 and 3 pages**, often composed at the end of the document.

It serves as a means to **captivate the reader's attention** from the very first paragraph.

- Reasons for choosing the topic.
- Research approach adopted.
- **Background** and/or **context** of the work.
- What is to be **demonstrated** and how it will be accomplished (hypothesis, aims and methodology used).
- **Structure** of the dissertation, where appropriate.

BODY

Main body

The main body constitutes the **core** of the academic work, presenting a comprehensive exposition of the conducted research. It is structured into chapters, sections, and subsections, allowing for a cohesive development of the following **contents**:

Methodology employed: sample type, study type, geographical limitations, tests, data collection, etc.

Theoretical framework: previous theories and trends on the topic.

Analysis of results: the explanations, arguments and analyses undertaken throughout the process.

Conclusions: supporting or refuting the initial hypothesis.

BODY

Main body

Chapters, sections and subsections

Chapters, sections, and subsections should have **headings** that introduce their content and be **numbered** accordingly.

Any **marginal comments or explanations** should be presented as **footnotes** outside the main text.

Chapters

Significant divisions of the work, organised in a logical and sequential manner, containing **sections** and **subsections**.

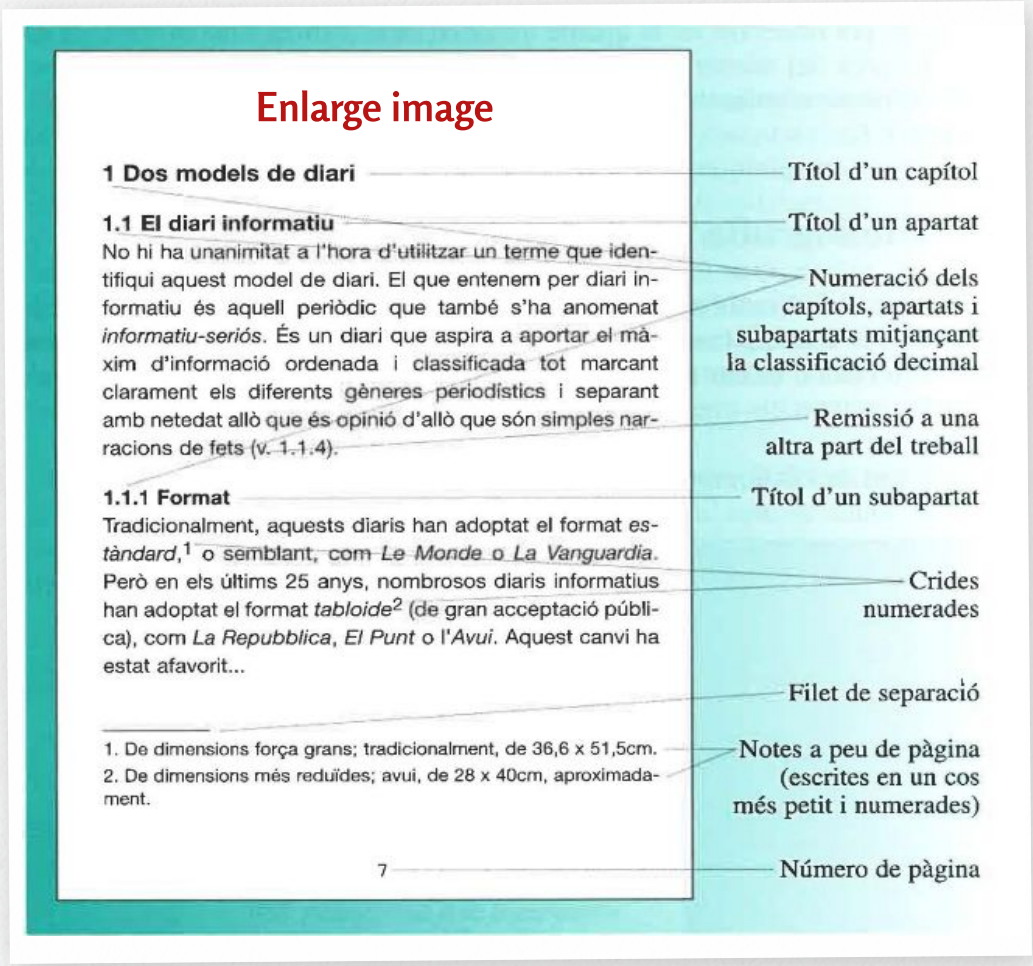
Sections and subsections

Within each chapter, they categorise and present the various thematic aspects discussed.

BODY

Main body

Example: chapters, sections and subsections



Source: Coromina, E., Casacuberta, X. and Quintana D. (2000). *El treball de recerca: procés d'elaboració, memòria escrita, exposició oral i recursos.* Vic: Eumo, p. 53

BODY

Main body

Conclusions

The main body of your academic paper should culminate with a conclusion chapter.

It is essential to recognize that conclusions are not merely a summary.

The conclusion must encompass the following elements:

1. **Results** of the work in relation to the aims and/or the hypothesis presented in the introduction.
2. **Demonstration of the attainment** of the set **objectives**.
3. Identification of **challenges** encountered and proposed **solutions.**
4. **Practical implications** of the acquired knowledge.
5. When applicable, **suggestions for future** research directions.

BODY

List of references

An **alphabetically ordered** list comprising identifying information for **all the documents cited** in the text.

It encompasses books, journal articles, periodical publications, conference papers, newspaper articles, websites, legislation, and case law, in both print and digital media.

Please adhere to the recommended **bibliography style.**

Example:

References

Adamecz-Völgyi, A., Henderson, M., & Shure, N. (2019). Is "first in family" a good indicator for widening university participation? *IZA Discussion Papers 12826*. Institute of Labor Economics.

Angrist, J. D., & Pischke, J.-S. (2008). *Mostly harmless econometrics: An empiricist's companion*. Princeton University Press.

Arcidiacono, P., & Lovenheim, M. (2016). Affirmative action and the quality-fit trade-off. *Journal of Economic Literature, 54*(1), 3–51. https://doi.org/10.1257/jel.54.1.3.

Source: Adamecz-Völgyi, A., Henderson, M., and Shure, N. (2020). Is 'first in family' a good indicator for widening university participation? *Economics of Education Review, 78* (July). https://doi.org/10.1016/j.econedurev.2020.102038

Further information: *Citations, bibliographic references and bibliography*

BODY

Structure

Introductory sections

Body

Annexes

Annexes or appendices

Optional

The purpose of the appendices is **to supplement** the main body of the work with additional materials that are difficult to include seamlessly and would disrupt the flow of presentation.

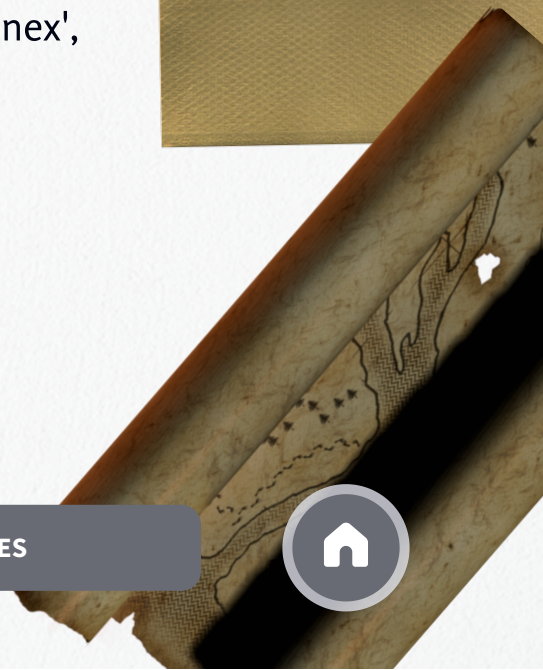
These materials are not essential for an immediate understanding of the text but provide **supplementary data**.

In general, appendices are included only if they contribute significant **value** to the work.

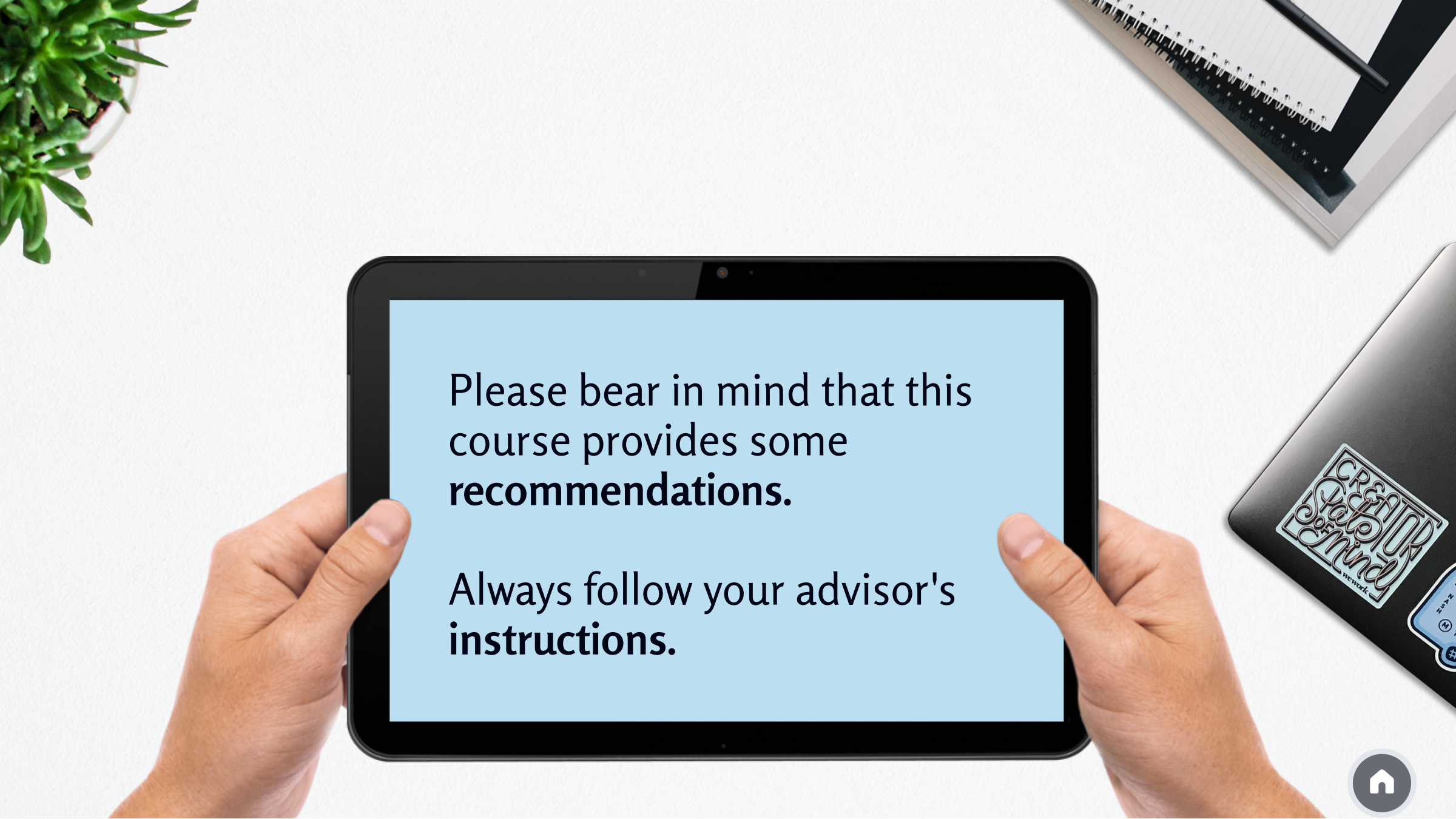
Annexes or appendices

What to include and how

1. **Complementary** material not included in the dissertation, e.g. maps or photographs.
2. Included when the sources used are **not readily accessible** to the reader.
3. They reproduce the original source **verbatim** without additional commentary. You should provide the source/origin of the document.
4. **Each annex** should have a separate page, with a heading preceded by the word 'Annex', corresponding numbering, and a full stop.
5. All annexes should be listed in the **table of contents** and have consecutive pagination.



ANNEXES


Please bear in mind that this course provides some **recommendations.**
Always follow your advisor's **instructions.**

Thank you!

Servei de
Biblioteques UAB

Written presentations

Formatting

Pages: general layout

Margins

Page numbering

Tables and figures

Text divisions: headings

Paragraphs and line spacing

Typography

Pages: general layout

Text alignment	Left margin	
Lines per page	30-32	The number of lines will vary depending on the font size and line spacing.
Page numbering	At the bottom	Centered or right-aligned
Page Headers and Footers	Can be included	Option: with the title of the work
Printing	DIN-A4	Vertical and single or double-sided (as instructed by the tutor)

Recommendations following APA style (American Psychological Association)

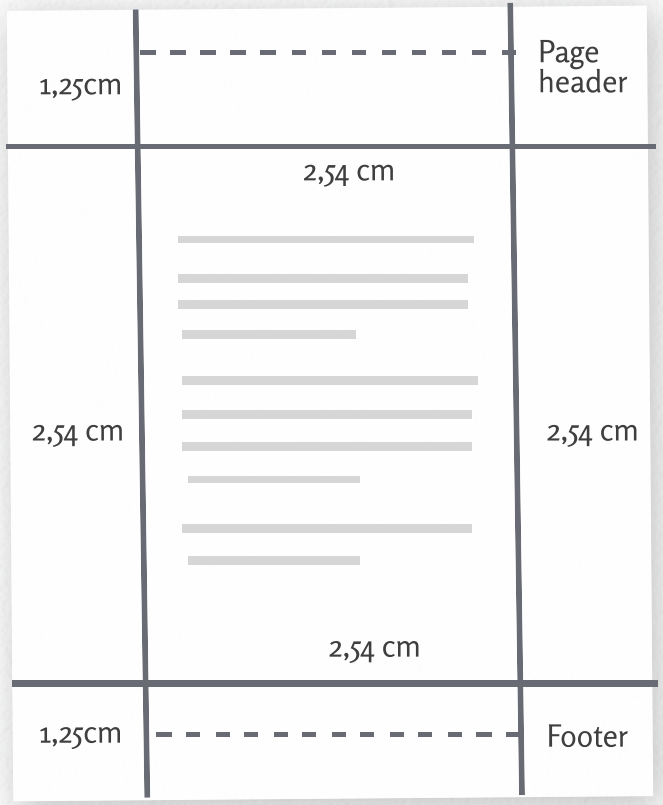
Additional information on different styles based on the area of study

Margins

The page layout should be **narrow with wide margins**, ideally between 2.5 and 3 cm.

Follow the standard **APA style** settings:

Top, bottom, left, and right margins	2,54 cm
Page header and footer	1,25 cm



Recommendations following APA style (American Psychological Association)

Additional information on different styles based on the area of study

Page numbering

Pages should be numbered to facilitate navigation through chapters, sections and subsections:

1. Place the page number at the **bottom centre** of each page
2. Use **Arabic** numerals.
3. Number **all pages**, including the introductory ones, but only display the numbering from the contents page onwards, continuing until the end of the document.
4. The **bibliography** and **annexes** should also be numbered accordingly.

Recommendations following APA style (American Psychological Association)

Additional information on different styles based on the area of study

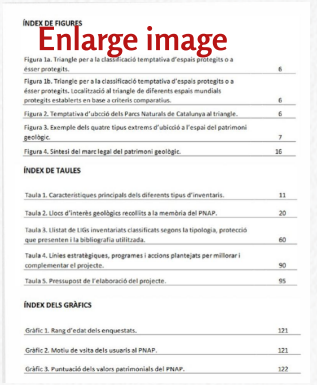
Tables and figures

Tables and figures should contain:

- ✔ **Title**
- ✔ Correlative **Arabic numerals**
- ✔ **Reference source**

They should be indexed in the 'Tables of illustrations'.

If you cannot insert them within the main text, include them in the 'Annexes' section.



Tables

- Use a special layout for enhanced **legibility.**
- Insert them between **two paragraphs** with double line spacing and centered alignment.
- Number the tables below, preceded by 'Table' (e.g., Table 1).
- The **font size** is typically **smaller** than in the main text.

Table 1
Title

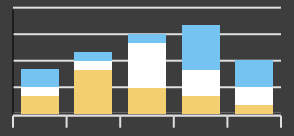
Part 1	Part 2
Item 1	Item 1
Item 2	Item 2

Reference source

Figures

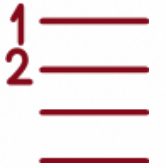
- Use **drawings** or **graphics** to illustrate the text, often containing **quantitative data.**
- Position and number them as you would for tables, but label them as 'Figure' or 'Fig.' (e.g., Fig. 1).

Figure 1
Title



Reference source

Text divisions: headings



The **headings** of the chapters, sections and subsections should be **hierarchically** displayed using typography and Arabic numbers subdivided by dots.

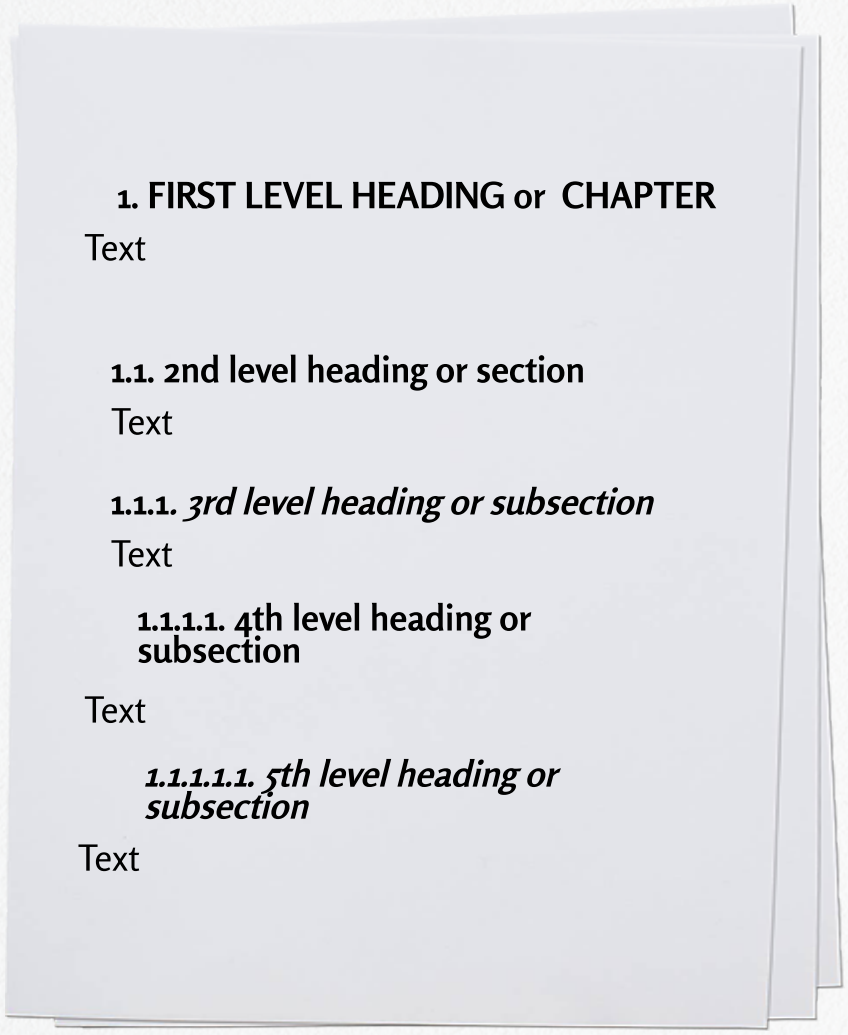
Limit the use of headings to a maximum of **five levels** (1., 1.1., 1.1.1., ...).

Using characters of **different sizes and types** also aids in visualising the structure of the paper.

Begin each chapter on a **new page**. If the paper is printed double-sided, chapters should start on an odd-numbered page.

Recommendations following APA style (American Psychological Association)

Text divisions: headings



First level
Main headings. Centred, boldface, uppercase. Text: flush left with first line indented 1.27 cm.

Second level
Flush left, boldface, initial uppercase. Text: flush left with first line indented 1.27 cm.

Third level
Flush left, boldface, italicised, initial uppercase. Text: flush left with first line indented 1.27 cm.

Fourth level
Indented, boldface, initial uppercase. Text: flush left with first line indented 1.27 cm.

Fifth level
Indented, boldface, italicised, initial uppercase. Text: flush left with first line indented 1.27 cm.

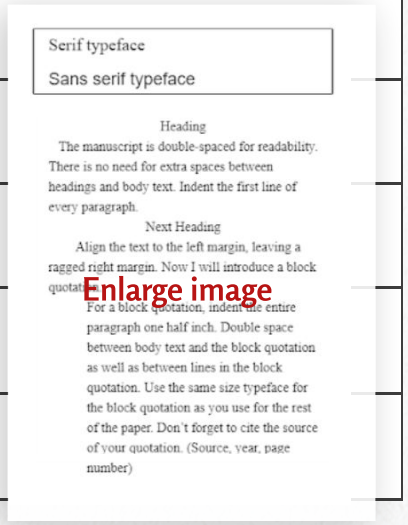
Recommendations following APA style (American Psychological Association)

Paragraphs and line spacing

The text should be organised into **paragraphs.**
To enhance readability, develop **one idea** per paragraph.

Avoid **overly long** paragraphs as well as **one-sentence** paragraphs.

LINE SPACING	
Text alignment	Left margin
Indented text	On the first line of each paragraph (approximately 1.25 cm or 5 spaces).
Double spacing	In the entire manuscript
Double spacing	In the reference list and figure captions.
Double spacing	Between the lines of the main text and the titles, headings, and citations.



Enlarge image

Source: Basics of APA Style Tutorial

Recommendations following APA style (American Psychological Association)

Typography

According to APA style recommendations:

Use a **serif** font like Times New Roman for the **text** of your paper.

Use a **sans-serif** font like Arial for the **figures.**

The **main text** is typically set in **11-12 point** font size.

To distinguish the **headings** (chapters and sections), **main text**, and **reference text** from each other, the font size usually varies by **two points**.

Recommendations following APA style (American Psychological Association)

Please bear in mind that this course provides some **recommendations**.
Always follow your advisor's **instructions.**

Thank you!

Servei de
Biblioteques UAB

Written presentations

Draft

Drafting your work

Clarity

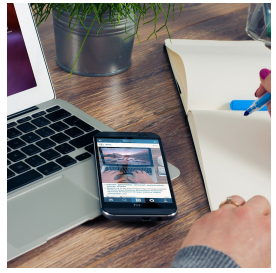
Precision

Correction and accuracy

Examples and resources

Drafting your work

The **drafting stage** is the one that could give you the most trouble. So, before getting started, you should allow yourself a period of **reflection** during which you'll re-read and revise everything you have collected and written up to that point.



The final document will be the result of a process of trial and error, during which you'll have to:

Draft → Revise → Correct → Re-write

You need to express yourself with:

Clarity ✔ Precision ✔ Correctness ✔

Clarity

Use **academic language** in a style that is formal and appropriate for the discipline.

Avoid adopting a **literary tone.**

The text should be readable: **clear** and **direct.**

Avoid using **negative forms.**

Keep up a personal discourse, maintaining the **same grammatical person** throughout the text.

Precision

The vocabulary should be **precise** and **diverse.**

The language should also be **concise**, using the minimum number of words to express ideas.

One idea per paragraph should be presented, avoiding both overly long and one-sentence paragraphs.

The terminology used should pertain to the **field of study.**

You can use terminology databases and glossaries.

TERMCAT

UPC TERM

UAB IDIOMES

OPTIMOT

Precision

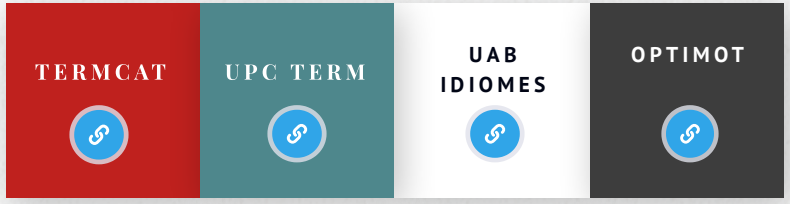
The vocabulary should be **precise** and **diverse.**

The language should also be **concise**, using the minimum number of words to express ideas.

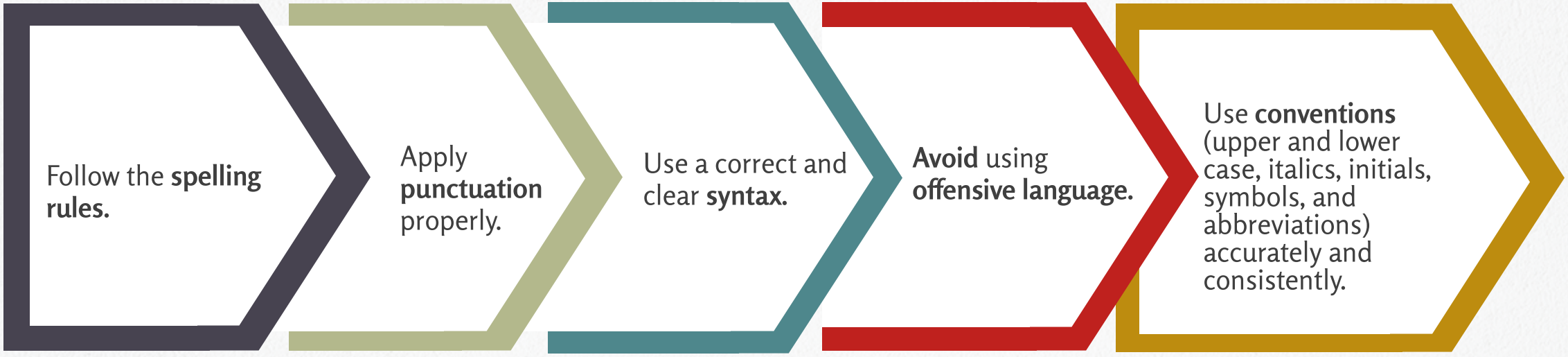
One idea per paragraph should be presented, avoiding both overly long and one-sentence paragraphs.

The terminology used should pertain to the **field of study.**
You can find links to resources in different languages in the *Guides for writing in specific disciplines* published by the UAB.

You can use terminology databases and glossaries.

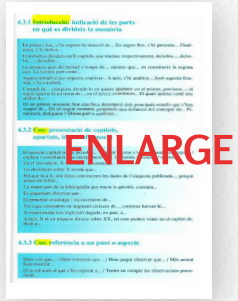


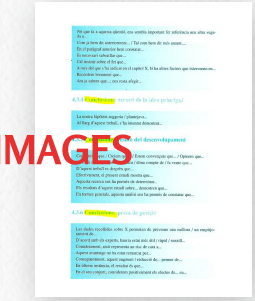
Correction and accuracy



Examples and resources

Source: Coromina, E., Casacuberta, X. and Quintana D. (2000). *El treball de recerca: procés d'elaboració, memòria escrita, exposició oral i recursos.* Vic: Eumo, pp.81-82 [in Catalan]

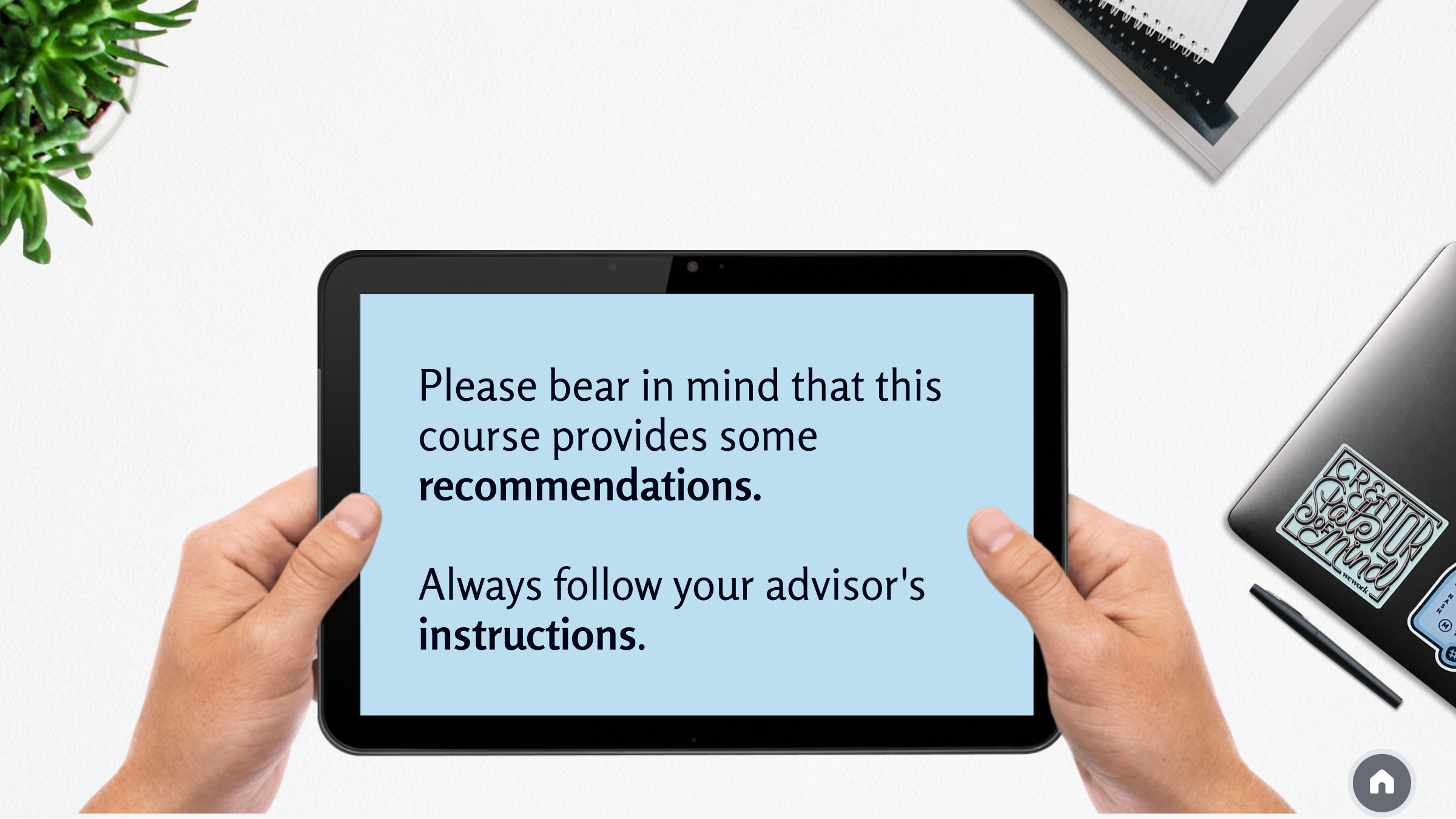




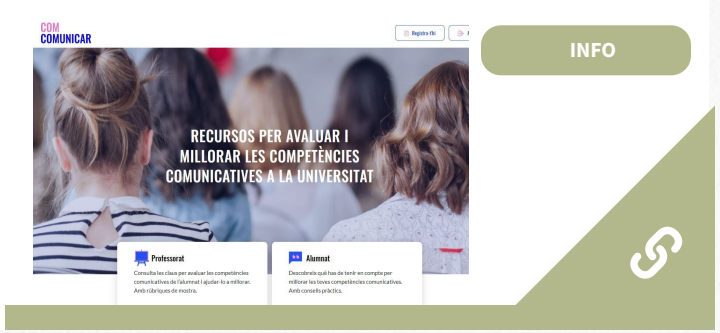
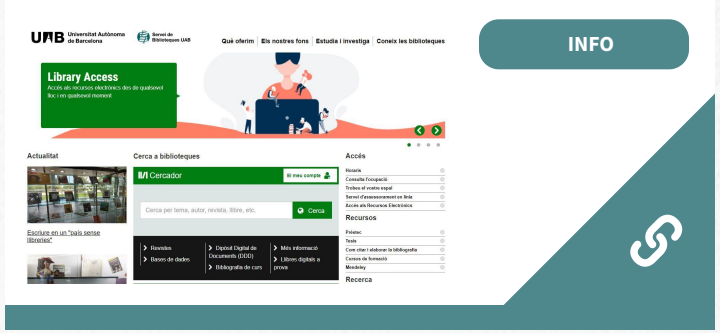
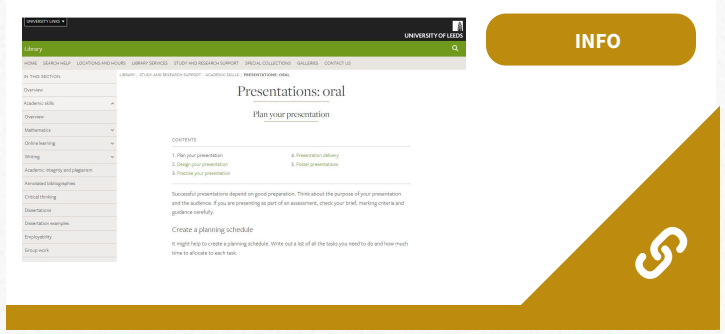
ENLARGE IMAGES

Com comunicar: resources for assessing **communication skills** at university, including video guides and other materials [in Catalan].

Softcatalà : a non-profit association with the mission of promoting the presence and use of Catalan in all aspects of **new technologies** [in Catalan].


Please bear in mind that this course provides some **recommendations.**
Always follow your advisor's **instructions.**

Servei de
Biblioteques UAB

Oral presentation

Below, we recommend several useful resources for you to explore: 'Argumenta', 'COMComunicar', 'UAB Libraries' search engine, 'Edit and Present' and 'Presentation Skills Tutorial'.