



Guidelines for writing and/or reviewing a summary

Preface

TeMa is beyond thankful for all the summaries we get from our members. Because of these summaries, we are able to help other members study for their exams.

In order to provide summaries with the highest quality, written by you, we have made this document with guidelines of writing and reviewing a summary. With these guidelines we strive to have high quality and up-to-date summaries of all core courses of the bachelor program Business Administration – Technology Management and the (pre-)master programmes Supply Chain Management and Technology and Operations Management.

Within this document we hope to provide you with all the information necessary to write a good summary and/or review. However, if there are any ambiguities or questions, feel free to send an email to internalrelations@temagroningen.nl or come visit us in our boardroom in Duisenberg (5414.0044).

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1. Checkbox

- ☐ The correct version of the book is used
- ☐ Headings and subheadings are used
- ☐ A table of content is included

2. Publication

2.1. Purposes

The summaries TeMa receives, will be published on TeMa's website. Every member can get access to these summaries when they are logged in to their account. Besides viewing them, members can also download the summaries for study purposes. The goal is to publish newly written summaries one week before the exam week on the website at the latest.

2.2. Anonymity

When publishing the summaries, the names of the authors will not be listed. The front page of the summary will contain the name of the course, together with the year of publication and the contact information of TeMa. By submitting your summary to TeMa, you automatically approve the publication of your summary on the website, which is accessible for all TeMa members.

2.3. Review process

In order to ensure that all published summaries meet TeMa's quality standards, each summary must be reviewed before publication. Reviewers are responsible for assessing the content of a summary and providing constructive feedback by placing comments where improvements are required.

Reviewers will receive a compensation of €10 for a reviewed, verified, and corrected summary.

The review pool consists of selected members, which may include Year Representatives, as well as other members who meet the eligibility requirements. Members who wish to join the review pool may contact the Internal Relations.

To be eligible as a reviewer, a member must meet the following requirements:

- ✓ The reviewer must currently be enrolled in the course, or must have completed the course during the previous academic year.
- ✓ The reviewer may not review a summary of which they are the author.

3. Guidelines

3.1 Guidelines of writing a summary

- / When writing a summary, always use the correct version of the book used in the course. You can find the correct literature in the course catalogue of the RUG; <https://ocasys.rug.nl>
- / Write the summary in the language used during the course
- / When writing about an important term with a definition, make this term bold
- / Use clear and concise language when writing your summary. Avoid using overly complex sentences or vocabulary that might confuse other students
- / If the original text contains abbreviations, please explain those directly when you mention them in your summary
- / Use examples sparingly. While examples can be very useful, do not overload your summary with examples. Only choose examples that illustrate the main points of the summary.
- / Use tables, figures and diagrams when they add extra information or help explaining something
- / When the summary is finished, insert an automatic table of contents

3.2 Guidelines of reviewing a summary

- / Reviewers are responsible for providing constructive comments to improve the quality and clarity of the summary
- / If necessary, reviewers are requested to provide suggestions for improving the wording, structure and/or the content itself of the summary to enhance its clarity and readability
- / The suggestions should be written in the comments of the document
- / Any identified inaccuracies or inconsistencies should be corrected before the summary is approved for publication

4. Compensation

Since TeMa is grateful for all the summaries that are written and reviewed, we believe that members deserve an appropriate compensation for their hard work. The guidelines below outline the compensation for different types of summaries and review activities, provided that the previously described guidelines have been followed. The TeMa board will review this, and decide in the end which compensation is in relation to the summary submitted or reviewed.

What	Written in the year	Compensation
Summary of a course	2025-2026	30 euros
Summary of a course	2026-2027	30 euros
First summary of this study year submitted	—	Bonus of 10 euros
Review, verify and correct a summary	—	10 euros