***Glossary:***

The word "glossary" is derived from the Greek word "glossarion," which means "obsolete or foreign word." As a result, it is a specified collection of obsolete or foreign words.

Pedro

***What is it ?***

Glossaries are offered to help readers have a better understanding of a topic by providing a clear and orderly set of definitions and translations

It’s an alphabetical list, with terms and their translation, the words or phrases in a text that are difficult to understand, and the goal is to make the definition of a word, phrase, or abbreviation available to the public by including it in a glossary.

A glossary can also show you how to pronounce a word or phrase.

Joao

***Where it is:***

Some departments and universities allow or require the glossary to be placed in the back matter, after any appendixes and before the endnotes and bibliography or reference list.

If you are free to choose, put it in the front matter if readers must know the definitions before they begin reading.

Otherwise, put it in the back matter.

Jorge

It should have consistency of Terminology ,be focused on each project and helps to reduce the cost of translation because the essential parts are on the Glossary.

These are best used when the words, phrases, and abbreviations used in the text are peculiar to a discipline or technology.

Pedro

***How should be Organized:***

-Put the terms in alphabetical order.

-Separate the terms with bullet points or spacing.

-Italicize or bold the terms in the glossary.

-Place the glossary before or after the main text.

Guilherme

1200618 Jorge Cunha

1211073 Guilherme Sousa

1211613 Pedro Nogueira

1211016  João Rodrigues