Methodological Recommendations for Writing Essays in the Academic Disciplines "Latin Language" and "Pharmaceutical Latin" at the Department of Latin Language

INTRODUCTION

An essay in the academic disciplines "Latin Language" and "Pharmaceutical Latin" is written by students for the purpose of summarizing and concretizing theoretical knowledge, consolidating the competencies specified in educational standards, and developing practical professional skills and abilities. The essay is a mandatory type of independent academic work provided for by the curriculum; it constitutes a logically complete and properly formatted presentation of the content of specific problems, tasks, and methods of solving them in the academic sphere. It is written with the aim of developing the student's research skills, raising the level of their professional (theoretical and practical) training, achieving a deeper mastery of the academic discipline for which the work is being done, and fostering interest in independent work with academic, educational, reference literature, and statistical materials. In the process of academic work, students acquire professional research skills, learn to express their thoughts competently in written form, and master techniques for collecting, systematizing, and analyzing published and unpublished sources. It is expected that already known problems will be examined using new conceptual positions and approaches. When preparing written works of an educational-research nature, one should strive to identify and introduce new sources into academic circulation, provide the author's interpretation of them, and formulate independent conclusions and recommendations.

The list of essay topics is developed and updated annually at the Department of Latin Language of the educational institution "Belarusian State Medical University" and approved by the head of the department before the beginning of the semester in which their completion is provided for in accordance with the institution's curriculum for the specialty. The number of approved topics must be sufficient to assign each student in the academic group an individual task. The student has the right to choose a topic from among those approved at the department.

STRUCTURE OF THE ESSAY

Structurally, the essay must consist of the following parts: title page; list of conventional designations and abbreviations (if necessary); table of contents; introduction; main body; conclusion; list of sources used; appendices (if necessary). The approximate volume of the essay for the academic discipline, excluding the title

page, list of sources used, appendices, and indexes, is determined to be 10–12 pages of text printed in compliance with the requirements established in the Section "General Requirements for the Formatting of the Essay."

The title page of the essay is formatted in accordance with Appendix A.

The table of contents reflects the names of the structural parts of the work with references to the pages on which they are located. It is advisable to place the table of contents at the beginning of the work on one page. In the introduction, it is necessary to justify the relevance of the chosen topic and the degree to which it has been developed. It is also necessary to describe the essence of the object and subject of research, characterize the information base, and describe the methods of analysis and processing of the material.

The main body of the essay is the most substantial part, occupying approximately 70% of the work. In the main body, the essence of the problem is stated, the topic is disclosed, the author's position is determined, and factual material is provided as arguments and illustrations for the propositions advanced. The student must demonstrate the ability to present events sequentially while analyzing them simultaneously. Preference should be given to the main facts rather than minor details. It is recommended that the main body be divided into 2 or 3 chapters depending on the specific features of the chosen topic. Chapters should conclude with brief conclusions and generalizations, which allows the results of each stage of the research to be formulated. A logical connection between the chapters and the consistent development of the main theme throughout the entire work is mandatory. The content of the chapters of the main body must precisely correspond to the topic of the essay and fully disclose it. At this stage of writing the essay, the student demonstrates the ability to present material concisely, logically, and with argumentation, and its formatting must comply with the requirements for this type of work.

In the conclusion, the results of the work performed are summarized. The conclusions must be brief, contain clear formulations, organically follow from the specific material under consideration, and be logically connected with the main content of the essay.

The list of sources used includes a list of materials referenced in the essay and used by the student in studying the topic and writing the essay. It must be formatted in accordance with the requirements of the Higher Attestation Commission. A single list is provided in alphabetical order for sources in Belarusian and Russian, and separately for sources in a foreign language. It is not permitted to form the list of sources used exclusively from electronic publications or publications of an educational nature. The number of sources must be at least 5.

GENERAL REQUIREMENTS FOR THE FORMATTING OF ESSAYS

The text of the work is printed on one side of a sheet of white A4 paper (210 × 297 mm).

When typing text using a computer, the following shall be applied: typeface – Times New Roman, 14 points; line spacing – single; alignment – justified; paragraph indentation – 1.25 mm; margins: top – 20 mm, bottom – 20 mm, left – 30 mm, right – 15 mm. The print font must be upright, clear, black in color, and uniform throughout the entire volume of the work. Handwritten texts are not permitted.

The essay must be placed in a plastic folder with a transparent top.

The volume of the work must be (excluding the "Title Page," "Table of Contents," "List of Sources Used," and "Appendices") at least 10–12 pages.

The following are not permitted: "widow lines"; the last line of a page serving as the beginning of a new paragraph; more than one space between words or numbers in the text; the use of automatic endnotes and regular footnotes. Only one type of quotation marks is permitted in the work, depending on the language of the essay: «…» for works in Russian and Belarusian, "…" for works in a foreign language. Single quotation marks '…' are used for examples in the text. Automatic hyphenation is not used in the text of the work. The headings of the structural parts "TABLE OF CONTENTS," "LIST OF CONVENTIONAL DESIGNATIONS," "INTRODUCTION," "CHAPTER 1," "CHAPTER 2," "CHAPTER 3," "CONCLUSION," "LIST OF SOURCES USED," as well as the names of the chapters, are printed in capital letters in the center of the line, using bold font at 16 points.

Each structural part of the work must begin on a new page!

Hyphenation in the headings of structural parts, sections, and subsections is not permitted. No period is placed at the end of the headings of structural parts, sections, and subsections.

The distance between the heading of a structural part, section, or subsection and the text is two line spacings. Paragraphs should highlight provisions and ideas that are closely related to each other. Paragraphs must not consist of a single sentence; at the same time, fewer than three paragraphs per page is undesirable.

Attention should be paid to the basic requirements for citation and the technical-orthographic rules for formatting quotations. Citation (reproduction of someone else's text) that is not accompanied by correct attribution (quotation marks and indication of the source) is recognized as plagiarism and may constitute a violation of copyright. Thus, a reference to the source of a quotation is mandatory. It is formatted in square brackets indicating the number of the source in the "List of Sources Used" and the page (pages) on which it is located (for more details on formatting references, see below).

Quotations are enclosed in quotation marks («…»). If a quotation consists of several paragraphs, quotation marks are placed only at the beginning and at the end of the entire quoted text. In addition to verbatim quotation, paraphrasing of borrowed text is also permitted; a reference to the source is also mandatory in this case, but quotation marks are not placed. When presenting information in one's own words, distortion of the original meaning is not permitted. References are formatted in square brackets.

The following variants of references are possible. 1. A reference to the source as a whole. In this case, the reference contains only the sequential number of the source in the "List of Sources Used." Example: text [10]. 2. A reference to a quotation from a book or article. In this case, the reference must contain not only the sequential number of the source in the "List of Sources Used" but also the page number in the source where this quotation is located; a comma is placed after the source number. Example: text [16, p. 340]; text [19, pp. 34–35]. 3. A complex reference, when two or more sources (by one or different authors) are named. In this case, the reference must contain the sequential number of each source in the "List of Sources Used"; they are separated by a semicolon. Example: In his works, A.I. Ivanov investigated the problems of innovative development [16; 19; 35].

The number of sources in the list of references must be at least 5.

Appendix A

MINISTRY OF HEALTH OF THE REPUBLIC OF BELARUS

BELARUSIAN STATE MEDICAL UNIVERSITY

DEPARTMENT OF LATIN LANGUAGE

ESSAY

on the topic _____

in the discipline "Latin Language" / "Pharmaceutical Latin"

Completed by:

(full name)

1st-year student
Faculty of _____
Group _____

Minsk, 2026