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## Normas icontec 2019 interlineado

The ICONTEC Standards are rules that have been established to standardize the preparation of written works. They determine how to write essays, research and different academic papers. These guidelines for presentation are intended to establish a standard format for these compositions and make it possible to obtain documents that are characterized by their quality, syntax, organization and with a technical and specific language. Icontec standards also determine rules for appointments.What is ICONTEC? ICONTEC is the Colombian Institute of Technical Standards and Certification. Its function is to establish technical and quality standards for professionals and companies. This standardization institute is the most recognized in Colombia and adopts the guidelines posed by ISO (International Organization for Standardization) and the apa standards of the Latin system. From the Icontec 2019 standards, to build a written work you have to take into account:Paper:if the writing is to present in an institution or office, usually the letter size sheet, A3 or A4 is used. Márgenes:Se three centimeters are recommended for all margins. However, the standard also supports:Left: four centimeters if the job is to bindDerecho: two centimeters. Upper: three centimetersInferior: three centimeters. A fundamental detail is that if the sheets on both sides are printed, all margins must be three centimeters. Numeración:Se with common numbers - called Arabica - contiguously (1,2,3,4), located two centimeters from the bottom edge of the leaf, in the margin. A very important detail is that the sheets on the cover and cover should not be listed. However, they should be considered to start numbering, which means you have to start from number three, Avoid using numeral stamps or the abbreviation num. The number is written alone. Font. Work in Word, on a computer, is done with an easy-to-read source such as the Arial in 12.Redacción:La is to be done in the third person of the singular. Words can be highlighted using bold and italicized is generally used to highlight words in other languages. Chapters:When the work is organized by sections, each chapter must be started on a separate sheet. Títulos:Se are written in uppercase letters, in the center of the sheet and taking into account the upper margin of three centimeters. The size and font with which the rest of the text is written is always maintained. You don't have to place an endpoint in the title. A very important detail is that when writing in capital letters, the tildes of words must also be respected. Text alignment. The text must be justified and must reach the end of the lower margin, avoiding leaving loose lines or Loose. Leading:In the body of the text, simple leading is used and the title is separated from the text with two simple leadings. When you knit and set aside, two simple leadings are left. Parts of a work written with the standards ICONTEC 2019A written work consists of three parts: preliminary, body of work and complementary. Preliminary:These preliminary pages are located before the basic content of the work and include notes, goals, or aspects that serve as a prologue for readers. They are part of the introduction to the text. Preliminary pages include:Cover:Aims to safeguard the document. It's optional. However, making a cover gives you a more professional detail and makes it easier to handle written work. Another interesting fact is that the lid can be built with different materials; either stiff or soft. Thus, cardboard, plastic or others can be used. In this respect, the Icontec standards do not establish anything specific. You keep, they're blank sheets that are placed after the lid and before the back cover. They are used in textbooks, helping to provide greater firmness to the lid. Its use is optional. Cubierta:Si its preparation is optional, it is of paramount importance because it allows to reveal information about the author and the institution. Requires registering this data:Job titleName of author or authorsParment, dependency, section, or cover áreaCiudadAñoPortada:La adds to cover components, other elements:Work type. Thesis, report, essay, monograph or other. Name with profession or position of the author of the work. Acceptance page. In this space teachers or heads of chair register their approval of written work and logically that is ideal to be published. For a clearer organization, the acceptance page must have several spaces where reviewers will register the acceptance note and sign; indicating date, city and year. Dedication page. In this space the author or authors may make a dedication to individuals or institutions. It is not an inescapable but optional page. Thank you page. It is the part of the work in which the author(s) express appreciation and appreciation to the people who collaborated for the preparation of the written document. The rule states that the thank you must disclose the name, position and participation made. Contenido:Es an index type that comprises the titles of the different units or parts and the number of pages that corresponds to each part. Special lists. Although they are optional to use, they are valid for exposing job-specific components. Lists, tables, and figures appear in this space. One detail is that they are used only when there are more than three elements in the job. Requires the initial capitalized type of illustration, and then the corresponding number. When you carry more than one line, the next line is written without indentation and then the page on which they appear. Glosario:Es very useful in professional works that involve themes with specific words. It is a reference to special terms with their concerning definitions. The detail is that specific terms or words must be capitalized and between each term a simple leading is left as space. Resumen:Es a text where the work is briefly presented and keywords are displayed to simplify reading the document. It does not exceed three paragraphs. Body:The body is the central part of the written work and in it is recorded total development of the content. It consists of different elements:Introduction. On this page that specifies the objective or purpose of the work, the methodology used and the importance of it. Conclusiones:Es the space to record the conclusions and results in relation to the objectives outlined in the introduction.Complementary.The complementary elements complete the written work, expand it and support its sayings. The literature and annexes are part of the complementary ones. Bibliografía:Es the item covering the bibliography used, which supports and bases what is revealed in the written work. Anexos:Es a list of attachments contained in the written document. Each annex aims to add information anerating to the work, in order uniquely to enrich the reader. Icontec Dating Standards:The preparation of written works can be improved and expanded taking into account the Icontec Dating Standards. ICONTEC standards determine a succession of regulations to be considered in the use of quotations in written works. Classification Appointments can be classified according to the style used when registering them. There are direct appointments (short or extensive), indirect appointments, and appointment appointments. Short direct quotes:Only appointments that have a maximum of five lines. In this case, the quotation mark is placed in the same text, enclosed in quotation marks, and at the end of the quotation, before the period, the number that points to the quotation is placed at the footer. Extensive direct appointments Take more than five lines. They are written as an inserted text, setting a separation line and a four-space indentation on both sides that is preserved to the end. Alterations to the quotation are placed in rectangular parentheses and omissions are indicated by three ellipsis. Indirect quote:Consist in quoting what the author's text manifests with the words of the writer. That is, it involves paraphrasing the author's sayings. It must be placed inside the text and written without quotation marks. It is also indicate the reference number for the footer. It is placed after the author's surname and immediately records his idea. Quote quote:Consist to make an appointment belonging to an author, who has obtained it from another author. In fact, it is a direct quotation - brief or extensive - and therefore the same rule must be respected as for direct appointment. Only the way in which the end-of-page note is explained is changed, since it is necessary to indicate where the author we quoted got the quotation from. In short, the Icontec Standards 2019 provide guidelines for making written work neatly and clearly. General and specific objectives Icontec:The Icontec Standards for general and specific objectives, are a complement that favors the preparation of written works. These standards provide guidelines for materializing the objectives of written documents, as they are intrinsic to it, as they certainly define what, why and how to work. They constitute the basis and origin of the elaboration of the same. The objectives should be written with verbs in infinitive, as talking about objectives involves speaking in terms of an action to be taken to obtain a conclusion. General objectives are used to outline the global aspects of the written text, determining through them what is intended to be obtained with it. On the other hand, specific objectives should be outlined as a breakdown of the overall objective. Thus, if the document deals with education in Colombia, a viable example of possible objectives would be:General:Solve the problem of education as a fundamental right. Specific: Analyzing the economic resources used in educationDetermine the socio-political foundations that sustain education in the countryDetermine possible improvements to educational educational problems

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