

## 20 FORMATTING RULES TO FOLLOW FOR A WRITTEN PAPER

(an English summary of the *Guide de présentation des travaux écrits*)

2019-01-15 (edition)

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1. FONT (« *Guide...* », p. 12).  
Times New Roman is the only font allowed in a paper.
2. FONT SIZE (« *Guide...* », p. 12)
  - Size 12 for the main section, including all titles and sub-titles as well as the page number
  - Size 10 for footnotes
  - Exceptions allowed for title page
3. SPACING (« *Guide...* », p. 8)
  - Always 1,5 spacing between lines... except for...
  - ...long quotations (5 lines and more) and footnotes and bibliography titles- are all in single (1,0) spacing
4. TEXT JUSTIFICATION (« *Guide...* », p. 8)  
Everywhere. Always. Except in a chart when it is not convenient.
5. MARGINS  
Margins (top, bottom, left, right) are all 2,5 cm. (1 inch). This is the default formatting of WORD. Don't change it!
6. SPACING BETWEEN PARAGRAPHS (« *Guide...* », p. 12)  
Still at 1,5. No extra spacing before or after a paragraph.
7. SPACING BETWEEN SUB-TITLE AND PARAGRAPH (« *Guide...* », p. 7)  
A sub-title has a spacing of 18 points before and 6 points after. Any additional sub-title immediately following a sub-title must have a spacing of 6 points before and 6 points after. TITLES AND SUB-TITLES are always in **bold**. Nothing else in your paper should ever be in **bold**. Sub-titles can be numbered up to 2 decimal points (always ending with a period (1. / 1.1. / 1.1.1.)). See **Appendix 1** at end of this document.
8. TITLE PAGE or SIMPLE HEADING? (« *Guide...* », p. 7, 12)
  - For a paper or homework of 3 pages and less, a simple heading is sufficient (no title page). The heading is in 2 columns and includes student's name, professor's name, date, course title and title of paper or homework.
  - For a paper of more than 3 pages, a title page is required with these elements in the following order: title of your paper, author, your UL student number, the professor, course number and title, name of school and University (ETEQ / Université Laval),

place (Montreal) and date. See **Appendix 2** at the end of this document. None of these elements are repeated on the first page of the paper.

9. QUOTATIONS (« *Guide...* », p. 6) :

- A short quotation is one of 4 lines or less and remains in the main body of the text, with quotation marks before and after (“I am the way, the truth and the life.”).
- A long quotation has 5 lines or more and must be placed outside the main body of the text, indented 1 cm on the left and the right and spacing of 1,0 (not 1,5). There is no need for quotation marks. Do not use italics. Do not reduce font size.

10. BIBLIOGRAPHICAL REFERENCES « *Guide...* », p. 16-21.

For a book reference in a footnote: (1) author’s name, (2) title (in *italics*), (3) city where book was published, (4) publishing house, (5) year of publication, (6) page. Example:

Gordon D. Fee, *How to read the Bible for all its worth*, Grand Rapids, Zondervan, 1981, p. 24.

The form for a reference depends on the type of literature. A reference for an article that is found in a periodical (academic magazine) is not the same as if it were found in a book. Check the *Guide* p. 16-20 for examples. A reference to a website is different (see *Guide*, p. 21.)

11. BIBLE REFERENCES (« *Guide...* », p. 21)

Use the abbreviated version of the Bible book as found in Appendix 3 at the end of this document. Use the following format: a comma after the chapter and a period after the verse.

1 Cor 8,6. Use the hyphen when the reference is for consecutive verses. 1 Cor 8,6-10.

12. BOLD / ITALIC / UNDERLINE (emphasis)

Only your text titles and sub-titles are in **bold**.

*Italics* are used for text in a language other than English.

Finally, never use underlining.

13. LENGTH OF A PARAGRAPH

A paragraph contains just one main thought and so should be neither too short nor too long. A paragraph should contain a principal idea, examples or arguments for this idea along with words to help the reader follow the reasoning (examples: Firstly, secondly; in the same way; it then follows that...).

14. PAGE NUMBERS (« *Guide...* », p. 12)

Your work must always contain page numbers. The number is placed at the top right in line with the right margin. There is no page number that appears on the title page because the title page does not count as a page. Page no 1 begins after the title page. All other pages count in the numbering of pages.

15. FOOTNOTES (« *Guide...* », p. 5)

You place the superscript footnote number in your text to ask the reader to look at the footnote at the bottom of the page for further details, usually with regards to the source. The raised

(superscript) footnote in the text is always placed before any punctuation. Example, it seems that Julius Caesar declared: “I came, I saw, I conquered<sup>1</sup>.”

16. UNBREAKABLE SPACE (« *Guide...* », p. 7)

Not important in English writing. Just remember not to leave a space before a colon, semi-colon, exclamation mark or question mark. Otherwise, the programme formatting may place the punctuation all alone on the next line!

17. CONSISTENCY

A completed paper has a text that is symmetrical. There is coherence. The spacing or formatting used in one place must be the same found elsewhere in the paper. Beyond these 20 rules, you still have much freedom as to formatting, but you must be consistent.

18. ACADEMIC LANGUAGE

There must not be any informal language in a university-level paper. Avoid expressions such as “lol”, “hahaha” “who knows”, or “beyond me”. In fact, it is not appropriate to end a paper with “May God bless you” or again add a comment such as “Praise the Lord”. You need to remain academic and professional.

19. CONFORMITY BETWEEN THE PRINTED COPY AND THE ELECTRONIC COPY When you send your paper electronically and the person receiving it prints it out, there may be a loss of formatting with the result that the printed copy has formatting different than the electronic copy. To avoid this, save your document in PDF and send that copy.

Also, a work handed in on paper must be printed on only one side.

20. A SINGLE DOCUMENT – JUST ONE MAILING

Never send in your paper in parts (example: title page, then another document with the rest of the paper.) On your end, you need to bring it together into one document and then send it in to the professor.

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<sup>1</sup> Write source and any other comments.

## Appendix 1: Examples of titles and sub-titles

### Introduction

(...) In this essay, I will describe three different models of decision-making in line with the will of God as set forth in the book by (...)

### 1. Discerning the will of God

#### 1.1. The “wisdom” model

The first of the three approaches is the “wisdom” model. To shed light on this position, one must understand the importance of certain things that God values.

##### 1.1.1. Understanding what God values

In decision-making, that which God values is that his children (...)

### Conclusion

In this paper, I have strived to bring forth (...)

**Note:** The first title is without spacing on the left and so starts at the margin. The second title, a sub-title, is to the right 0,5 cm. The further sub-sub-title is indented an additional 0,5 cm to the right for a total of 1,0 cm.

(Appendix 2: Title page)

**Belief during the 20th Century:  
A social, psychological and theological analysis**

**Paper presented by Jean Boissinot (89 205 999) to**

**Professor Barry Whatley**

**THL-1008 Introduction to Christian Spirituality (Winter 2019)**

**Faculté de théologie et de sciences religieuses, Université Laval**

**École de théologie évangélique du Québec**

**Montreal, April 15, 2019**

### Appendix 3: Abbreviations of the Books of the Bible

#### *Old Testament*

Gen	Genesis
Exod	Exodus
Lev	Leviticus
Num	Numbers
Deut	Deuteronomy
Josh	Joshua
Judg	Judges
Ruth	Ruth
1-2 Sam	1-2 Samuel
1-2 Kgs	1-2 Kings
1-2 Chr	1-2 Chronicles
Ezra	Ezra
Neh	Nehemiah
Esth	Esther
Job	Job
Ps/Pss	Psalms/Psalms
Prov	Proverbs
Eccl	Ecclesiastes
Song	Song of Songs
Isa	Isaiah
Jer	Jeremiah
Lam	Lamentations
Ezek	Ezekiel
Dan	Daniel
Hos	Hosea
Joel	Joel
Amos	Amos
Obad	Obadiah
Jonah	Jonah
Mic	Micah
Nah	Nahum
Hab	Habakkuk
Zeph	Zephaniah
Hag	Haggai
Zech	Zechariah
Mal	Malachi

#### *New Testament*

Matt	Matthew
Mark	Mark
Luke	Luke
John	John
Acts	Acts
Rom	Romans
1-2 Cor	1-2 Corinthians
Gal	Galatians
Eph	Ephesians
Phil	Philippians
Col	Colossians
1-2 Thes	1-2 Thessalonians
1-2 Tim	1-2 Timothy
Titus	Titus
Phlm	Philemon
Heb	Hebrews
Jas	James
1-2 Pet	1-2 Peter
1-2-3 John	1-2-3 John
Jude	Jude
Rev	Revelation