

## **Lesson: 02**

### **The academic standards for writing a scientific article**

A written report, whatever the reader for whom it is intended, is intended to convince that the student has fulfilled the objectives assigned to him and respected the instructions data. Two centers of attention exist to establish this conviction: the content and the form. One of the evaluation criteria for all academic work is scientific rigor. This criterion concerns both the substance (structure of the reasoning, quality of the ideas and arguments presented, diversity and relevance of the sources), and the form (compliance with the rules regarding citation, referencing sources, spelling, organization of the text). The content of the different parts of a work Any work of university level and respecting the standards of scientific rigor will have different parts, listed as follows:

#### **1-The constituent parts of a scientific paper:**

- cover page
- table of contents (this can be placed at the end of the work, before the annexes)
- introduction
- chapters
- conclusion
- bibliography
- list of annexes
- annexes

#### **1. The cover page**

The cover page will include, in addition to the name of the student (author of the work): the academic year, the year of training. the title of the work, the type of document (internship report, project report, documentary research work), the name of the course or seminar for which the work is carried out, the name of the professor holding the course or seminar.

## **2. The table of contents**

The table of contents lists the different parts of the work, specifying the pages. It allows the reader to locate a point of interest more quickly and easily. It also allows you to quickly visualize the structure of the report.

## **3. The introduction**

The work will always include a general introduction. The role of the introduction is to present the problem, i.e. the subject covered (which may consist of a question and hypotheses) by placing it in its context. You will always assume that the reader is unfamiliar with the subject matter. It should serve to introduce the subject of the work. So be sure to: Relate the subject covered to its context Cite the objectives to be achieved Define the subject precisely. Also show its limits, mentioning any difficulties encountered (for example, difficulty accessing information, time constraints).

## **4. The different chapters (or “main body of the report”)**

To meet the objectives of the work, you will probably need to proceed in stages and therefore structure your remarks into different chapters. So pay attention to the numbering logic of these. In addition, it is always useful to resituate, in a few words, at the beginning of each chapter the logic in which the structure you have chosen fits. In other words, be sure to specify to the reader what you are going to address in this new stage. Each chapter will have an introduction and a conclusion.

## **5. The conclusion**

Your report will include a general conclusion. The conclusion is an outcome, a point of arrival and not just an end. It testifies to the spirit of synthesis and the critical spirit of its authors. The spirit of synthesis will appear in the clear and skillfully formulated presentation of ideas and key thoughts developed throughout the report. Remember that an informed reader often reads the introduction and conclusion first. These two parts must therefore be logical and well articulated. It will be preferable to write the introduction and conclusion after the rest of the report so that there is consistency between the remarks developed and the summary presented in the introduction and conclusion.

## **6. The bibliography**

The bibliography brings together all the sources consulted for the preparation of the report. The bibliography is found at the end of the work and can be presented in several forms: in alphabetical order by type of sources (books, journals) and inside in alphabetical order by category of problems addressed and inside in alphabetical order. To write the bibliography according to the standards commonly used in the academic and scientific world, please refer to chapter 4: the bibliography.

## **7. The annexes**

Include in annexes all the documents useful to support the report but which would make reading difficult, if they appeared in the text. It is important, to facilitate reading, to number the annexes, to give them a title, and to make a list which will appear as a cover page in the appendices. This list will be mentioned in the table of contents with the pagination. You will always include the source of the document attached.

## **2. Layout rules**

### **2.1 Presentation**

The presentation of the report must be careful. It gives the first impression of the work. The text will be typed and paginated. You will ensure that the text is sufficiently ventilated and that the important points stand out.

**2.2 Structuring the text Before writing**, it will be important to make a writing plan which will serve as a framework. The writing plan will allow the text to be divided into several parts. Each part will be announced by a title. The parts themselves can be organized into sub-parts which will be presented by subtitles. It is important here to choose a consistent presentation and to stick to it throughout the text. The numbering must be done in Arabic numerals. The number of subdivision levels should be limited to three or four maximum.

### **- The paragraph**

The paragraph is the unit, the basic cell organized in written language. It completely expresses an idea, which can itself be complex. Made up of one or more sentences, the paragraph marks a step in reasoning, develops an aspect in a description, Its length usually varies from 5 to 20 lines. The absence of paragraphs or their overabundance both indicates a problem with the structure of ideas.

- **The sentence** Be careful with sentences that are too long, which can cause construction problems. Prefer short sentences; do not develop more than one idea per sentence. If possible, try to vary the structure of your sentences to introduce a certain rhythm into your production.

- **Logical articulations**

Their function is to indicate relationships and sequences of ideas, either within the same paragraph or from one paragraph to another. They explain the links between the elements of the message, the stages of the description or the argumentation.

### **2.3 Style and spelling**

You will ensure that the style is pleasant: clarity of thought, rigor of reasoning and accuracy of formulas. The vocabulary used must be precise. Label facts and concepts by name. Avoid approximations. Punctuation is fundamental for giving rhythm to a text and structuring it. The meaning itself can vary depending on the punctuation used. The spelling must be careful.

### **2.4 Layout and typography**

Choose a layout and a font that you will keep for all the text (standard line spacing of 1 and character size 12).

#### **2.4.1. Capital letters, abbreviations and numbers**

Do not overuse capital letters and abbreviations. There are very specific rules for their use. Contrary to Anglo-Saxon customs, only the first letter of a title is capitalized. In the text, abbreviations should be as few as possible. If you use acronyms, you must explain them in a glossary that you place after the text of your report. Numbers must be expressed as figures in scientific work. Do not write, on the same page, sixty in one place, then 60 a little further on.

#### **2.4.2 Tables, graphs, maps, diagrams, photographs, illustrations**

You can insert these elements into the text, if they are essential to understanding it and if they are not too numerous. Otherwise, it is better to group them together in an appendix. No photograph taken from a document subject to copyright may be reproduced without the authorization of the rights holders. You must mention your source on each document, or clearly indicate whether this information was prepared by you.

### 2.4.3 Pagination

Pagination generally starts from the title page (cover page). It must be in Arabic numerals. The pagination is continuous across all the different parts, including annexes (even if these are placed in a separate volume).

### 3. The rules for citing sources

During the exploratory phase, the development of your ideas or to support this or that observation, you will be required to cite one or more authors. Four cases can arise:

- we quote verbatim the thoughts of an author;
- we summarize the thoughts of an author;
- we take an element of analysis, figures, graphs,
- but we can also refer to another part of the work. Plagiarism, which consists of unduly attributing someone else's text or thought, is prohibited.

#### 3.1 The quotation and the particularities of its reference

Quotations are always put in quotation marks, because this is the only way to allow readers to clearly distinguish in the presentation what is taken from others and your personal reasoning. Citations are necessary:

- to respect, for example, the rigor of a definition;
- to support your reasoning on the authority of a recognized expert in the subject. However, it is important not to overuse it. It is primarily your ability to reason and argue your reasoning that is evaluated. The quotation begins with a capital letter if it follows a colon. It starts with a lower case if it is inserted in a sentence or if it is introduced by “for”, “according to”. According to Mr. Jousse, “in writing, a completely different mechanism plays a role. » Brackets [ ] should be used to indicate that the word in brackets does not come from the author but was added to better understand the text.

**Ex.:** “This theory [that of organization and management specialists] may seem reductive”

If the quote is too long and only part of it is of interest to your reasoning, it is appropriate to replace the omitted part with three ellipsis points in

parentheses. The quotation must literally and strictly reproduce the author's text (put in bold, what he puts in bold; in italics, what he puts in italics, underline what he underlines), including possible spelling errors (or typos). In the latter case, we use the indication “sic” in parentheses directly after the error or typo noted. This means that the error is not your fault. Quotations, enclosed in quotation marks, will be followed by a superscript number which refers to a footnote reference. The numbering of footnotes can be continuous throughout the work or started again on each page.

### **3.2 References in footnotes**

- General References in footnotes follow the same rules of presentation as the bibliography. In addition, whatever the case, the reference in the footnote must mention, precisely, the page (p. X) or pages (pp. X-Y) of the work cited. Every reference ends with a period.

Successive citations: The first reference is complete.

If the second or third reference on the same page refers to the same work, it is appropriate to note AUTHOR'S NAME, FIRST NAME INITIAL, *op.cit.*, followed by the page number.

**Quotations from authors used by another author:** it is appropriate to note as a reference the work that you have consulted and which uses the words of these other authors. Ex.: M. Mauss<sup>1</sup> studied the difficulties of the investigation...Quoted by VILLETTE, M., *The art of internship in business*, Paris, Editions La Découverte, 1994, p. 44.

3.3 The summary of the author's thoughts, of one or more ideas and the particularities of their reference It is necessary to introduce the idea or the summary with a sentence, cite the name of the author from whom we draw inspiration including the full reference at the bottom of the page.

### **3.4 Resuming tables, graphs, figures and the particularities of their reference**

When resuming tables, graphs from a document, the origin must be mentioned.

The source will be indicated as follows:

- directly below the table or graph;

- by the mention: Source followed by the complete reference. If figures are used, a footnote with the full reference will be written.

**3.5 Referring to other pages of your work In the body of the text**, you should enter a superscript number. In the footnote, we indicate:

- “Cf. supra p.” if we refer to a part developed previously;
- “See below p. » if we refer to a part which will be developed subsequently.

#### **4. Bibliography**

**APA style and in-text citations** When you use APA standards to write your assignments, it must be double-spaced from start to finish. When using another person's words or ideas, it is important to acknowledge the source. If you express someone else's ideas in your own words, it is a paraphrase, while transcribing an idea without modification constitutes a quotation. Indicate the source of a paraphrase by noting the author's last name and year of publication in parentheses. Indicate the source of a quotation by noting the author's last name, year of publication, and page number near the quotation. Quotations of less than 40 words may be embedded in the text and placed in quotation marks. **Ex.:** According to our observations, “students are increasingly interested in smaller classes” (Tremblay, 2003, p. 88).

Place longer quotes in a separate paragraph. In this case, indent the text on the left side only (the indentation is approximately five spaces) and double-spaced. Also, omit the quotation marks. Any in-text citation must be entered in detail on your references page, regardless of whether it is a paraphrase or a quotation. [See example below. Please note that the name "Tremblay" is used as an example only.]

To indicate the source of a paraphrase, you can simply add the author's name and year of publication in parentheses, after the statement (Tremblay, 2003). However, you can do things differently to make your text more readable. For example, Tremblay (2003) suggests that you modify the chosen format.

**Ex.: Tremblay (2003) wrote the following about longer quotations in the text:** This is a quotation of more than 40 words. Each line of this paragraph is preceded by a paragraph one-half inch from the left margin. However, the text

continues to the right margin. Double spacing applies to the entire paragraph. There are specific guidelines regarding the use of single quotation marks (“ ’ ) or double quotation marks (“ ”) when a quotation is part of another quotation. See the APA guide for more information. (p. 6)

How many authors should be named in an in-text citation?

\*When a work has two authors, always cite both names with the year each time you mention the work.

\*When a work has 3, 4 or 5 authors, cite them all the first time you refer to that work. Any subsequent mention of this work must include only the last name of the first author, followed by the mention “et al. » and the year (if it is the first citation appearing in a given paragraph).

\*When a work has 6 or more authors, cite only the last name of the first author, followed by “et al.” » and the year.

### **Citing a work mentioned in a secondary source**

When you must cite an author mentioned in a secondary source (that is, a source other than the one in which the author's original words appear), ensure that the citation in the text contains the name of the author of the original work, which will be followed by the statement (as cited in the secondary source, date). For example, if you have a copy of a book by Tremblay in which he mentions a work by Bernier, you're in-text citation will be to Bernier's work (as cited in Tremblay, 2002). Your reference page should only include the secondary source, in this case Tremblay.

### **General Rules to Follow When Developing a List of Bibliographic References**

According to APA Standards Layout of the Reference List

\*Arrange all references double-spaced.

\*Name all sources that you cited or summarized in the text of your work.

\*References should be placed in alphabetical order by the last name of the first author.



\*Works by the same author must be arranged in chronological order, from least recent to most recent.

\*Use the summary paragraph (paragraph where the first line is solid and the others are offset five spaces from the left margin).

\* Preferably insert the doi for electronic sources. If a source does not have a doi, insert the electronic sources URL (see examples of references in APA format below).

\*When inserting the URL address, precede it with “retrieved from” or “located at”.

\*References to journal articles must include the name of the author (or the title of the article if no author is mentioned), followed by the statement (year, day month). Author

\*Author names must begin with the last name, followed by a comma and then the first initial. Indicate only the initials corresponding to the first names and precede the last author's name with the conjunction “and”.

\*When eight or more authors are named, list the names of the first six authors, then add three periods and write the last author.

\*When no author name is given, the reference is inserted in the reference list according to the first distinctive word of the title (do not take into account the determinants at the start of the title, e.g. The

### **Date**

\*Put the year in parentheses after the authors and end with a period (after the parentheses). s. d. means without date. It is used with sites whose content changes frequently.

\*In the case of references relating to newspaper articles, a comma must be added after the year, then the day and month. Title of book, article or periodical

\* Capitalize only the first word of the title of a book, article or periodical title, excluding of course proper nouns.

\* Italicize titles of books and periodicals, as well as the volume number of periodicals.

### **Collective work**

\* In the case of a collective work, you must write the initial of the first name then the name of each of the directors and end with “dir. » placed in parentheses followed by a comma.

### **Page**

\* Precede chapter page numbers in a collective work with the abbreviation “p. » or “pp. » if there are several pages. Do not insert the “p.” » for periodical articles.

\* Indicate the volume number in italics then the number of a periodical in parentheses without italicizing it.

### **Country and publishing house**

\* The city of publication must be followed by the country. In the case of United States states, the two-letter abbreviation must be written. In the case of Canadian provinces, there is nothing mentioned in the book Publication manual of the American Psychological Association, therefore you can write the country (Canada) or in international two-letter code (MB).

\* Provide full publisher name, but omit abbreviations (Inc., Co.).

### **Choice of presentation**

\* When there are several versions to present an element, you must choose one and keep it throughout your reference list.

\* Choose the country or international province code for Canadian cities.

\* Choose “located at” or “retrieved from” for the URL address. English version

\* Author names must begin with the last name, followed by a comma and then the first initial. Only indicate the initials corresponding to the first names and put the ampersand preceded by a comma (, &) between the penultimate and the last.

\* Capitalize the first word of the title of a book, article or title and also after a colon (:).

\* In the case of references relating to newspaper articles, a comma must be added after the year, then the month and the day. Please note that these

guidelines are provided for general guidance only. Always refer to the Publication manual of the American Psychological Association 6th edition for official APA standards.

### **Examples of references in APA format**

#### **Periodical article with two authors**

Ait-Chaalal, A. and Legrand, V. (1997). The French-speaking world and the southern Mediterranean. *Politics and Societies*, 16(1), 77-100.

#### **An article from a magazine or newspaper**

Filippi, M., Agosta, F., Abrahams, S., Fazekas, F., Grosskreutz, J., Kalra, S., . . . Masdeu, J.C. (2010). EFNS guidelines on the use of neuroimaging in the management of motor neuron diseases. *European Journal of Neurology*, 17(4), 526-533.

Laferrière, T. (1999). Learning in networks: an essential educational option at the dawn of the new millennium. *Education Canada*, 39(1), 12-15. Martin, N. (2006, June 23). Retiring principal claims he was bullied. *Winnipeg Free Press*. p. at 8.

#### **Printed article with 8 authors**

Filippi, M., Agosta, F., Abrahams, S., Fazekas, F., Grosskreutz, J., Kalra, S., . . . Masdeu, J. C. (2010). EFNS guidelines on the use of neuroimaging in the management of motor neuron diseases. *European Journal of Neurology*, 17(4), 526-533.

#### **Article with doi**

Nadeau, D., Giroux, I., Dufour J. and Simard M. (2012). Pathological gambling in patients with Parkinson's disease. *Mental health in Quebec*, 37(1), 189-202. doi: 10.7202/1012651ar

#### **Article with URL address**

Helmer, C., Pasquier, F. and J.-F. Dartigues (2006). Epidemiology of Alzheimer's disease and related syndromes. *M/S: medicine sciences*, 22(3), 288-296. Retrieved from <http://id.erudit.org/iderudit/012784ar>

### **Book written by a single author**

Levasseur-Ouimet, F. (2003). From year to year: from 1659 to 2000: a synchronic presentation of Franco-Albert historical events. Edmonton, AB: Heritage Institute, Faculté Saint-Jean. Chapter taken from a book edited by several people Dalley, P. (2002). Multiculturalism and the school of the French-speaking minority in Canada. In C.

Couture, J. Bergeron and C. Denis (eds.), Alberta and francophone multiculturalism: testimonies and issues (pp. 127-143). Edmonton, AB: Center for Canadian Studies of the Faculté Saint-Jean, Multicultural Association of Alberta.

### **An adaptation and/or translation of a book or a chapter of a book**

Pervin, L., & John, O. (2005). Personality: theory and research (adapted by L. Nadeau, D. Acier, & D. Miranda; translated by S. Dupont, & L. Lepage). Montreal, QC: ERPI.

Berg, J., Tymoczko, J. and Stryer, L. (2008). Biochemistry (6th ed.; translated by M. Darmon). Paris, FR: Médecine-Sciences Flammarion.

De Grandmont, N. (2010). Acceptance of difference in society: historical perspective and reflective elements. In N. Rousseau (Dir.), The pedagogy of educational inclusion – avenues of action for learning together (pp. 47-61).

### **Books and e-book chapters**

Montoya, Y. (ed.). (2006). Today's school facing change: instructing, educating or socializing.

Quebec, QC: Les Presses de l'Université du Québec. Retrieved from ebrary database.

When you want to indicate the general location of an eBook rather than its specific address, use "Available at" instead of "Retrieved from." Then insert the doi or in the absence of it the URL address of the website where the book can be consulted.

Gros, F. (2006). Comparative state of science in Africa. In C. Cloutier and V. Fournier (eds.), Sciences and developing countries: French-speaking sub-Saharan Africa (pp. 23-24). Les Ulis, France: EDP Sciences. Retrieved from NetLibrary database.

When citing an e-book chapter, use the same format as citing a print book chapter, but include the source of the document (e.g., doi, database name, or URL) at the end of the quote.

### **Video recording**

Jeunet, J.-P. (2004). *A long engagement Sunday* [video recording]. Burbank, CA: Warner Bros. Entertainment.

### **Websites**

When the citation refers to an entire website, it is sufficient to indicate the URL address in the text. If, however, you decide to include it in your bibliography, indicate the date of consultation of the site if it is regularly modified as is the case with Wiki sites.

Theory. (n.d.). In Wikipedia. Retrieved May 26, 2013 at <http://fr.wikipedia.org/wiki/Th%C3%A9orie>