

## Formatting Rules to Follow for a Written Paper

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

2024-01-15 edition

---

1. Font (*Guide...*, p. 14)

Times New Roman is the only font allowed in a paper.

2. Font Size (*Guide...*, p. 14)

- 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. 10)

- Always 1,5 spacing between lines for titles/subtitles and the main text;
- The exceptions are long quotations (five lines and more), footnotes and bibliography titles: they are all in single (1,0) spacing.

4. Text Justification (*Guide...*, p. 10)

The text is always justified on the left and right. Except in a chart when it is not convenient.

5. Margins (*Guide...*, p. 13)

Margins (top, bottom, left, right) are all 2,5 cm (1 inch).

6. Paragraphs (*Guide...*, p. 14)

Never but an indent at the beginning of a paragraph (see Appendix 1). Each paragraph (body text, title, quotation) is separated from another by a space equivalent to one line spacing.

7. Title and subtitles

Titles and Subtitles are always in **bold** (*Guide...*, p. 10). Nothing else in your paper should ever be in **bold**. Subtitles can be numbered up to 2 decimal points (1. / 1.1 / 1.1.1 See Appendix 1).

8. Title Page or Simple Heading? (*Guide...*, p. 10, 15)

- 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 4 pages and more, a title page is required with these elements in the following order: title of your paper, author (and UL student number), name of the professor, course number and title, name of school and University (ETEQ / Université Laval), place (Montreal) and date (see *Guide...*, Annexe B for the format). None of these elements are repeated on the first page of the paper.

9. Quotations (*Guide...*, p. 9)

You must always cite your sources when quoting a document or using an author's idea.

- A short quotation is one of 4 lines or less. It 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...*, section 3.1, p. 19-26)

For your work at ETEQ, you must use the traditional footnote referencing system (NbP), and not the author-date referencing system (AD).

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. A reference to a website is also different. Check the *Guide*, p. 19-26 for examples.

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. For example:

Gordon D. Fee, *How to Read the Bible for All its Worth*, Grand Rapids, Zondervan, 1981, p. 24.

11. Bible References (*Guide...*, p. 25)

Use the abbreviated version of the Bible book as found in Appendix 2 of this document. Use the following format: a colon 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. And use a comma to refer to different verses in a same chapter: 1 Cor. 8:6, 9, 15.

#### 12. Bold / Italic / Underline (Emphasis)

Only your text titles and subtitles are in **bold**. *Italics* are used for text in a language other than English or to make an emphasis on a word or an idea. 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. 15)

Your work must always contain page numbers. The number is placed at the top right in line with the right margin. No page numbering appears on the title page or on the first page of the text. The title page is excluded from the calculation of the pagination of a text; all other pages are included in this calculation.

#### 15. Footnotes (Guide..., p. 17)

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 of an English text is always placed after any punctuation (while in a French text, it is always before the punctuation). Example, it seems that Julius Caesar declared: "I came, I saw, I conquered."<sup>1</sup>

#### 16. Consistency

A completed paper must have a consistent formatting. The spacing or formatting used in one place must be the same found elsewhere.

#### 17. Academic Language

There must not be any informal language in a university-level paper. You need to remain academic and professional. Avoid expressions such as "lol", "hahaha" "who knows", or "beyond me".

#### 18. Conformity Between the Printed Copy and the Electronic Copy

---

<sup>1</sup> Write source or comments.

When you print your paper from another computer than the one you used to write it, 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 print from that copy. Also, a work handed in on paper must be printed on only one side.

19. A Single Document – Just One Mailing

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

## **Appendix 1**

### **Examples of titles and subtitles**

#### **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

### Abbreviations for Books of the Bible<sup>2</sup>

Old Testament	New Testament
Gen. = Genesis	Matt. = Matthew
Ex. = Exodus	Mark = Mark
Lev. = Leviticus	Luke = Luke
Num. = Numbers	John = John
Deut. = Deuteronomy	Acts = Acts
Josh. = Joshua	Rom. = Romans
Judg. = Judges	1 Cor. = 1 Corinthians
Ruth = Ruth	2 Cor. = 2 Corinthians
1 Sam. = 1 Samuel	Gal. = Galatians
2 Sam. = 2 Samuel	Eph. = Ephesians
1 Kings = 1 Kings	Phil. = Philippians
2 Kings = 2 Kings	Col. = Colossians
1 Chron. = 1 Chronicles	1 Thess. = 1 Thessalonians
2 Chron. = 2 Chronicles	2 Thess. = 2 Thessalonians
Ezra = Ezra	1 Tim. = 1 Timothy
Neh. = Nehemiah	2 Tim. = 2 Timothy
Est. = Esther	Titus = Titus
Job = Job	Philem. = Philemon
Ps. = Psalms	Heb. = Hebrews
Prov. = Proverbs	James = James
Eccles. = Ecclesiastes	1 Pet. = 1 Peter
Song = Song of Solomon	2 Pet. = 2 Peter
Isa. = Isaiah	1 John = 1 John
Jer. = Jeremiah	2 John = 2 John
Lam. = Lamentations	3 John = 3 John
Amos = Amos	Jude = Jude
Obad. = Obadiah	Rev. = Revelation
Jonah = Jonah	
Mic. = Micah	
Nah. = Nahum	
Hab. = Habakkuk	
Zeph. = Zephaniah	
Hag. = Haggai	
Zech. = Zechariah	
Mal. = Malachi	

---

<sup>2</sup> Based on Logos, "Bible Book Abbreviations" [<https://www.logos.com/bible-book-abbreviations>] (consulted 13th May 2019).

**Deuterocanonic Books**

Tob. = Tobit; Jth. = Judith; Add Esth. = Additions to Esther; Wisd. of Sol. = Wisdom of Solomon;  
Sir. = Sirach; Ecclus. = Ecclesiasticus; Bar. = Baruch; Ep. Jer. = Letter of Jeremiah; Sus. =  
Susanna;  
Bel and Dr. = Bel and the Dragon; 1 Macc. = 1 Maccabees; 2 Macc. = 2 Maccabees;  
3 Macc. = 3 Maccabees; 4 Macc. = 4 Maccabees; 1 Esd. = 1 Esdras; 2 Esd. = 2 Esdras