

# GUIDE TO WRITING AND PRESENTING WRITTEN PAPERS

Prepared by

André Bellavance

Jean-François Cardin

Paul-André Martin

Reviewed and revised by

André Bellavance

Vincent Rousson

Université du Québec en Abitibi-Témiscamingue

Educational Science Academic and Research Unit

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## FOREWORD

This Guide is intended to serve as a reference for undergraduate<sup>1</sup> and graduate students in the Educational Science Academic and Research Unit (ARU) at the Université du Québec en Abitibi-Témiscamingue (UQAT) to help them draft and present their written papers. The Guide is not comprehensive, and each professor and course instructor is responsible for making adjustments to meet his<sup>2</sup> specific course requirements.

Major portions of the Guide are based on publications by Chantal Bouthat (1993), Liliane Goulet (1987) and Robert Tremblay (1994), as well as works by Aimée Leduc (1996) for the reviewed and revised versions. We would like to extend our thanks to all our Educational Science ARU colleagues for their cooperation, particularly to Yvonne Da Silveira, France Robitaille, Réal Bergeron and Viateur Paradis for their contribution to the linguistic review, and to Bernard Harvey for his contribution to the linguistic review of the revised version.

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<sup>1</sup> Graduate students should contact the program coordinator for more information.

<sup>2</sup> In this Guide, masculine pronouns are used generically for both men and women, solely to make the text less cumbersome.

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## INTRODUCTION

To write papers as part of their university course requirements, students need to know and apply a series of rules that are common to writing essays and papers for many purposes.

This Guide was prepared to help students write and present their work. It is intended for undergraduates in the UQAT Educational Science ARU, and sets out general rules on the writing and presentation of written papers.

The Guide is divided into two sections. The first section covers materials and layout, as well as publication standards that students need to apply, while the second section covers content, explaining the three basic parts of an essay or paper: the introduction, body and conclusion.

## SECTION I

### GENERAL RULES FOR PRESENTATION

#### 1.1 Physical presentation

##### 1.1.1 Paper

The work must be typed on high-quality blank white paper. The paper must have no lines, frames or perforations, and must be of uniform size (21.6 x 28 cm, or 8½ x 11 in).

##### 1.1.2 Binding

The completed paper must be stapled (not fastened with a paper clip) in the upper left-hand corner, and submitted without a top sheet so that the title page is immediately visible. Covers such as duo-tangs or plastic covers are not recommended.

#### 1.2 Structure and layout of text

##### 1.2.1 Margins

The top margin may be as much as 5 cm (or four and a half lines) on the first page of the paper, or on the first page of a new section. On all other pages, the top margin must be 2.5 cm. The bottom margin, as well as the left and right margins, must all be 2.5 cm.

### 1.2.2 Page numbering

Pages must be numbered in any paper over two pages long. Page numbers must appear on the upper right-hand corner of each sheet, in Arabic (not Roman) numerals from 1 to n. Numbering begins on the page containing the introduction (Page 1) and runs to the very last page (Page n). The title page is not numbered.

### 1.2.3 Characters and fonts

The entire paper must be in Roman, non-italic, classic characters. Character spacing must be normal (neither condensed nor extended), and the font size must be 12 points. Footnotes must be in the same font as the main text, but with a font size of 9 points. Italics may be used only to draw attention to a particular word or phrase, for a title, or for similar purposes (for example, *Canadian Journal of Law and Society, Vol. 16, No. 1*).

### 1.2.4 Line spacing

Line spacing must be 1.5 lines, and characters must be in black ink<sup>3</sup>, on one side of the page only. Single spacing may be used in indented quotations, footnotes, the bibliography, appendices, and lists of tables and figures, if any.

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<sup>3</sup> Colour may be used in graphics, diagrams and other figures.

### 1.2.5 Justification and first-line indent

Text must be left-justified; that is, aligned with the left margin like this Guide. The first line of every paragraph must be indented by five spaces (approximately 1.25 cm) from the left margin, and the following lines in the paragraph must be aligned with the left margin. The text may also be right-justified if the author wishes.

### 1.2.6 Spacing between paragraphs

Spacing between paragraphs must be 2.5 lines within the same section or subsection. The spacing between the initial paragraph of a given section and the last line of the preceding section must be 3.5 lines.

### 1.2.7 Title page

Margins for the title page must be the same as those set for a standard page of the paper (see Margins, p. 6). The text must be centred and must appear in lower-case characters, except for the paper title. At the top of the page, centred, provide your name. A little lower, centred, add the course title, and on the next line, still centred, add the course and group numbers. Slightly above the mid-point of the page, centred, indicate the title of the paper in capital letters. Below that, write: “Submitted to” and 2.5 lines below that, the professor’s name. At the bottom of the page, enter the institution’s name, and below that the date (see Appendix I, p. 23).

### 1.2.8 Table of contents

The margins for the table of contents (ToC) must be the same as those for a standard page. Any document with more than three separate sections, for example a document that includes a front page and uneven pages, requires a ToC. The purpose of the ToC is to make it easy for a

reader to find content, and the ToC must faithfully reflect all section headings in capital letters, and all subsection headings in lower-case letters (see Table of Contents, p. 3)

The page numbers on which headings appear must be aligned on the right-hand side of the page, and linked to the heading by a dot leader. Line spacing for the table of contents must be one and a half lines, and characters must be Roman, in the same font used for the rest of the text.

### 1.2.9 Bibliography

All references appearing in the text must be indicated in the bibliography. References are given in alphabetical order by author name. Several works by a single author are set out in chronological order. The bibliography must be single-spaced, with the second line and all subsequent lines of each entry indented by five spaces (about 1.25 cm). The sample entries below illustrate the formats for different types of sources.

#### **Book:**

TREMBLAY, Robert. (1994). *Savoir faire. Précis de méthodologie pratique*, 2<sup>nd</sup> edition, Montreal: Chenelière/McGraw-Hill.

#### **Part of a book, such as one chapter:**

TREMBLAY, Robert. (1994). “La bibliographie”. In *Savoir faire. Précis de méthodologie pratique*, 2<sup>nd</sup> edition, Montreal: Chenelière/McGraw-Hill, pp. 193-196.

#### **Specific part of a book or collective work:**

HIEBERT, Brian. (1992). “Composer avec le stress” In Holborn, P. *et al. Devenir enseignant. D'une expérience de survie à la maîtrise d'une pratique professionnelle*, Montreal: Logiques, pp. 191-211.

#### **Journal article:**

PAQUET, H. and TREMBLAY-LAVOIE, N. (1989). “L'évaluation à interprétation critériée: témoignages d'enseignants et d'élèves”, *Vie pédagogique*, No. 61, June, pp. 23-26.

**Newspaper article:**

COUSINEAU, Louise. (1983). "Remplacer un homme mais gagner moins cher que lui" (column), Montreal, *La Presse*, Vol. 99, No. 141, Saturday, June 18, 1983, Insert 3, p. 24.

**Government or institutional publication:**

QUEBEC. Department of Education. (1987). *Éléments de docimologie, fascicule 4: L'évaluation sommative*, Quebec City: Evaluation Branch.

**Audiovisual document<sup>4</sup>:**

POIRIER, Anne-Marie. (1980). *Mourir à tue-tête*, 16-mm film, colour, 95 min 55 s, Montreal: National Film Board of Canada.

**Work of art<sup>5</sup>:**

LAGACÉ, Michel. (1982). *Le Carré jaune*, 66 by 75 cm, Latex and graphite on paper, Private collection, Ottawa.

**Brief or thesis<sup>6</sup>:**

TREMBLAY, Robert. (1983). "L'ambivalence dialectique: la dialectique comme modèle et comme attitude heuristique", Master's thesis, UQAM.

**Website<sup>7</sup>:**

MICHELUCCI, Pascal. (1997). *Lexique grammatical (cursif)*.  
[<http://www.chass.utoronto.ca/french/vale/LexGram.html>] (June 28, 1997)

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4 LAST NAME OF DIRECTOR IN CAPITAL LETTERS, First name. (Date). Document title in italics, type and format of document, black and white or colour, exact duration, Country or city, Production house.

5 LAST NAME OF AUTHOR, First name. (Date work created). *Title in italics*, Size, Medium and support, Ownership and other information.

6 LAST NAME OF AUTHOR, First name. (Date) "Title: and subtitle of brief or thesis", Nature of work, Institution, number of pages.

7 For further details, see: article No. 47, "Références reliées à Internet (Web site, e-mail or Gopher)" in Bergeron, Réal and Paradis, Viateur. (Under the supervision of ). *Report prepared by instructors at the Service de consultation linguistique (issues 31 to 60)*. Rouyn-Noranda: UQAT Educational Science ARU, 1998, p. 33.

**Software<sup>8</sup>:**

*JURITERM: Common Law Terminology Data Bank*. (1996). Windows version 1.5, [Software], Moncton: Centre de traduction et de terminologie juridiques.

**E-mail message<sup>9</sup>:**

GUILLOTON, Noëlle. (1997). ([nguillot@olf.gouv.qc.ca](mailto:nguillot@olf.gouv.qc.ca)). *Recherche de documentation*. [E-mail message to Chantal Robinson] ([crobinson@olf.gouv.qc.ca](mailto:crobinson@olf.gouv.qc.ca)), March 4, 1997.

**CD-ROM<sup>10</sup>:**

*Lexique des termes techniques: anglais-français-allemand-espagnol*. (1997). [CD-ROM], Paris: Techniques de l'ingénieur.

**Interview:**

ROUSSON, Vincent. (2000). Interview with Jean-Pierre Bélanger, 911, Brébeuf Ave., Val-d'Or, August 31, 1999, interview (45 minutes).

For all other source types, please refer to the sources in the bibliography on page 22.

### 1.2.10 Incomplete bibliographical references

Some bibliographical references may be incomplete, and a variety of abbreviations are used to fill in the gaps. The appropriate abbreviation must be entered, in quotation marks, where the gap occurs. Below are some examples.

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<sup>8</sup> For further details, see: article No. 49, "Références bibliographiques (software, CD-ROM)" in Bergeron, Réal and Paradis, Viateur. (under the supervision of ). *Report prepared by instructors at the Service de consultation linguistique (issues 31 to 60)*. Rouyn-Noranda: UQAT Educational Science ARU, 1998, p. 37.

<sup>9</sup> LAST NAME OF AUTHOR, First name. (Date). (Author's e-mail address). *Subject of message*. (Recipient's e-mail address), Date message sent.

<sup>10</sup> For further details, see: article No. 49, "Références bibliographiques (software, CD-ROM)" in Bergeron, Réal and Paradis, Viateur. (under the supervision of ). *Report prepared by instructors at the Service de consultation linguistique (issues 31 to 60)*. Rouyn-Noranda: UQAT Educational Science ARU, 1998, p. 37.

**No date [n.d.]:**

MICHAUD, Jean. [n.d.]. *1715-1870, La formation du monde moderne*, Paris: Librairie Hachette.

**No publisher [n.p.]:**

MICHAUD, Jean. (1966). *1715-1870, La formation du monde moderne*, Paris: [n.p.].

**No location [n.l.]:**

MICHAUD, Jean. (1966). *1715-1870, La formation du monde moderne*, [n.l.]: Librairie Hachette.

**No page numbers [n.p.n.]:**

PAQUET, H. and TREMBLAY-LAVOIE, N. (1989). “L’évaluation à interprétation critériée: témoignages d’enseignants et d’élèves”, *Vie pédagogique*, No. 61, June, [n.p.n.].

Some abbreviations can be merged, for example:

MICHAUD, Jean. (1966). *1715-1870, La formation du monde moderne*, [n.l.p.].

### 1.3 Publication standards

The main publication standards are referrals, references, quotations and footnotes.

#### 1.3.1 Referrals

The author often needs to refer readers to an earlier or later part of the paper, perhaps to remind him where and how the topic now being developed was introduced, or to indicate where he can find additional information on the topic. Referrals may send the reader to a substantial portion of the paper, or to a subordinate subsection. The simplest and easiest way to include a referral is by putting it into brackets after the explanation in question; for example, (see Margins, p. 6).

### 1.3.2 References in the text<sup>11</sup>

In most Quebec universities, the most common way of including a reference, or citation, in the text is by means of the author-date system, or Harvard System: the author's name and the publication year of the article or book are given in brackets directly after the statement drawn from the work. Only the last name of the author or authors is given, with no first name or initial, followed by a comma and the year of publication of the work being referenced; for example, (Bouthat, 1993, p. 25). If there is more than one author, all but the final two authors' last names are separated by commas, and the final two authors are separated by the word "and"; for example, (Morin, Bouvier and Juneau, 1998, p. 9).

When two or more consecutive citations refer to the same source (same author and same work), but are not on the same page, the abbreviation "*ibid.*" (short for *ibidem*, or "in the same place") can be used. It must be in italics, and followed by the page number; for example, (*ibid.*, p. 23)

When a work has already been cited in the same chapter but the references are not consecutive, the abbreviation "*op. cit.*" (short for *opere citato*, or "in the work already quoted") can be used. It must be in italics, preceded by the author's name, and followed by the page number; for example, (MICHAUD, Jean. *op. cit.*, p. 162.)

To refer to a different page in the same work as that of the immediately preceding citation, the abbreviation "*loc. cit.*" (short for *loco citato*, or "in the place already quoted") can be used. It must be in italics, preceded by the author's name; for example, (MICHAUD, Jean. *loc. cit.*)

When the author's name is mentioned in the text, only the date and page are needed for the reference, They are given in brackets after the statement referenced; for example, "Rousson (1994, p. 3) states that..."

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<sup>11</sup> Pursuant to section 2.18.1 of Regulation 3 applying to undergraduate programs, a number of acts are considered plagiarism, fraud, or plagiarism and fraud, including the following act: "reproducing either part of a text written by an

In all cases, all references in their complete form must be provided in a bibliography at the end of the paper (see Bibliography, p. 9).

### 1.3.3 Quotations

An author can be directly quoted in the paper. Quotations totalling fewer than five lines are introduced by a colon and incorporated within the text, between standard double quotation marks, as shown here: "...". Any quotation longer than five lines must constitute a separate paragraph. The paragraph quotation must not be in quotation marks, and must be single-spaced, in Roman non-italic characters and indented by five spaces (about 1.25 cm) from the standard right and left margins. All quotations must end in a reference mark. Part of the quotation may be omitted to make it shorter; such omissions are indicated by three periods in square brackets; for example, [...].

### 1.3.4 Reference marks

Reference marks refer the reader to a footnote or endnote. In the text, they appear as discreet numbers placed slightly above the line. In word processing software or when the capability otherwise exists, they are shown in superscript. A reference mark is placed directly after the work referenced, whether it appears in the middle or at the end of a sentence. If the footnote or endnote refers to the whole sentence, the reference mark is placed before the punctuation mark. For a quote in quotation marks, the reference mark is placed immediately before the closing quotation marks. For a quotation in a separate indented paragraph, the reference mark is placed immediately after the punctuation mark at the end of the quotation. Footnotes are placed at the foot of the page, while endnotes are placed at the end of the paper, before the bibliography. It is recommended that footnotes and endnotes be numbered 1 to *n*. Footnotes must be single-spaced, separated from one another by one and a half lines, and separated from the text by a short black line aligned with the left margin, with one and a half

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author without providing a reference, or part of a text written by another student.”

lines of spacing above and below the line. The foot- or endnote (or reference) must be preceded by a number corresponding to the appropriate reference mark, which must be aligned with the left margin. The foot- or endnote (or reference) itself must be indented by five spaces, or about 1.25 cm. If it extends over more than one line, the lines that follow must also be indented by five spaces, or about 1.25 cm. In all foot- and endnotes, a complete reference must be provided (see Bibliography, p. 9), indicating the page of the work referenced.

### 1.3.5 Initials and acronyms

When a paper makes frequent use of initials (generally an abbreviation made up of the first letter of each word in the abbreviated expression or title) or acronyms (abbreviations that can be pronounced like words because of the order of the letters they contain), an explanation of what they mean is needed to spare the reader the painstaking effort of researching them himself. The first time it appears, the expression or title to be abbreviated should be set out in full, with its initials or acronym in brackets immediately after it; for example, Canadian Housing and Mortgage Corporation (CMHC). Moreover, initials and acronyms should not contain accents or periods; for example, write CMHC, not C.M.H.C.

### 1.3.6 Tables

Tables are made up of columns and rows. Columns must be separated from one another by enough space to make the data in them easily readable. Rows must be separated by horizontal lines, and be either single- or double-spaced. Tables must never appear inside a frame. Tables are numbered by chapter, using pseudo-decimal notation. Thus, a table is identified by means of two numbers: 1) the number of the chapter in which it appears; and 2) the number showing its order in the chapter. Table 2.4 would therefore be the fourth table in Chapter 2. The table title must be placed immediately above the table. It must be as short as possible but nonetheless be explicit, and, like any other title, must not end with a period. Titles must be single-spaced and centred

directly above the table (see Appendix II, p. 25). It is recommended that a list of tables be included in the table of contents (see Table of contents, p. 4).

### 1.3.7 Figures

Figures include all types of illustrations except tables, such as graphs, photographs and drawings. Satisfactory figures are simple, clear and exhibit continuity. All figures must be numbered consecutively using Arabic numerals, following the order in which the figures appear in the paper; for example, Figure 1, Figure 2, and so on. Within the text, figures must be referred to by their numbers; for example, “as indicated in Figure 2, the ratios...”. A concise but explicit title, describing the figure in a single phrase or brief group of words, must be placed under the figure. A legend setting out the symbols used in the figure and their explanation must be included as an integral part of the figure.

## SECTION II

### GENERAL RULES FOR WRITING

Unless the professor indicates otherwise, every paper must be made up of three basic parts: the introduction, the body and the conclusion. At the end of this section are some examples of how these three basic parts are set out (see Table 2.2, p. 20).

#### 2.1 Introduction

Generally, an introduction comprises three parts. The first touches on and serves as a preamble to the topic: this is the LEAD-IN. The second defines the topic to be dealt with, and the angle from which it will be approached: this is the TRANSITION. The third broadly outlines the main ideas for development in the body: this is the THESIS. On the whole, the introduction accounts for about 10% of the paper.

The heading “INTRODUCTION” must appear in capital letters, 5 cm from the top edge or four and a half lines from the top margin of the sheet, with the text starting three and a half lines lower (see Spacing between paragraphs, p. 8). The introduction, which is generally quite short, is immediately followed by the first section of the body.

## 2.2 Body

There are many ways of structuring the body of a paper, for example by stages, chronologically, comparatively or dialectically. Regardless of its exact structure, however, a paper is always made up of a number of ideas organized to provide a coherent explication of the main thesis. The ideas must be supported by facts, which are used as elements of illustration or proof. All information relevant to the development of the paper's thesis appear in the body of the paper. The body generally accounts for about 80% of the paper.

Every section must be based on a main idea, which must be clearly set out at the start, gradually developed, then briefly summarized at the end. The first paragraph (introduction) and the last paragraph (conclusion) of each section are the transition paragraphs that make the paper a seamless, continuous whole.

Each new section must begin on a new page. The page must be headed with the word "section" in capital letters, followed by the section number in Roman numerals (for example, SECTION I), placed 5 cm from the top edge or four and a half lines from the top margin of the sheet. The section heading, in capital letters, should be centred and placed two and a half lines lower. The text itself should begin three and a half lines below the section heading.

Subsections in a given section are numbered according to the pseudo-decimal system (for example, 2.1, 2.2, 2.3...), which makes them easy to find and avoids confusion. Subsection numbers must be aligned with the left margin, followed by two spaces and the subheading. In a subheading, the first word has an initial capital letter, while the remaining words appear in lower-case letters. Subheadings may be in bold. When subordinate subsections are needed, (for example, 2.1.1, 2.1.2, 2.1.3...), subordinate subsection numbers must be indented by five spaces, or about 1.25 cm, and aligned with the left margin (see Table 2.1, p. 19). Generally, there should not be more than one subordinate subsection.

Table 2.1  
Subsections and Subordinate Subsections

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SECTION II

2.1 *Subheading*

2.1.1 *Subordinate subheading*

---

Paragraphs within a given subsection or subordinate subsection must be separated by two and a half lines. The first line of a given subsection should be separated from the last line of the previous subsection by three and a half lines.

2.3 Conclusion

Like the introduction, the conclusion has a structure. Basically, it is made up of two ideas: the first summarizes and sets out the parameters in the body; the second puts them into perspective by situating the topic in a wider, more general, context. Generally, the conclusion amounts to approximately 10% of the paper.

The heading “CONCLUSION” must appear in capital letters 5 cm from the top edge or four and a half lines from the top margin of the sheet. The text itself must begin three and a half lines lower.

Table 2.2  
Layout of the Three Basic parts of a Paper

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## INTRODUCTION

*Lead-in, transition and thesis*

### SECTION I (of Body)

#### *HEADING*

Introduction

Body

1.1 *Subheading 1 (Idea 1)*

1.1.1 *Subordinate subheading 1*

1.1.2 *Subordinate subheading 2*

1.2 *Subheading 2 (Idea 2)*

Conclusion

### SECTION II (of Body)

#### *HEADING*

Introduction

Body

2.1 *Subheading 1 (Idea 1)*

2.2 *Subheading 2 (Idea 2)*

2.2.1 *Subordinate subheading 1*

2.2.2 *Subordinate subheading 2*

Conclusion

## CONCLUSION

*Summary and views*

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## CONCLUSION

The purpose of this Guide is to help undergraduate students in the UQAT Educational Science ARU apply a set of common rules that govern how written papers should be drafted and presented.

The Guide covers general rules on a paper's physical layout and content structure, as well as setting out the publication standards for the paper's main parts: the introduction, body and conclusion.

Although we make no claims that the Guide covers everything students need to know, we hope that it provides them with simple but effective tools useful in writing papers for university courses.

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- UNIVERSITÉ DE SHERBROOKE. (1993). *Protocole de rédaction du travail écrit*, 4<sup>th</sup> edition, Sherbrooke: Faculty of Arts and the Humanities.
- ROUSSON, Vincent. (2001). *Une onzième province ? La promotion du développement régional en Abitibi-Témiscamingue, 1960-1970*, Master's thesis, Université de Sherbrooke.
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APPENDIX I

Sample Title Page

André Bellavance

Educational Science Integration Activity I  
EDU2023 - Group 01

GUIDE TO WRITING AND PRESENTING WRITTEN PAPERS

Submitted to

Jean-François Cardin  
and  
Paul-André Martin

Université du Québec en Abitibi-Témiscamingue

September 30, 2002

## APPENDIX II

## Sample Table

Table 2.4  
Value of Mineral Production in Abitibi-Temiscaming and Quebec,  
1927-1950

Period	Abitibi-Temiscaming (\$)	Quebec (\$)	Percentage of production in north-western Quebec (%)
1927-1930	30,596,575	154,062,907	19.85
1931-1934	60,064,049	121,209,724	49.55
1935-1938	133,685,073	222,979,040	59.95
1939-1942	222,577,581	367,835,167	60.51
1943-1946	191,060,857	375,823,676	50.83
1947-1950	285,830,642	654,160,193	43.69
Total	923,814,777	1,896,070,707	48.72

Source: QUEBEC. Quebec Department of Mines. (1952). *L'industrie minière de la province de Québec*, Quebec City: Quebec Department of Mines and Fisheries, Bureau of Mines, p. 7-12.