Guide for the Preparation and the Presentation of Written Assignments

by

Marie-Eve Dugas
Martin Legault
Vincent Rousson

Updated by
Julie-Anne Bérubé[1]

Université du Québec en Abitibi-Témiscamingue

School of Indigenous Studies
Department of Educational Sciences

January 2018

---

[1] Academic Counselor, First Nations Services, UQAT, Val-d'Or Campus, in collaboration with Louis Paré, CAT/UQAT library

Foreword

This Guide for the Preparation of Written Assignments is intended to be used by undergraduate students[2] in the School of Indigenous Studies and in the Bachelor's Degree in Teaching English as a Second Language in the Department of Educational Sciences at Université du Québec en Abitibi-Témiscamingue (UQAT). 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 American Psychological Association (APA) style, much used in various fields.

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

We hope you will find this Guide for the Preparation of Written Assignments useful and easy to use!

Julie-Anne Bérubé,

Academic Support Counsellor

Document revised by:

Hugo Asselin,

Professor and Director, School of Indigenous Studies

Maria Lourdes Lira Gonzales,

Professor responsible of the Bachelor's Degree in Teaching English as a Second Language

---

[2] 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.

TABLE OF CONTENTS

PREPARATION OF THE ASSIGNMENT AND FORMATTING

Paper format, binding, margins and font size

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

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

All pages must have 2.5 cm margins (top, bottom, left and right).

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

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 may begin or not with an indent equivalent to a tab stop of 1.25 cm from the left margin. Be consistent with indents: if you use them, do for the entire document, if you don't, don't.

Use of Italics

Titles of works, books, websites, whether they are mentioned in the text or in 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 you 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 period[3].

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.*

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 text)
4. Development or body (divided into sections and sub-sections, according to content)
5. Conclusion (about 10% of text)
6. Bibliography or Reference List
7. Appendices (when needed)

---

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

Example of a Title Page

First name and last name of student

Course title
Course number - Group number

TITLE OF ASSIGNMENT IN CAPITAL LETTERS

Assignment presented to
Fist Name and last name of professor or course instructor

Université du Québec en Abitibi-Témiscamingue
Month Day, Year

Pauline Lameboy

Workshop In Cognitive Efficiency
EDU2530E - Group 82

FINAL ASSESSMENT OF MY STRATEGIES

Assignment presented to
Julie-Anne Bérubé

Université du Québec en Abitibi-Témiscamingue
December 10, 2014

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

REFERENCING - CREDITING SOURCES[4]

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 worked on 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 plagiarism[5]. 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 in 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 discourse, ideas, theories or research has 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/source you cite must be included in the Reference List (bibliography) 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 know how to properly insert this information in your sentence.

---

[4] 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.

[5] 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 have to be considered seriously. It is essential to read the regulation carefully and thoroughly and to understand it.

Paraphrases and Quotations - Examples

Paraphrasing

Paraphrasing the information is when you put in 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 Parenthesis

Sometimes, an idea you are writing about comes from more than one work. If so, order the works in alphabetical order, 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 is followed by the last name of the author, the year of publication and the 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.
- 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.

<u>Example</u>

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

> 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 web site 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 you find 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 the number of the paragraph following that heading.

<u>Example</u>

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?

1. **ADD** the words "as cited in", to note that the cited work (secondary source) was obtained through another document (your primary source).
2. In the reference list for your assignment, only include the document you read (your 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 you 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**,** initial(s)**. (**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.* Don Mills : Oxford University Press.

►**In text**: Dickason (1997) states that…

It was believed that… (Dickason, 1997)

Work by two or three authors

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

Example with two authors

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

►**In text**: Jaccard and Jacoby (2009) state that…

It was mentioned that…(Jaccard & Jacoby, 2009)

Example with three authors

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, Nash and Prentice (2010) believe that….

It Is believed…. (McGregor, Nash & Prentice, 2009).

Work by four or more authors

In the Reference List, include the surnames and initials of all authors.

Example

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

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

Work whose author is an organization or institution

For works published by organizations (also corporations, associations, government agencies, 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***.** Rest of information according to the type of document.

Example 1

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

If the organization is both the author and publisher of the document, rewrite the organization's name in lieu of publisher's name.

Example 2

Statistics Canada. (2009). *School-age Population Living in Low-income Circumstances*. Canada: Statistics Canada.

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**).** Rest of 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.

►If the title is long, simply indicate the first words. Use quotation marks.

Example 1

Teaching Children to Read: An Evidence-Based Assessment of the Scientific Research Literature on Reading and its Implications for Reading Instruction. (2002). Washington, D.C: National Institute of Child Health and Human Development.

►**In text**:   ("Teaching Children to Read", 2002)

Example 2

New child vaccine gets funding boost. (2001). Retrieved March 21, 2001, from http://news.ninemsn.com.au/health/story_13178.asp

►**In text**:   ("New Child Vaccine", 2001)

Two works: same author, same year

In your List of References, references written by the same author (or authors) in the same year are arranged alphabetically by title (excluding *The* and *A*). Then, add a lower-case "a" after the date of your first document and a lower case "b" after the date of the second work.

The 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 LIST[6]

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 in the research.

It is included following the conclusion, before 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 of document and edition (if it is not the first one)[7]
- Place of publication and publisher; OR journal title when this is the case
- The URL and the date of consultation, when a document was accessed on-line.

These elements are generally found in the first pages of a book, and for a website, at the bottom of the site. 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 Edition.* Oxford: Oxford University Press.

It is sometimes difficult to find all the information necessary for writing a proper bibliography within the work itself. A good trick is to search for the document using the UQAT library catalogue at http://bibliotheque.uqat.ca/EN/BIBLIOTHEQUE/. When you find a book, look in the *Details* tab. Also, you should find all of the information you need for your bibliography on the inside front page of a book.

---

[6] *Reference list* vs *bibliography*

According to the American Psychological Association, "a *reference list* consists of all sources cited in the text [...] A *bibliography*, however, may include resources that were consulted but not cited in the text…" (2015, Bibliography vs reference list)

[7] When writing titles in the Reference List, capitalize only the first word of the title. Capitalize every major word only for the titles of journals, edited books and reference works. Follow the examples given to help you.

Within the body of your text, when you mention titles of work, capitalize every major word of any title.

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 document with no date: `(n.d.)`

Goulet, L.M. & Goulet, K.N. (n.d.). *Teaching Each Other: Nehinuw Concepts and Indigenous Pedagogies.*
    Vancouver: UBC Press.

- For a document with no place of publication: `(n.p.)`

Goulet, L.M. & Goulet, K.N. (2014). *Teaching Each Other: Nehinuw Concepts and Indigenous Pedagogies.*
    (n.p.): UBC Press.

- For a document with no publisher: `(n.p.]`

Goulet, L.M. & Goulet, K.N. (2014). *Teaching Each Other: Nehinuw Concepts and Indigenous Pedagogies.*
    Vancouver: (n.p.)

Format and Organisation of the Reference List

- Each entry in the list is single-spaced and the second line of each reference (and any that follow) 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 organisation, the first word of that organization's name.

- Works by the same author (s) are organized chronologically (the 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)**,** initial(s)**. (**Year**).** *Capitalized Title of the Book***.** Place of publication**:** Publisher.

Example 1

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

Book chapters (within edited books)

Last name of author, initial(s). (Year). Title of chapter. In Initial(s) of the editor. Last name of the editor (Ed. Or Eds), *Capitalized Title of the Book* (pp. first page of chapter – last page of chapter). Place of publication: Publisher.

Example 1 - one editor

Battiste, M. A. (1986). Micmac literacy and cognitive assimilation. In J. Barman (ed.), *Indian Education in Canada, vol. 1 : The legacy* (pp. 23-44). Vancouver: University of British Colombia.

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). London, England: Sage Publications

Reference works (dictionaries, encyclopedia, etc.) with editors and 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). Retrieved from http://www.gale.cengage.com

Example 2

► Editors only, no authors

Collins III, J.W. & O'Brien, N.P. (Eds). (2011). Academic Integrity. *The Greenwood Dictionary of Education, 2nd edition*. Westport: Greenwood Press.

Example 3

► Online Encyclopedia

Human resources management. (2016). In *Encyclopædia Britannica.* Retrieved from http://academic.eb.com.proxy.cegepat.qc.ca/levels/collegiate/article/59356

Journal articles printed and online

Last name of the author**,** initial(s)**. (**Year**).** Title of article**.** *Capitalized Journal Title***,** volume**(**number**),** first page of article **–** last page of article**. Retrieved from** URL address (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. Retrieved from 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**,** initial(s)**. (**Year, Month Date**).** Title of article**.** *Capitalized Newspaper Title***, p.** page**.** Retrieved from URL address (when online).

Example 1 - printed

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

Example 2 - online

Blaze Carlson, K. (2015, June 2). Report links residential schools with missing and murdered women. *The Globe and Mail*. Retrieved from http://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. *CBC News*. Retrieved from http://www.cbc.ca/news/politics/ottawa-shooting-police-reports-to-be-released-today-1.3097571

A thesis or dissertation

Last Name of author**,** first initial(s)**. (**Year**).** *Title of thesis***.** Doctoral thesis (or Master's thesis)**,** University**,** Location of publication**.**

Example

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, Rouyn-Noranda

An entire website

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

Last name of the author**,** initial(s) of the author**. (**Year**).** *Capitalized Title of Site.* Retrieved Month Day, Year, from URL address

Example

Office. (n.d.). *Office Training and Tutorials*. Retrieved May 11, 2015, from https://support.office.com/en-us/article/Office-training-and-tutorials-b8f02f81-ec85-4493-a39b-4c48e6bc4bfb

A web page or a document published online (PDF, PowerPoint presentation, etc.)

Use the same information as for a website, but add the format or type of document [in brackets]. For example: [web page], [PowerPoint slideshow], [Booklet], etc.

Only add the retrieval date when the source material may change overtime (e.g. Wikis, web pages, etc.)

Example 1

The Conference Board of Canada. (2015). *Employability Skills 2000+* [Leaflet]. Retrieved from http://www.conferenceboard.ca/Libraries/EDUC_PUBLIC/esp2000.sflb Indigenous

Example 2

Leadership Development Institute Inc. (n.d.). *Leadership initiatives. Core governance practices with First Nations* [web page]. Retrieved May 11, 2015, from http://www.ildii.ca/leadership-initiatives/core-governance-practices-with-first-nations/

Blog posts and messages posted on online forums or electronic mailing lists

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 address of the posting can ordinarily be found by clicking on the title of the posting. Because a posting is a part of a blog, we cite it similarly to the way we cite a chapter in a book, adding the notation *In*.

Last name of author**,** initial(s)**. (**Year**,** Month Day**).** Title of post **[Description of form]. In** *Capitalized Title of Blog*. **Retrieved from** URL address

Example 1 - Blog post

Turner, M. (September 5, 2014). Knowledge, power, and restraint: a critical analysis of agricultural seed technologies [Blog post]. In *Media@McGill.* Retrieved from http://media.mcgill.ca/en/blog?page=1

Example 2 - Message posted on an online forum

Dolva, J. (2009, June 6). Re : All youth should sometime in their curriculum be taught something about addiction [Online forum comment]. Retrieved from http://educationforum.ipbhost.com/index.php?showtopic=14430

Example 3 - Message posted on electronic mailing lists

Bev Barnes Coaching and Training. (2014, September 18). The Envy Trap. [electronic mailing list]. Retrieved from http://us2.campaign-archive2.com/?u=8d8a74a6aca431dcf272a646f&id=46cdcd1eaf&e=4436096545

Audiovisual media

In the case of an audiovisual media, the author is replaced by a director, and the publisher by the production company or broadcasting house.

For programs that aired on television and which are not yet available on DVD or other formats, it is important that you add the broadcast month and day in addition to the year.

Last name of the author**,** initial(s) of the author**. (**Year**).** *Capitalized Title of Film or Television Program***.** [Type of media]. Country**:** Production company.

Example 1 - documentary film

Obomsawin, A. (2003). *Our Nationhood* [Motion picture], Canada: National Film Board of Canada, 96 min.

Example 2: television program

Dettman, J. (2007, October 8). *The Hour* [Television broadcast], Montreal: Canadian Broadcasting Corporation, 60 min.

Personal interviews for university papers or presentations

►For formal interviews with an expert in your field, or as requested by the professor, you provide a complete reference in the reference list.

Last name of interviewed person**,** initial(s)**. (**Year, Month Date**).** *Title (theme) of the interview***.** Interview conducted by Name of student. Location of interview**.**

Example

Papatie, M. (2015, May 7). *Student Experience at UQAT and Strategies Implemented for Success.* Interview conducted by Julie-Anne Bérubé and Frédérique Cornellier. Val-d'Or.

►When referring to unpublished interviews, when no recording or transcription is requested, the reference is in text only. See section below *Informal Personal Communications - In the Text Only*

Courses notes

Course pack, suggested and mandatory readings

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

PowerPoint slides or other notes produced by the professor

Last name of professor**,** initial(s)**. (**Year**).** *Title of document* [PDF or PowerPoint slides]. Course number and name of course. Université du Québec en Abitibi-Témiscamingue, specify campus.

Example

Bérubé, J.-A. (2012). Class 3: Reading Strategies and Mind Mapping [PowerPoint slides]. ANG2020 Reading. Université du Québec en Abitibi-Témiscamingue, Val-d'Or.

Professor's lecture

If you want to quote what the professor said in class, according to **your** own personal notes, refer to the section below *Informal Personal Communications - In the Text Only*. You cite them in text only; no complete reference is added to the reference list.

Informal personal communications - in the text only

- Private letters;
- Memos;
- Electronic communications from non-archived discussion groups (e-mail or Facebook);
- Your **personal** notes from a course.
- For Formal Interviews conducted for a presentation or an assignment, see section above - *Personal interviews for university papers or presentations*

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 conversion

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.**

Presentation in a conference

Presenter, A. A. (Year, Month). Title of presentation, poster, or paper presentation. Presentation, paper or poster presented at Title of the Conference, Location.

►If an abstract of the presentation is available online, add the following information: Abstract retrieved from URL

Example

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

Legal materials

Acts/Statutes

Short title, statute volume (including jurisdiction and year), chapter number, section number (if needed). Retrieved from URL

Example

Indian Act, Revised Statutes of Canada 1985, c.1-5. Retrieved from the Government of Canada Justice Laws Website: http://laws-lois.justice.gc.ca/eng/acts/i-5/fulltext.html

Court decisions[8]

Example 1

Queen v Cognos Inc, [1993] 1 SCR 87.

This citation indicates that the *Queen v Cognos* case was reported in volume 1 of the 1993 Canada Supreme Court Reports, beginning at page 87.

Other examples

Haida Nation v. British Columbia (Minister of Forests) [2004] 3 SCR 511.

Grassy Narrows First Nation v. Ontario (Natural Resources) [2014] SCC 48.

---

[8] From Lederman Law Library (2015). See the complete reference below for more details.

REFERENCE LIST

American Psychological Association. (2015). *Learning APA Style*. Retrieved May 10, 2015, from http://www.apastyle.org/learn/index.aspx

American Psychological Association. (2007). *APA style guide to electronic references*. Washington: Author.

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington : Author.

Cotes Library, Trinity University. (2005). *APA citation style : non-traditional sources*. Consulté le 11 janvier 2008 sur http://lib.trinity.edu/research/citing/APAnontrad.shtml

De la Chevrotière, F. & Dugas, M.-E. (2008). *Guide méthodologique : présentation d'un travail oral ou écrit*. Rouyn-Noranda : Cégep de l'Abitibi-Témiscamingue.

Eastern Institute of Technology. (2012). *APA Referencing Style, 6th Edition*. New Zealand: EIT Library and Learning Services. [PDF] Retrieved from http://www2.eit.ac.nz/library/OnlineGuides/2012%20APA%20Referencing%206th%20Edition.pdf

Gagnon, A. (2001). *Guide de présentation des travaux écrits : recueil des normes pour la production des travaux écrits pour les cours offerts par l'Unité d'enseignement et de recherche en sciences du développement humain et social*. Rouyn-Noranda : Université du Québec en Abitibi-Témiscamingue.

Lederman Law Library. (2015). *Legal Citation*. [Web Page] Retrieved July 26, 2016 from Queen's University http://library.queensu.ca/law/lederman/legalcitation

McKenzie, J. (2015). *Simon Fraser University Library's Citation Guide: APA (6th ed., 2010): General Notes* [Web Page]. Retrieved May 26, 2015 from http://www.lib.sfu.ca/help/cite-write/citation-style-guides/apa

Plummer, R., & FitzGibbon, J. (2006). People matter: The importance of social capital in the co-management of natural resources. *Natural Resources Forum*, 30, 51-62.

Québec, Département des mines. (1952). *L'industrie minière de la province de Québec*. Québec : Ministère des Mines et des Pêcheries maritimes, Service des Mines.

Raîche, G. (2007). Règles de présentation d'un article. *Revue des sciences de l'éducation*. Retrieved http://www.rse.umontreal.ca/REGLES_PRES_2007_2octobre2007.pdf

Université du Québec en Abitibi-Témiscamingue. (2016). Regulation on academic plagiarism or fraud at Université du Québec en Abitibi-Témiscamingue. Retrieved from http://www.uquebec.ca/resolutions/uqat/resolutions/PP/2011/Regulation_12_-_Academic_plagiarism_or_fraud_at_UQAT_(Nov._29,_2016).pdf