O'SULLIVAN COLLEGE OF MONTREAL

STANDARDS FOR ASSIGNMENTS

2019-08-14

Foreword

This document covers the basic rules that students must follow in order to hand in well-structured assignments. It is a reference guide that will ensure consistency in the submission of students' work. It is important to note that students must follow their respective department's different or complementary requests.

This reference guide is available on Omnivox. Please note that the Office Technology department offers online tutorials to help students structure their assignments in Word.

General Format

Presentation:

- ⌄ Use white, standard-sized paper, without any lines (8.5 x 11, unless otherwise specified by the teacher)
- ⌄ Use standard font (Calibri, Times New Roman, Arial)
- ⌄ Font size 11 or 12 pt (depending on the font used)

Ordering of the Document

Presentation:

- ⌄ Title page (if applicable)
- ⌄ Table of Contents (if applicable)
- ⌄ List of tables and charts (if applicable)
- ⌄ Content (which generally includes the introduction, body, and conclusion)
- ⌄ Appendix or appendices (if applicable)
- ⌄ Bibliography or Works Cited (please note that they are not the same)

Title Page

Presentation:

- ⌄ To be used for assignments, and **not** for essays in English or Humanities
- ⌄ Do not use bold or italics (unless your title includes the title of a text, in which case the text title must be italicized)
- ⌄ Do not include any end punctuation in your title unless it requires a question mark (no period, and no exclamation mark)

How To:

- ⌄ This page does not have a printed page number, but your page numbering after this page must begin at page 2 (it is not included, however, in the page count requested by the teacher)
- ⌄ Use the Page Break option under the Insert tab at the end of this page

  ↰See the example here

Table of Contents

Presentation:

- To be used for assignments, and **not** for essays in English or Humanities
- To be used for assignments of five pages or more
- This page has a printed page number at the bottom, but must appear in Roman numerals (it is not included, however, in the page count requested by the teacher)
- All the information should be equally aligned and be consistent in formatting

How To:

- This page should be the last page you create when you are finished with your assignment so that you know which pages correspond to which sections
- Use the Table of Contents option under the References tab
- Use the Page Break option under the Insert tab at the end of this page

   See the example here

Content

Presentation:

- The introduction and conclusion should each represent approximately 10% of the overall text, while the body should represent approximately 80%
- To be used for assignments, and **not** for essays in English or Humanities
- The content consists of an introduction, body, and conclusion
- Each part starts on a new page
- The introduction and conclusion are identified with titles that are bold, capitalized, centered, and written all in capital letters
- The different sections of the body are bold, capitalized, left-aligned; any subtitles are bold, and left-aligned
- All pages should be numbered

How To:

- Use the Page Break option under the Insert tab at the end of each part
- Use the Page Number option under the Insert tab

   o   **See the example here**

In-Text Quotations

Presentation:

English and Humanities:
- MLA Citation Style is required
- Quotations must be integrated into your own text and thus become grammatically part of your own sentence
- Quotations of more than three lines should only be used for long papers, and should be indented on both the left and the right to create a block citation

Paralegal Technology:
- Students must use the *Canadian Guide to Uniform Legal Citation*, also known as the *McGill Guide* or the "red book"

Medical Records:
- Students should use footnotes in their text when making references to research documents. The footnotes must identify the last name of the author and, in parentheses, the publication year

How To:

- Use standard English double quotation marks around the in-text quotation being used
- After the in-text quotation, put the last name of the author and the page number in parentheses
- For block citations, skip a line after your own text, single-space, and indent the block of quoted text on both the left and right sides; quotation marks are not used. After the block citation, put the last name of the author and page number in parentheses
- For footnotes, put the cursor after the phrase you want to footnote, and use the Insert Footnote option under the References tab

      ↗**See the examples <u>here</u>**

Bibliography or Works Cited

Presentation:

- A Bibliography or Works Cited page is the last page of the document
- A **bibliography** is a list of all the sources that were consulted during the research stage of your text, including those that are actually quoted in your assignment. **Works Cited** is a list **only** of the sources that are actually quoted in your assignment (ask your teacher what kind of referencing he or she requires)
- This is the last page of the assignment, and does have a page number

How To:

- Use the Page Break option under the Insert tab to create a new page
- Title your page Bibliography or Works Cited (depending on the kind of referencing you are doing), centered, and underlined
- List your texts alphabetically according to the last names of the authors
- Single space the information for each citation, and then skip a space before starting the next citation
- For each citation that takes up more than one line, indent the subsequent line(s) by pressing the Tab button on your keyboard
- For the specifics of citation, such as citing texts with more than one author, editors, or volumes; or for citing social media, web pages, and internet articles, consult the OWL (Online Writing Lab) at Purdue University on the internet

  o **See the example <u>here</u>**

Proofreading and Language Proficiency

Presentation:

- According to the Language Policy (1.6) of the Institutional Policy on the Evaluation of Student Achievement, O'Sullivan College is committed to developing and maintaining strong language skills.
- Teachers take spelling, syntax, grammar, sentence and paragraph structure into account for all assignments and up to 15% of the mark can be deducted for poor mechanics. This policy does not apply to literature and language courses that have their own correction standards.

How To:

- You have access to multiple resources if you are having difficulty with your writing:
  - o Reference books are available in the library
  - o The Learning Center offers one-on-one tutoring sessions
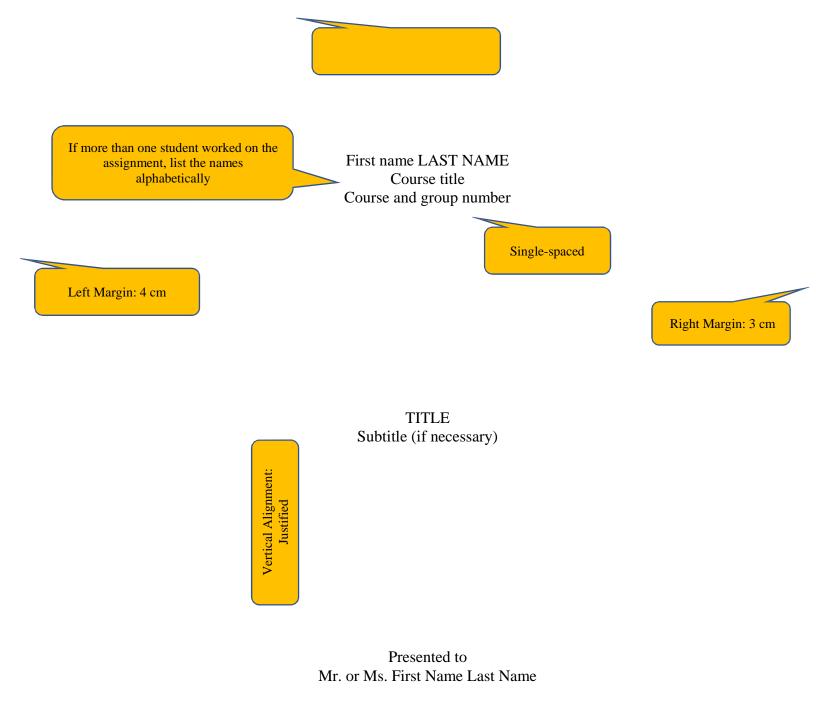 - o Antidote software is available on all school computers

Assembling the Document

Presentation:

- All assignments should be neat, clean, and printed
- Take pride in your work and demonstrate professionalism

How To:

- Make sure your page numbers appear at the bottom right-hand corner of all pages, excluding the title page
- Print on one side (unless double-sided printing is requested by the teacher)
- Staple your assembled text in the upper left-hand corner (no paperclips)

First name LAST NAME
Course title
Course and group number

Single-spaced

Left Margin: 4 cm

Right Margin: 3 cm

TITLE
Subtitle (if necessary)

Vertical Alignment: Justified

Presented to
Mr. or Ms. First Name Last Name

O'Sullivan College of Montreal
Date of Submission

Month Day, Year

Bottom Margin: 3 cm

Bold, capitalized, and centred

TABLE OF CONTENTS

This page must be double-spaced

Right Margin: 3 cm

Left Margin: 4 cm

Bottom Margin: 3 cm

INTRODUCTION

Et Epigonus quidem amictu tenus philosophus, ut apparuit, prece frustra temptata, sulcatis lateribus mortisque metu admoto turpi confessione cogitatorum socium, quae nulla erant, fuisse firmavit cum nec vidisset quicquam nec audisset penitus expers forensium rerum; Eusebius vero obiecta fidentius negans, suspensus in eodem gradu constantiae stetit latrocinium illud esse, non iudicium clamans.

Hanc regionem praestitutis celebritati diebus invadere parans dux ante edictus per solitudines Aboraeque amnis herbidas ripas, suorum indicio proditus, qui admissi flagitii metu exagitati ad praesidia descivere Romana. absque ullo egressus effectu deinde tabescebat immobilis.

First Name Last Name

Mr. or Ms. Last Name

Course title

Day Month Year

No title page; use header instead.

Standard (called Normal) margin settings in Word.

The MLA Format

MLA format is mainly used for assignments in the humanities. This first paragraph is a

brief introduction on the importance of good formatting. You are required to use MLA

documentation style when borrowing words, facts, ideas from others (whether directly quoting,

paraphrasing, or summarizing). Consult the *MLA Handbook for Writers of Research Papers,*

which can be found in the library or the Purdue University Online Writing Lab.

No extra space between paragraphs.

Don't forget to begin a new paragraph with an indentation that is created by pressing the

Tab button once.

Assignments should be double-spaced, unless your professor tells you otherwise.

Works Cited page and Bibliography[1]

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Works Cited

Balogh, Anne. "Rose Care: A Beginner's Guide to Growing Roses." *Garden Design*.
www.gardendesign.com/roses/care.html. Accessed 12 June, 2019. Web.

Clarke, George Elliott. *Wylah Falls*. Vancouver: Polestar, 2000. Print.

Lucas, George, director. *Star Wars Episode IV: A New Hope*. Twentieth Century Fox, 1977.

McCarville, Ron and Kelly MacKay, ed. *Leisure for Canadians*. State College: Venture, 2007.
Print.

Smith, Thomas, et al. *Philosophy in the 21st Century*. New York: Penguin, 2018. Print.

Stafford, William. "Shepherd." *The Poetry Anthology 1912-2002*. Joseph Parisi and Stephen
Young, ed. Chicago: Ivan R. Dee, 2002, p.186. Print.

Note 1: If the citation is more than one line, indent the second.

Note 6: If the text is one *within* a container text, the text goes in quotation marks and the container text is italicized.

Note 2: Last name, first name. Italicize the title if it is a book or what is casually called the container text. Specify if the source is printed or electronic. Formatting (commas, periods, spaces, and so on) must be followed exactly.

For formats for other texts, please consult MLA formatting on OWL (On-line Writing Lab) at Purdue University on the internet.

Note 3, 4, & 5: When there are two or three authors, only the name of the first one is in last name, first name format. If they are not authors but editors or directors, identify their role. If more than three, list only the name of the first and then write et al.

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[1]**IMPORTANT**:
Works Cited and Bibliography are two different things, not just different terms, although they are done in the same way. Works Cited is what you title the page when you are only listing sources that were *actually cited* (quoted or referenced) in your assignment. Bibliography is what you title the page when you are listing *any and all sources* that were looked at, consulted, or read for your assignment *even if they are not actually cited (quoted or referenced) in your assignment*. It is up to your teacher to tell you whether a Works Cited page or Bibliography is required and for you to understand the difference.