

## 20 Formatting Rules to Follow for a Written Paper

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

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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 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. 8)  
Everywhere. Always. Except in a chart when it is not convenient.
5. Margins (*Guide...*, p. 11)  
Margins (top, bottom, left, right) are all 2,5 cm (1 inch). In some case, it is the default formatting of Word, so *you might not have to change it*.
6. Paragraphs (*Guide...*, p. 12)  
Still at 1,5. No extra spacing before or after a paragraph (the text must have a spacing of 0 points before and 0 points after in the configuration "Paragraph"). Two paragraphs are separated by an empty line. Never but an indent at the beginning of a paragraph (see Appendix 1).
7. Subtitles  
The line right above a subtitle has to be an empty line. The text of the paragraph has to begin on the line just under the subtitle. Subtitles must have a spacing of 0 points before and 0 points after like the main text. *Titles and Subtitles are always in bold* (*Guide...*, p. 7). Nothing else in your paper should ever be in **bold**. Subtitles 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 4 pages and more, 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 *Guide...*, Annexe B for the format). 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...*, section 3.1, p. 16-22)

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 also different (see *Guide...*, p. 22)

11. Bible References (*Guide...*, p. 21)

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. 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, p. 11)

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. Unbreakable Space (*Guide...*, p. 7)

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 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.

20. 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.

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

## **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	

#### Deuterocanonic Books

Tob. = Tobit; Jth. = Judith; Add Esth. = Additions to Esther; Wisd. of Sol. = Wisdom of Solomon;

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

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