



Guide for the Preparation and Presentation of Written Assignments

by

Marie-Eve Dugas

Martin Legault

Vincent Rousson

Updated by

Julie-Anne Bérubé (2018)

Frédérique Labbé, Mélissa Marcil-Bédard and, Claudia Beaudoin (2022)

Université du Québec en Abitibi-Témiscamingue

School of Indigenous Studies

Department of Educational Sciences

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Foreword

This Guide for the Preparation and Presentation of Written Assignments is intended to be used by undergraduate students¹ in the Université du Québec en Abitibi-Témiscamingue's (UQAT) School of Indigenous Studies and Department of Educational Sciences. This document is by no means exhaustive, but it includes a wealth of information and examples to help you write your assignments.

The method chosen here to format citations and bibliographical references is a modified and simplified adaptation of the 7th version of the American Psychological Association (APA) style, much used in various fields.

Unless otherwise told by your professor, you are required to format all your assignments by the method illustrated here.

The Student Services team

Document revised by:

Bonnie Crawford

NOTICE OF CHANGES TO THIS VERSION OF THE GUIDE

The main changes of the 7th edition of the APA standards and this new version of the institutional guide are summarized in the following list:

- Change margins to match default margins in Word
- Simplification of references for electronic sources (removal of "Retrieved from", apart from social networks)
- Simplified citation for more than two authors.
- The number of authors mentioned is increased to 20 in the reference when there are multiple authors
- No repetition of the publisher's name in the editing position when the publisher is also the author
- Guidelines for more inclusive drafting
- Guidelines for the citation of indigenous knowledge and oral traditional knowledge of Indigenous peoples
- Removal of places of publication for all documents where the location is not significant
- The consultation date is no longer mentioned for wikis and the URL of the version consulted is preferred

¹ Students in M.A., M.Sc. and Ph.D. programs are asked to see their Program Administrator with regard to acceptable methodological guidelines for assignments.

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PREPARATION OF THE ASSIGNMENT AND FORMATTING

Paper format, binding, margins, and font size

The paper must be white, of high quality, and standard size (US letter format).

Staple the final copy in the top left-hand corner. Do not use paper clips.

Margins need to match the default margins in Word.

Use a single font throughout the text so that the assignment remains consistent.

Recommended fonts:

Arial 11 point

Verdana 11 point

Times New Roman 12 point

Pagination

Pagination is required when the document has more than two pages. Place page numbers in the upper right-hand corner of the page, except for the title page. The title page is included in the page count but does not have a page number.

Line and paragraph spacing

Assignments should be formatted with 1.5 lines of spacing.

Single spacing must be used for indented quotations, footnotes, table of contents, bibliography, and appendices.

The space between paragraphs must be equivalent to one line of text.

Justification and first-line indent

The text body must be left-aligned and justified. The first line of each paragraph does not have an indent.

Order of the constitutive elements of the written assignment

1. Title page
2. Table of contents (for texts of 5 pages or more)
3. Introduction (about 10% of the text)
4. Development or body (divided into sections and sub-sections, according to content)
5. Conclusion (about 10% of the text)
6. Reference list
7. Bibliography (when needed)
8. Appendices (when needed)

Use of Italics

Titles of works, books, and websites, whether mentioned in the text or the reference list, must be in italics.

Italicize words from languages other than English (French, Latin, Cree, Algonquin, etc.) or words cited as examples.

Ex: The word *holistic* refers to...

Footnotes

The footnote includes complementary information that would make your assignment too cumbersome to read if it was inserted in the main text. Footnotes are inserted at the bottom of the page and are indicated by an exponent number in the main text, immediately after the applicable word or phrase, before the period².

Footnotes are single-spaced and written in a smaller font. Word processors manage footnotes and their indicators (References-Insert a footnote).

Cross-references

It is often useful to refer the reader to a previous (or subsequent) section of the assignment to indicate where additional information might be found on a given topic.

Ex: For more information about the bibliography or reference list, see *Section 4 Reference list*.

² A footnote serves to specify or add information regarding the paragraph, sentence or word that precedes the indicator.

Example of a Title Page

<p>First name and last name of student</p> <p>Course title Course number - Group number</p> <p>TITLE OF ASSIGNMENT IN CAPITAL LETTERS</p> <p>Assignment presented to Fist name and last name of professor or course instructor</p> <p>Université du Québec en Abitibi-Témiscamingue Month Day, Year</p>
--

<p>Pauline Lameboy</p> <p>Workshop In Cognitive Efficiency EDU2530E - Group 82</p> <p>FINAL ASSESSMENT OF MY STRATEGIES</p> <p>Assignment presented to Julie-Anne Bérubé</p> <p>Université du Québec en Abitibi-Témiscamingue December 10, 2014</p>
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Example of a Table of Contents

The table of contents must be an accurate reproduction of the different section and subdivision titles in your assignment.

Word processors can automatically generate tables of contents, as long as you have properly divided up your text and identified each section with appropriate headers. For more details on this topic, check your word processor's Help menu.

Table of Contents	
Introduction.....	3
1. Description of the organization.....	3
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GUIDELINES FOR MORE INCLUSIVE WRITING

Inclusive Writing

UQAT encourages you to move toward a more inclusive writing style in the composition of your work. Visit the Bias-Free Language page of the American Psychological Association to learn more.

Indigenous Peoples

Respectfully use the names of Nations (Abenakis, Anishnabek [Algonquin], Atikamekw Nehirowisiw, Eeyou/Eenou [Cree], Innu/Innus, Inuit, Kanien'kehá:ka [Mohawks], Mi'kmaq, Naskapi, Wendat [Huron], Wolastoqiyik [Maliseet], etc.), specific communities or groups (Lac Simon Anishnabe Nation, Timiskaming First Nation Community, etc.) or "Indigenous peoples" rather than "Indigenous" or "First Nations."

How to reduce bias?

Humanize. Choose humanizing phrasing. For example, use "people experiencing homelessness" over "homeless people."

Labels. Be sensitive to labels that may reflect bias. For example, use "people living in poverty" rather than "the poor."

Hierarchy. Be sensitive to phrases that may suggest the superiority of one group of people over another. For example, "male and female participants," "white men, and black men." In these different cases, refer to inclusive writing and try to find another phrase.

Be aware that locations in a table or chart can also reflect a hierarchy. The elements on the left and on the top lines can be perceived as superior.

Categories. Be sensitive to phrases or expressions that may be perceived as hurtful to some people. For example, use "70 years and older" rather than "old" for age, use "disabled person" rather than "disabled" to refer to a disability, etc.

REFERENCING - CREDITING SOURCES³

Plagiarism and Why Is Referencing Important?

At university, a lot of the knowledge acquired is through reading. When you write a research assignment, your professor expects that you back up your statements based on the work of other people who have investigated the topic before you; this is respecting intellectual property. You will use books, articles from scientific journals, websites, etc.

Not indicating your sources is an act of plagiarism⁴. Here are a few examples:

- Copying the exact words from a text (book, website, journal article, etc.) without quotation marks and without indicating the source.
- Summarizing an author's ideas without indicating the source.
- Resubmitting, in whole or in part, an assignment that you have already handed to a professor for another course, and for which you have already received a grade (this is self-plagiarism).
- Copying the work of another student (in part or as a whole) and submitting it as your own.

CITING REFERENCES WITHIN YOUR TEXT

Cite the work of all authors whose ideas and theories, or discourse and research have influenced your work. These sources might have provided key background information, support or dispute your thesis, or offer important definitions, statistics, or data. When you cite an article, it means you have read it.

IMPORTANT

Every document or source you cite must be included in the reference list at the end of your assignment.

In APA style, the information provided using the reference is:

- The author's last name
- The year of publication
- For quotations: the page on which the quotation can be found.

Refer to the examples below to learn how to properly insert this information in your sentence.

³ The method chosen here to format citations and bibliographical references is a modified and simplified adaptation of the American Psychological Association (APA) style, much used in various fields.

⁴ UQAT's Regulation on Academic Plagiarism and Fraud is very clear on this subject. Consequences and penalties ensuing from plagiarism or fraud can be important and must be considered seriously. It is essential to read the regulation carefully and thoroughly and to understand it : [http://www.uquebec.ca/resolutions/uqat/resolutions/PP/2011/Regulation_12_-_Academic_plagiarism_or_fraud_at_UQAT_\(Nov._29,_2016\).pdf](http://www.uquebec.ca/resolutions/uqat/resolutions/PP/2011/Regulation_12_-_Academic_plagiarism_or_fraud_at_UQAT_(Nov._29,_2016).pdf).

Paraphrases and Quotations - Examples

Paraphrasing

Paraphrasing information is when you put into your own words the ideas of an author. In this case, you must cite the source of your information by indicating the last name of the author and the year of publication.

Example 1

Bromley (1992) and Klooster (2000) differentiate between open access and common property regimes for resource exploitation and assert that, with many institutions, maximizing self-interest is not a dominant strategy.

Example 2

The idea of nationalizing wind energy is, not surprisingly, increasingly popular in Quebec and is the result of frustrating collaborative experiences with the private sector (Ste-Marie and Dubuc, 2007).

Two or More Works in the Same Parentheses

Sometimes, an idea you are writing about comes from more than one work. If so, order the works alphabetically, in the same order they appear in your reference list. Separate each work with a semi-colon (;).

Example

Several studies (Miller, 1999; Shafranske & Mahoney, 1998) show that...

Quoting

Quoting is when you use an excerpt from a text. You have to copy the exact words, punctuation, etc. of the author. A quote can be short (three lines or less), or long (more than three lines).

A short quote (three lines or less) is placed between quotation marks (“ ”) and followed by the last name of the author, year of publication, and page where the excerpt was found.

Example 1

The author states that the choices we make have a great impact on our success in life. He believes that “the quality of our lives is determined by the quality of the choices we make on a daily basis” (Downing, 2011, p. 3).

Example 2

When creating a website, it's important to pay particular attention to the accessibility of the site. The concept of accessibility, according to Bickner (2004), “refers to the notion that a site should be as useable and accessible to people with visual, mobility, and other kinds of impairments as it is to any other user” (p. 158).

A long quote (more than three lines) is not placed in quotation marks and must be treated as if it were an independent paragraph.

- The quote is indented of 1.25 cm on the left and right.
- The font size is reduced by 2 points.
- The text is single-spaced.
- There is a space equivalent to one line of text before and after the quote.
- Do not add a period after the closing parenthesis.

Example

During the creation of a website, it is important to pay particular attention to accessibility.

Accessibility refers to the notion that a site should be as useable and accessible to people with visual, mobility, and other kinds of impairments as it is to any other user. An accessible website is one that can be read by users on Braille browsers, voice browsers, and other such devices. As a bonus, it works just as well on web-enabled cell phones, PalmPilots, and other wireless and handheld gadgets. (Bickner, 2004, p. 158)

An accessible site can, as a result, be read by a greater number of internet users.

Quoting of Online Material Without Pagination

As with any other document, provide the author, year, and location of the information. Since many sources online do not provide page numbers, use the following information to replace the page number:

- If there is no page number but the paragraph numbers are visible, use the abbreviation “para”, followed by the paragraph number.
- If there is neither a page number nor a paragraph number, use the heading and number of the paragraph following that heading.

Example

Mayer (2009) describes emotional intelligence as “the capacity to reason about emotions and emotional information, and of emotions to enhance thought” (“What Emotional Intelligence Is”, para. 1)

How to Cite Secondary Sources

In a document you read, the author refers to another author whose idea you wish to use in your assignment. How do you proceed?

- Add the words “as cited in” to note that the cited work (secondary source) was obtained through another document (primary source).
- In the reference list for your assignment, only include the document you read (primary source).

Example 1 - Paraphrasing

According to Chomsky (1959), language is an innate ability acquired by children, the same way as walking is, provided that the child has access to other people speaking to him or her (as cited in Lightbrown & Spada, 2008).

or

Language is an innate ability acquired by children, the same way as walking is, provided that the child has access to other people speaking to him or her (Chomsky, 1959, as cited in Lightbrown & Spada, 2008)

Example 2 - Quoting

► You read the work by Goulet and Goulet (2014) and found an interesting idea by Bishop (2003) in the text.

According to Bishop (2003), decolonizing education is about “restructuring power imbalances in relationships” (as cited in Goulet & Goulet, 2014, p. 212)

or

Decolonizing education is about “restructuring power imbalances in relationships” (Bishop 2003, as cited in Goulet & Goulet, 2014, p. 212)

Examples for Sources With One or More Authors

Work by one author

Example

Last name of author(s), First name initial. (Year). *Title of work*. Rest of information according to the type of document.

Dickason, O. (1997). *Canada's First Nations. A history of founding peoples from earliest times*. Oxford University Press.

► **In text:** Dickason (1997) states that...
It was believed that... (Dickason, 1997)

Work by two authors

Author names are always placed in the order they appear on the title page of the document.

Example

Jaccard, J. & Jacoby, J. (2009). *Theory construction and model-building skills. A practical guide for social scientists*. Guilford.

► **In text:** Jaccard and Jacoby (2009) state that...
It was mentioned that...(Jaccard & Jacoby, 2009)

Work by three or more authors

In the reference list, include the surnames and initials of all authors.

In the reference list, a maximum of 20 authors should be included. When there are 21 or more, enter the first 19, insert an ellipsis, and end with the last name and initial of the first name of the last author.

Example 1

Yarbrough, D.B., Shulha, L.M., Hopson, R. K. & Caruthers, F.A. (2010). *The program evaluation standards: A guide for evaluators and evaluation users*. Sage.

► **In text:** Include only the surname of the first author followed by et al. (a latin expression meaning “and others”), and the year of publication, e.g. (Yarbrough et al. 2010).

Example 2

McGregor, I., Nash, K., & Prentice, M. (2010). Reactive approach motivation (RAM) for religion. *Journal of Personality and Social Psychology*, 99, 148–161.

- **In text:** McGregor et al. (2010) believe that....
 It is believed.... (McGregor et al. 2010).

Work whose author is an organization or institution

For works published by organizations (also corporations, associations, government agencies, or study groups), there may be no mention of an author other than the organization itself. You must then use the organization's name as the author's name.

Name of organization. (Year). *Title of document*. The rest of the information according to the type of document.

Example

Canada Transportation Act Review Panel. (2001). *Vision and balance: Report of the Canada Transportation Act Review Panel*. Public Works and Government Services Canada.

When the author's name and publisher are an exact match, the publisher is omitted.

Example

Statistics Canada. (2009). *School-age population living in low-income circumstances*.

Work without authors

Sometimes, no author is given for a particular document. In this case, write the document's title in place of the author's name, followed by the rest of the required information.

Title of document. (Year). The rest of the information according to the type of document.

- To cite the document in your assignment, replace the name of the author with the title of the work.
- In the reference list, if the title is presented in italic form, you should use the same form while citing in your text. In any other cases, you should frame the title with quotation marks.
- If the title is long, simply indicate the first words.

Example 1

Teaching children to read: An evidence-based assessment of the scientific research literature on reading and its implications for reading instruction. (2002). National Institute of Child Health and Human Development.

- **In text:** (*Teaching children to read*, 2002)

Example 2

Abitibi-Témiscamingue. (2021, November 15). In *Wikivoyage*.
<https://en.wikivoyage.org/w/index.php?title=Abitibi-T%C3%A9miscamingue&oldid=4328876>

- **In text:** (“Abitibi-Témiscamingue”, 2021, para. 2)

Two works: same author, same year

In your reference list, references written by the same author (or authors) in the same year are arranged alphabetically by title (excluding *The* and *A*). Then, add a lowercase “a” after the date of your first document and a lowercase “b” after the date of the second work, and so on. This letter will also be used for citation within the text, to distinguish between the two works.

Example

Koriat, A. (2008a). Easy comes, easy goes? The link between learning and remembering and its exploitation in metacognition. *Memory and Cognition*, 36, 416–428.

Koriat, A. (2008b). Subjective confidence in one’s answers: The consensuality principle. *Journal of Experimental Psychology: Learning, Memory and Cognition*, 34(4), 945–959.

► **In text:** In this study, Koriat (2008a) examines... Also, Koriat (2008b) found that...

WRITING YOUR REFERENCE LIST⁵

The reference list is the presentation, in a complete form, of every source cited in your assignment. It provides information necessary to identify and retrieve each source. It is often a criterion to assess the quality of your work and the effort you put into the research.

It is included following the conclusion, after the appendices.

All sources that you cite in your assessment must be included in the reference list.

References are presented in alphabetical order.

The Complete Reference

Generally, each reference entry consists of the following elements:

- Author's last name and initial(s)
- Year of publication
- Title and edition (if it is not the first one)
- Publisher or journal title when this is the case
- URL or DOI

These elements are generally found on the first pages of a book and at the bottom of a website. These elements also vary depending on the type of document used. See section *Types of Documents*

Example of a complete reference

Lightbrown, P. M. & Spada, N. (2008). *How languages are learned* (2nd ed.). Oxford University Press.

It is sometimes difficult to find all the information necessary to write a proper bibliography within the work itself. A good trick is to search for the document using the UQAT research tool at <https://uqat-cegepat.on.worldcat.org/advancedsearch>. When you find a document look in the *Details* tab. Also, you should find all of the information you need for your reference list on the inside front page of a book.

⁵ According to the APA, "The reference list at the end of a paper provides the information necessary to identify and retrieve each work cited in the text [...] in contrast, a bibliography cites works for background or further reading" (2020, p. 281).

Missing Information

In some cases, some information about a document may be missing. In this case, make the following notations in the appropriate places:

- **For a source without an author:**

Title of document. (Year). Publisher.

Or Title of document. (Year). Publisher.

Abitibi-Témiscamingue. (2021, November 15). In *Wikivoyage*.
<https://en.wikivoyage.org/w/index.php?title=Abitibi-T%C3%A9miscamingue&oldid=4328876>

Teaching children to read: An evidence-based assessment of the scientific research literature on reading and its implications for reading instruction. (2002). National Institute of Child Health and Human Development.

- **For a source with no date:**

Last name of author(s), First name initial. (n.d.). *Title.* Publisher.

Goulet, L.M. & Goulet, K.N. (n.d.). *Teaching each other: Nehinuw concepts and indigenous pedagogies.* UBC Press.

- **For a source with no title:**

Last name of author(s), First name initial. (Year). [Description of the document].

Pexels. (2016). [Online picture, Fox]. <https://pixabay.com/images/id-1284512/>

- **For a source with no publisher:**

Last name of author(s), First name initial. (Year). *Title.*

Goulet, L.M. & Goulet, K.N. (2014). *Teaching each other: Nehinuw concepts and indigenous pedagogies.*

Format and Organization of the Reference List

- Each entry in the list is single-spaced and the second line of each reference must begin with an indent equivalent to 1.25 cm from the left margin.
- Sources are organized alphabetically by the first author's last name, or if the author is an organization, the first word of that organization's name.
- Works by the same author(s) are organized chronologically (earliest publication first).
- See the reference list of this document as an example.

Types of Documents

Books, programs, reports, etc.

Last name of author(s), First name initial. (Year). *Title*. Publisher. DOI or URL (when found on the web)

Example

Goulet, L. M. & Goulet, K. N. (2014). *Teaching each other: Nehinuw concepts and indigenous pedagogies*. UBC Press.

Book chapters (within edited books)

Last name of author(s), First name initial. (Year). Title of chapter. In First name initial of the editor. Last name of the editor (Ed. Or Eds), *Title* (pp. first page of chapter – last page of chapter). Publisher. DOI or URL (when found on the web)

Example 1 - one editor

Battiste, M. A. (1986). Micmac literacy and cognitive assimilation. In J. Barman (ed.), *Indian education in Canada* (Vol.1, pp. 23-44). University of British Columbia.

Example 2 - many editors

Lawrence, J. A., & Dodds, A. E. (2003). Goal-directed activities and life-span development. In J. Valsiner & K. Connolly (Eds.), *Handbook of developmental psychology* (pp. 517-533). Sage Publications.

Reference works (dictionaries, encyclopedias, etc.) with editors and/or online

Example 1

► See example above (Book chapters) on how to cite with editors.

Etzkowitz, H., & Dzisah, J. (2009). University–industry relationships. In J. B. Callicott & R. Froderman (Eds.), *Encyclopedia of environmental ethics and philosophy* (Vol. 2, pp. 344-346).

Example 2

► Editors only, no authors

Collins III, J. W. & O'Brien, N. P. (Eds). (2011). Academic Integrity. *The Greenwood dictionary of education* (2nd ed). Greenwood Press.

Example 3

► Online Encyclopedia

Human resources management. (n.d.). In *Encyclopædia Britannica*. <https://academic-eb-com.proxy.cegepat.qc.ca/levels/collegiate/article/human-resources-management/59356>

Journal articles printed and online

Last name of the author(s), First name initial. (Year). Title of article. *Capitalized Journal Title*, volume(number), first page of article – last page of article. DOI or URL (when found on the Web)

Example 1 - printed

LaRusso, M. & Selman, R. (2011). Early adolescent health risk behaviors, conflict resolution strategies, and school climate. *Journal of Applied Developmental Psychology*, 32(6), 354-362.

Example 2 - online

Napal, G. (2006). An assessment of the ethical dimensions of corruption. *Electronic Journal of Business Ethics and Organization Studies*, 11(1), 5-9.
http://ejbo.jyu.fi/pdf/ejbo_vol11_no1_pages_5-9.pdf

► Don't confuse the English term "journal" with "newspaper." *The Journal of Social Work* is a journal, and *The Globe and Mail* is a newspaper.

Newspaper articles printed and online

Last name of author(s), First name initial. (Year, Month Date). Title of article. *Capitalized Newspaper Title*, first page of article – last page of article. URL (when found on the web)

Example 1 - printed

Donovan, V. (2015, February 5). Corrections department probing Wiki edits. *Toronto Star*, A6.

Example 2 - online

Blaze Carlson, K. (2015, June 2). Report links residential schools with missing and murdered women. *The Globe and Mail*. <https://www.theglobeandmail.com/news/national/report-links-residential-schools-with-missing-and-murdered-women/article24763624/>

Example 3 - online

CBC News. (2015, June 3). Ottawa shooting police reports to be released today.
<https://www.cbc.ca/news/politics/parliament-hill-shooting-police-reports-released-in-ottawa-1.3097571>

A thesis or dissertation

Printed

Last name of author(s), First name initial. (Year). *Title of thesis* [Doctoral thesis or Master's thesis]. University.

Example 1 - printed

Zhang, Y. (2014). *Tree growth and forest dynamics at transitional zones between temperate and boreal forests of northeastern China and eastern Canada* [Master's thesis]. Université du Québec en Abitibi-Témiscamingue.

Online

Last name of author(s), First name initial. (Year). *Title of thesis* [Doctoral thesis or Master's thesis, University]. Database name. DOI or URL

Example 2 – online

Chong, L. (2021). *Study on 3D forward modeling & inversion of surface-borehole electromagnetic data* [Doctoral thesis, Université du Québec en Abitibi-Témiscamingue]. Depositum. <https://depositum.uqat.ca/id/eprint/1294>

An entire website

Use this method if you are referencing a whole site rather than a single page.

Do not put the reference of a complete site in the list of references. If you want to refer to a site, include the name of the site in the text and the URL in parentheses.

Example

Travel Advice and Advisories site (<https://travel.gc.ca/travelling/advisories>) is providing official information on travel outside Canada...

Webpage

Last name of author, First name initial. (Year). *Title of the page*. URL

Example

Leadership Development Institute Inc. (n.d.). *Empowering Indigenous youth in governance and leadership*. <https://ildii.ca/empowering-indigenous-youth-in-governance-leadership/>

A document published online (PDF, PowerPoint presentation, etc.)

Add the format or type of document [in brackets]. For example: [PowerPoint slideshow], [Booklet], etc.

Last name of the author(s), First name initial. (Year). *Title of document* [Type of document]. URL

Example

The Conference Board of Canada. (2015). *Employability skills* [Leaflet]. https://www.conferenceboard.ca/docs/default-source/educ-public/esp2000.pdf?sfvrsn=dd440e69_0

Blog posts

Given that a blog is a website that changes regularly, it is important to indicate the precise date (year, month, and day) when the posting was published. In addition, make sure that you provide the URL that leads directly to the posting and not to the blog's home page. The URL of the posting can ordinarily be found by clicking on the title of the posting.

Last name of author(s), First name initial. (Year, Month Day). Blog post. *Name of the blog*. URL

Example

Thurston, M. (2021, November 11). Deep space dine. *Channels: McGill University News and Events*.
<https://www.mcgill.ca/channels/channels/news/deep-space-dine-334692>

Sound and Audiovisual Documents

- ▶ Depending on the document, mention the main collaborators and use parentheses to identify their roles (Director, Presenter, Presenter, Animator, Producer, Producer, Designer, Designer, Author, Writer, etc.).
- ▶ Use square brackets to specify the type of document.

RadioRadio show

Name of producer, First name initial. (Producer) and Name of the Designer or Director, First name initial. (Designer/Director). (Start year-end year). *Title* [Radio Show]. Diffuser. URL

Example

Blackbird, J. (Producer). (n.d.). *Indigenous waves* [Radio Show]. CIUT-FM.
<https://ciut.fm/shows/indigenous-waves/>

Episode of a radio show

Host's name, First name initial. (Facilitator). (Year, day Month). Episode title [Broadcast episode]. In First name initial. Name of Director (Director), *Title of the program*. Diffuser. URL

Example

Deerchild, R. (Facilitator). (2021, 11 December). Hjalmer, Timmy, Tantoo and Rassi: Breaking barriers and healing nations through art [Broadcast episode]. In *Unreserved*. CBC Listen.
<https://www.cbc.ca/listen/live-radio/1-105-unreserved>

Radio show report

Reporter's name, First name initial. (Reporter). (Year, day Month). Title of the report [Radio report]. In First name initial. Name of Director (Director), *Title of the program*. Diffuser. URL

TelevisionProduction

Name of producer, First name initial. (Producer). (Start year-end year). *Title* [TV show]. Diffuser. URL

Example

CBC Television. (1960-...). *The nature of things*. <https://www.cbc.ca/natureofthings/>

Episode of the show

Host's name, First name initial. (Facilitator). (Year, day Month). Episode title [Episode televised]. In First name initial. Name of Director (Director), *Title of the program*. Diffuser. URL

Example

Suzuki, D. (Facilitator). (2021, 7 January). Chef secrets: The science of cooking [Episode televised]. In *The nature of things*. CBC Television. <https://www.cbc.ca/natureofthings/>

Report

Journalist's name, First name initial. (Journalist). (Year, day Month). Title of the report [Broadcast report]. In First name initial. Name of Director (Director), *Title of the program*. Diffuser. URL

Example

Sum Lai, M. & Ostasiewicz, A. (Journalists). (2021, December). Howard University: Why these students slept out in tents on campus for weeks [Broadcast report]. In *BBC News*. BBC. <https://www.bbc.com/news/av/world-us-canada-59613217>

Television series

Creator's name, First name initial. (Creator). (Start year-end year). *Title of the series* [TV series]. Studio or production house.

Example

Elliott, T., & Latimer, M. (Creators). (2020). *Trickster* [TV series]. Sienna Films and Streeel Films. https://ici.tou.tv/trickster?utm_source=Google&utm_campaign=AO-SEM&utm_medium=cpc&utm_term=ICITOU.TV&utm_content=extra-contenu-specifique

Television series episode

Author's name, First name initial. (Author) and Name of director, First name initial. (Director). (Year). Episode title [TV Series Episode]. In First name initial. Name of Producer (Producer), *Title of series* (Season, Episode). Studio or production house. URL

Example

Robinson, E., Latimer, M. (Authors) and Latimer, M. (Director). (2020). Episode 1 [TV Series Episode]. In Latimer, M., Elliott, T. Kawaja, J., Sereny, J., & Gummerson, P. (Producers), *Trickster* (Season 1, Episode 1). Sienna Films and Streeel Films. https://ici.tou.tv/trickster?utm_source=Google&utm_campaign=AO-SEM&utm_medium=cpc&utm_term=ICITOU.TV&utm_content=extra-contenu-specifique

Fiction or documentary film

Name of producer, First name initial. (Producer), Director's name, First name initial. (Director) and Name of screenwriter, First name initial. (Screenwriter). (Year). *Title of the film* [Fiction/documentary film]. Studio or production house.

Example

Chagnon, M. (Producer), Monnet, C. (Director), Monnet, C. and Watchorn, D. (Screenwriters). (2021). *Bootlegger* [Fiction film]. Microclimat Films.

Course notes

Printed course notes

Name of teacher resource, First name initial. (Year session). Session Number: Session title if applicable [Document type]. In *Course Acronym: course title*. Name of University, department.

Online Course Notes

Name of teacher resource, First name initial. (Year session). Session Number: Session title if applicable [Document type]. In *Course Acronym: Course Title*. Name of University, department. Digital learning environment. The URL of the home page

Example – Printed course notes

Bérubé, J.-A. (2012). Class 3: Reading strategies and mind mapping [PowerPoint slides]. In *ANG2020 : Reading*. Université du Québec en Abitibi-Témiscamingue, Education's department.

If the professor provides different articles on Moodle or a printed course pack for you to read, you can refer directly to the original articles according to their types. Add them to the reference list.

Personal communications

- Private letters
- Memos
- Electronic communications from non-archived discussion groups (e-mail or Facebook)
- Your personal notes from a course
- Personal interviews

When citing personal communications within your text, give the initials and the complete last name of your communicator, and provide the most exact date.

Example 1 - Personal conversation

My yoga teacher, J. Théberge (personal communication, February 16, 2015) puts forward that when we see change as the only constant in life, we have no choice but to embrace it.

Example 2 - Individual e-mail

Metacognition workshops help learners gain insights that are significant for their personal and academic development (L. Lavallée, personal communication, May 11, 2015).

Example 3 - Unretrievable class lecture

K. Brousseau (personal communication, January 17, 2015) mentioned that the Cree language is polysynthetic. A particular feature of this type of language is that a word is often equivalent to a whole sentence in English.

Because information from personal communications cannot be recovered by the reader, they are not included in the reference list. Cite them in the text only.

Quotations from Indigenous knowledge or knowledge from the oral tradition of Indigenous peoples

It is essential to work closely with First Nations, Inuit, and Métis people. Carefully analyze the information found in publications or comments collected, making sure this information is always appropriate and accurate. Ensure that your material and wording accurately reflect the integrity of Indigenous peoples' perspectives.

Respect the names of nations (Abenakis, Anishnabek [Algonquins], Atikamekw Nehirowisiw, Eeyou/Eenou [Cree], Innu/Innus, Inuit, Kanien'kehá:ka [Mohawks], Mi'kmaq, Naskapi, Wendat [Huron], Wolastoqiyik [Maliseet], etc.) and specific communities or groups (Lac Simon Anishnabe Nation, Timiskaming First Nation Community, etc.) to which you refer.

Copyright. Since the cultural heritage of Indigenous peoples belongs to them in perpetuity, paternity and copyright issues may arise depending on the nature and scope of the material presented.

Depending on the type of document. If the information has been recorded and published or is available online, quote in the text and add the full reference to the list of references according to document type (video, audio, transcript, book, article, etc.).

Variation in personal communication. To describe Indigenous knowledge or knowledge from the oral tradition that is not confined to a medium (and therefore cannot be identified and consulted by your readership), give as much detail as necessary in the in-text citation to describe the content and contextualize its origin.

If you are communicating (including emails, phone calls, face-to-face interviews, text messages, etc.) with an Indigenous person to learn specific information, use a variation of personal communication to refer to them by mentioning:

- The first and last name of that person
- The name of the Nation or group to which they belong or identify
- Any other relevant details, followed by the phrase "personal communication" and the date of your exchange or a date interval if more than one exchange took place

Make sure that this person authorizes you to include their name in your work and confirms the accuracy and relevance of the information presented.

If your work is published, these oral histories become an integral part of scholarly literature and can now be cited by other authors.

The full reference for personal communications does not appear in the list of references.

Personal experiences and Indigenous knowledge of your Nation or community. If you are an Indigenous person and you share in your work your own experiences or knowledge of your Nation or community, describe yourself in the text in a way that contextualizes the origin of the information you share. Like what:

- Your Nation of belonging
- Your community
- Where you live
- Etc.

Since this is personal information (not from a communication with another person), do not insert a personal communication quote in the text or a complete reference in the reference list.

Example 1 - Personal communication

We spoke with Maureen Papatie (Anishnabe Nation of Lac Simon, Quebec, Canada, personal communication, May 25, 2021) about Indigenous toponymy in Abitibi-Témiscamingue...

Example 2 - Personal experience

The pedagogical practices of the teaching staff of the Amo Ososwan School are (Kateri Rodgers of the Winneway Anishnabek Nation, lives in Val-d'Or, Quebec, Canada)

Presentation at a conference

Last name of the presenter, First name initial. (Year, Month). *Title of communication*. Communication presented at Title of the Conference, Location. URL (when found on the web)

Example

Absolon-King, K. E. & Kennedy-Kish Bell, B. (2016, November). *Path makers, path making and getting ready for changes in the academy*. Communication presented at the Maamwizing - Indigenous Conference: Indigeneity in the Academy, Sudbury.

Legal materials***Judgement***

Name of plaintiff v. name of defendant. (Year). Tribunal, decision number. URL

Example

Queen v. Cognos. (1993). SCC, 1 SCR 87.
<https://www.canlii.org/en/ca/scc/doc/1993/1993canlii146/1993canlii146.html>

Law

Federal Law (Canada)

Act included in the last revision of 1985

Title of the law. RSC. (1985). c. chapter number (supplement number), art. article number. URL

Example

Indian Act. RSC. (1985). c. I-5. <https://laws.justice.gc.ca/eng/acts/I-5/FullText.html>

Other Federal Legislation

Title of the law. SC. (Year). c. chapter number (supplement number), art. article number. URL

Example

Immigration and Refugee Protection Act. SC. (2001). c. 27. <https://canlii.ca/t/7vwq>

Provincial Act (Quebec)

An Act included in the Recueil des lois et règlements du Québec

Title of the law. CQLR. (Year). c. chapter number (supplement number), art. article number. URL

Example

Civil Code of Québec. CQLR. (1991). c. CCQ-1991. <https://canlii.ca/t/555wt>

Other Quebec law

Title of the law. LQ. (Year). c. chapter number (supplement number), art. article number. URL

Bills

- ▶ If the bill has been assented to and has become law, cite it as such unless you specifically refer to the bill.
- ▶ House of Commons bill numbers begin with the letter "C" and Senate bill numbers begin with the letter "S."
- ▶ The year corresponds to the year of the parliamentary session and is followed by the number of the session as well as the number of the legislature ("Parliament").

Federal (Canada)

Bill C or S-Bill number: *Title.* (Year). Session number, Parliament number. URL

Example

Bill C-15: *An act respecting the United Nations Declaration on the Rights of Indigenous Peoples.* (2020). 2nd session, 43 parliament. <https://parl.ca/DocumentViewer/fr/43-2/projet-loi/C-15/premiere-lecture>

Canadian Provinces and Territories

Bill Number: *Title.* (Year). Session number, Parliament number. URL

Example

Bill 2: *An Act to tighten the regulation of cannabis.* (2018). 1st session, 42nd parliament. <http://www.assnat.qc.ca/en/travaux-parlementaires/projets-loi/projet-loi-2-42-1.html>

Regulations

- ▶ The term CQLR, in provincial regulations, refers to the Recueil des lois et des règlements du Québec.
- ▶ For federal regulations not included in the 1978 Consolidation of The Regulations of Canada (CRC), enter the abbreviation SOR (which refers to orders and regulations) followed by the year, regulation number, and article number, if applicable.
- ▶ The year corresponds to the date of adoption.

Federal

Regulation included in the 1978 codification

Title of regulation. CRC. (1978). c. chapter number, art. article number. URL

Example

Food and drug regulations. CRC. (1978). c.870, art. 3. https://laws-lois.justice.gc.ca/eng/regulations/C.R.C.%2C_c._870/FullText.html

Regulation not included in the 1978 codification

Title of regulation. SOR/year-number of regulation, art. article number. URL

Example

Aboriginal communal fishing licences regulations. SOR/93-332. <https://laws-lois.justice.gc.ca/eng/regulations/SOR-93-332/FullText.html>

Provincial (Quebec)

Title of regulation. CQLR. (Date of adoption). c. chapter number, r. number of the regulation, art. article number. URL

Example

Regulation respecting the distribution of information and the protection of personal information. CQLR. (2015). c. A-2.1, r. 2. <https://canlii.ca/t/52fbn>

Municipal

Title of regulation. Instance. (Date of adoption). Collection or r. number of the regulations, art. article number. URL

SUMMARY TABLE OF CITATIONS WITHIN THE TEXT AND IN THE REFERENCE LIST

TYPE OF CITATION	CITATION WITHIN THE TEXT	IN THE REFERENCE LIST
One author	Dickason (1997, p. 50) states that... It was believed that... (Dickason, 1997, p. 50)	Dickason, O. (1997). <i>Canada's First Nations. A history of founding peoples from earliest times.</i> Oxford University Press.
Two authors	Jaccard and Jacoby (2009, p. 252) state that... It was mentioned that...(Jaccard & Jacoby, 2009, p. 252)	Jaccard, J. & Jacoby, J. (2009). <i>Theory construction and model-building skills. A practical guide for social scientists.</i> Guilford.
Three or more authors	McGregor et al. (2010, p. 125) believe that... It is believed.... (McGregor et al. 2010, p. 125).	Yarbrough, D.B., Shulha, L.M., Hopson, R. K. & Caruthers, F.A. (2010). <i>The program evaluation standards: A guide for evaluators and evaluation users.</i> Sage.
Source without authors	("Abitibi-Témiscamingue", 2021, para. 2) (<i>Teaching children to read</i> , 2002, p. 36)	Abitibi-Témiscamingue. (2021, November 15). In <i>Wikivoyage</i> . https://en.wikivoyage.org/w/index.php?title=Abitibi-T%C3%A9miscamingue&oldid=4328876 <i>Teaching children to read: An evidence-based assessment of the scientific research literature on reading and its implications for reading instruction.</i> (2002). National Institute of Child Health and Human Development.
Work whose author is an organization or institution	(Canada Transportation Act Review Panel, 2001) (Statistics Canada, 2009)	Canada Transportation Act Review Panel. (2001). <i>Vision and balance: Report of the Canada Transportation Act Review Panel.</i> Public Works and Government Services Canada. Statistics Canada. (2009). <i>School-age population living in low-income circumstances.</i>
Several sources simultaneously	(Viscogliosi et al., 2020, p. 671; Gerlach, A. J., 2012, p. 153)	Gerlach, A. J. (2012). A critical reflection on the concept of cultural safety. <i>Canadian Journal of Occupational Therapy</i> , 79(3), 151-158. Viscogliosi, C., Asselin, H., Basile, S., Borwick, K., Couturier, Y., Drolet, M.-J., Gagnon, D., Obradovic, N., Torrie, J., Zhou, D., & Levasseur, M. (2020). Importance of indigenous elders' contributions to individual and community wellness: results from a scoping review on social participation and intergenerational solidarity. <i>Canadian Journal of Public Health</i> , 111(5), 667–681. https://doi.org/10.17269/s41997-019-00292-3
Secondary sources	(Bishop 2003, as cited in Goulet & Goulet, 2014, p. 212)	Goulet, L. M., & Goulet, K. (2014). <i>Teaching each other: Nehinuw concepts and indigenous pedagogies.</i> UBC Press.
Personal communication	We spoke with Maureen Papatie (Anishnabe Nation of Lac Simon, Quebec, Canada, personal communication, May 25, 2021) about Indigenous toponymy in Abitibi-Témiscamingue...	No reference.
Two works : same author, same year	(Koriat, 2008a) (Koriat, 2008b) In this study, Koriat (2008a) examines... Also, Koriat (2008b) found that...	Koriat, A. (2008a). Easy comes, easy goes? The link between learning and remembering and its exploitation in metacognition. <i>Memory and Cognition</i> , 36, 416–428. Koriat, A. (2008b). Subjective confidence in one's answers: The consensuality principle. <i>Journal of Experimental Psychology: Learning, Memory and Cognition</i> , 34(4), 945–959.

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[http://www.uquebec.ca/resolutions/uqat/resolutions/PP/2011/Regulation_12_-_Academic_plagiarism_or_fraud_at_UQAT_\(Nov._29,_2016\).pdf](http://www.uquebec.ca/resolutions/uqat/resolutions/PP/2011/Regulation_12_-_Academic_plagiarism_or_fraud_at_UQAT_(Nov._29,_2016).pdf)

SOME ESSENTIAL RESOURCES TO CARRY OUT YOUR WORK

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<https://bib.uqat.ca/guide-methodologique/outil-citations>

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[http://www.uquebec.ca/resolutions/uqat/resolutions/PP/2011/Regulation_12_-_Academic_plagiarism_or_fraud_at_UQAT_\(Nov._29,_2016\).pdf](http://www.uquebec.ca/resolutions/uqat/resolutions/PP/2011/Regulation_12_-_Academic_plagiarism_or_fraud_at_UQAT_(Nov._29,_2016).pdf)

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<https://www.uqat.ca/telechargements/guide-de-presentation-des-travaux-ecrits>