

Written and Updated by:

ITHQ Library

## PROTOCOL FOR SUBMITTING WRITTEN ASSIGNMENTS

Institut de tourisme et d'hôtellerie du Québec

May 2021

# TABLE OF CONTENTS

INTRODUCTION .....	5
1. LAYOUT AND FORMATTING GUIDELINES.....	5
1.1. Paper .....	5
1.2. Margins .....	5
1.3. Pagination.....	5
1.4. Text alignment.....	6
1.5. Spacing .....	6
1.6. Font .....	6
1.7. Typographical emphasis (font, size, bold, italics, underlining) .....	6
1.8. Example of a page created according to these guidelines.....	7
2. STRUCTURE AND SECTIONS OF YOUR PAPER .....	8
2.1. Title page (or cover page) .....	8
2.1.1. Definition .....	8
2.1.2. Writing guidelines .....	8
2.1.3. Example of a title page .....	9
2.2. Table of contents.....	10
2.2.1. Definition .....	10
2.2.2. Writing guidelines .....	10
2.2.3. Formatting of heading levels .....	10
2.2.3.1. Numbered headings (preferred) .....	11
2.2.3.2. Alphanumeric headings .....	11
2.2.4. Example of a table of contents .....	12

- 2.3. Text body ..... 13
  - 2.3.1. Definition ..... 13
  - 2.3.2. Writing guidelines ..... 13
- 2.4. Appendices ..... 14
  - 2.4.1. Definition ..... 14
  - 2.4.2. Writing guidelines ..... 14
  - 2.4.3. Example of an appendix..... 14
- 2.5. Bibliography..... 15
  - 2.5.1. Definition ..... 15
  - 2.5.2. Writing guidelines ..... 15
  - 2.5.3. Example of a bibliography..... 15
- 2.6. List of tables and figures ..... 16
  - 2.6.1. Definition ..... 16
  - 2.6.2. Writing guidelines ..... 16
  - 2.6.3. Sample list of tables and figures ..... 16
- 3. NAMING THE COMPUTER FILE OF YOUR PAPER ..... 17
  - 3.1. Writing guidelines..... 17
  - 3.2. Special cases ..... 17
- 4. INTELLECTUAL INTEGRITY AND SOURCE CITATION ..... 18
  - 4.1. Why do you need to cite your sources? ..... 18
  - 4.2. How to cite your sources ..... 18
    - 4.2.1. Bibliographic style..... 18
    - 4.2.2. Tools to better cite your sources ..... 19
      - 4.2.2.1. Diapason ..... 19
      - 4.2.2.2. Zotero ..... 19

4.3. Types of citations..... 19

    4.3.1. Indirect quotations (or paraphrasing) ..... 19

    4.3.2. Direct quotations ..... 20

4.4. Footnotes ..... 21

APPENDICES ..... 22

    Appendix I: Examples of references for different documents ..... 22

BIBLIOGRAPHY..... 26

LIST OF TABLES ..... 27

# INTRODUCTION

This *Protocol for Submitting Written Assignments* is a guide to the layout and format of written assignments required for courses at the Institut de tourisme et d'hôtellerie du Québec (ITHQ). These instructions **apply when no other submission criteria have been provided by your instructor**. It should be noted that this *Protocol* applies to assignments that are typed using **word processing software**. If your professor accepts handwritten assignments, ask them directly for submission instructions.

This version of the *Protocol* is based on the one drafted in 2016 by ITHQ instructor Alain Girard. This new version includes changes such as to the source citation guidelines to reflect what is required by the APA Style 7th Edition.

## 1. LAYOUT AND FORMATTING GUIDELINES

### 1.1. Paper

- Good quality, **white unlined** paper.
- **Letter size** (21.59 cm x 27.94 cm or 8.5" x 11").
- **Portrait orientation**.
- Text **on the front and back** of pages.
- Sheets **stapled at the top left corner** or firmly inserted into a binding.

### 1.2. Margins

- Top and bottom: **1.5 cm**.
- Left and right: **1.9 cm**.

### 1.3. Pagination

- Page numbers must appear in the **top right-hand corner**, without dots or dashes, in the **same font as the body of the text** (Calibri Light, 12 point, black).
- The title page and first page of the table of contents must be **counted but not paginated**.

#### 1.4. Text alignment

- Justified.

#### 1.5. Spacing

- **One-and-a-half (1.5) or double spaced (2)** (or as instructed).

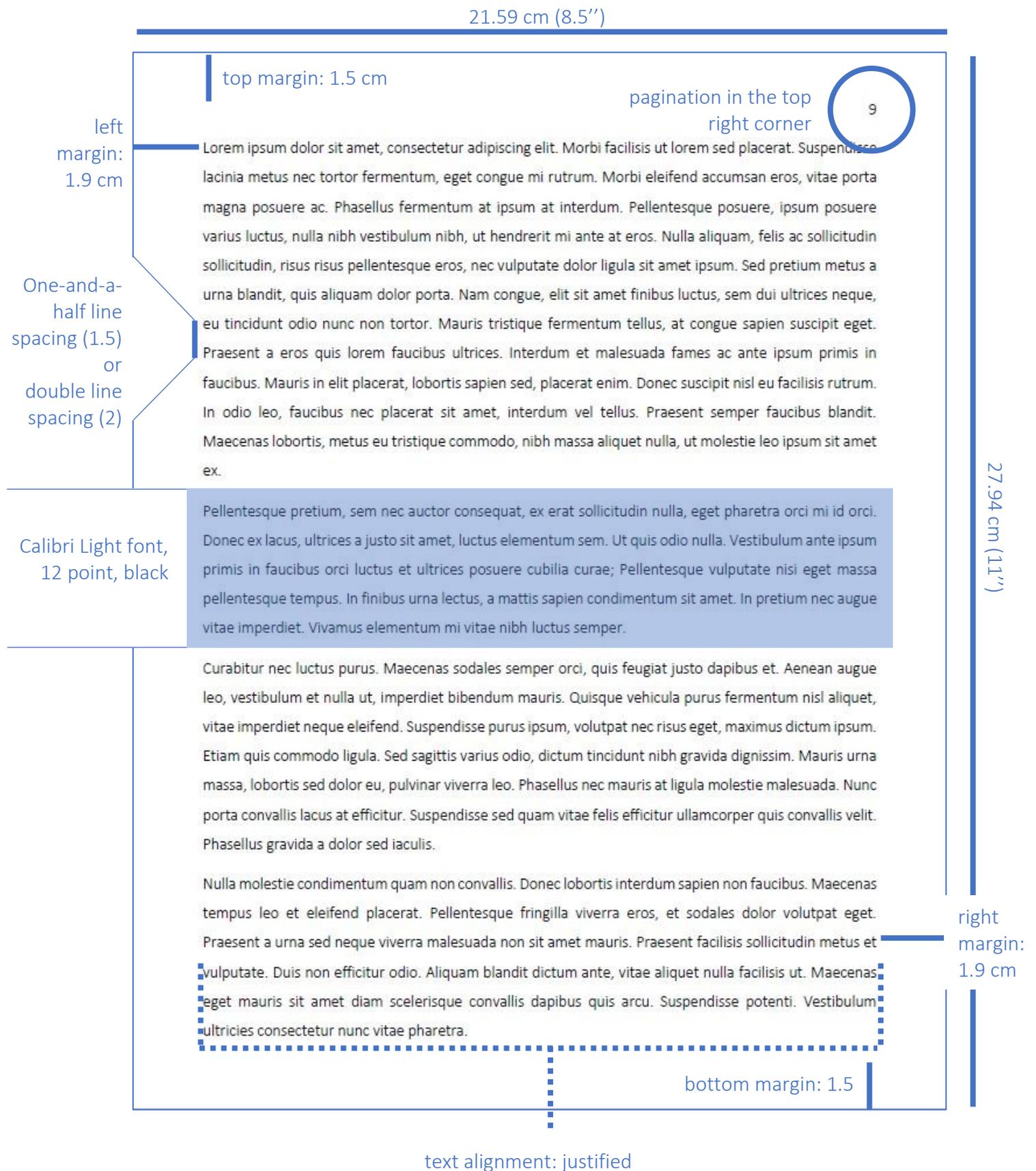
#### 1.6. Font

- Assignments typed out with word processing software: the font for the body of the text must be **Calibri Light, 12 point, black**.
- Handwritten assignment: in **blue or black ink**, and make sure that your handwriting is neat and legible.

#### 1.7. Typographical emphasis (font, size, bold, italics, underlining)

- This must be used **consistently** throughout the paper.  
**Example:** The default font size for the body of the text is 12 point. However, you may decide to increase the size of the chapter headings to 14 point. Make sure that all chapter headings are 14 points in size.
- In this document, **bold type** identifies important information, examples are **in blue**, links are **in orange**, the **Heading 1** style is 16 point and the **Heading 2** style is 14 point.

## 1.8. Example of a page created according to these guidelines



## 2. STRUCTURE AND SECTIONS OF YOUR PAPER

Your paper must include the sections listed in points 2.1 to 2.6, i.e., **in this order**: (1) a title page, (2) a table of contents (when required), (3) the body of the text, (4) appendices (if required), (5) a bibliography, and (6) a list of tables and figures (if required).

### 2.1. Title page (or cover page)

#### 2.1.1. Definition

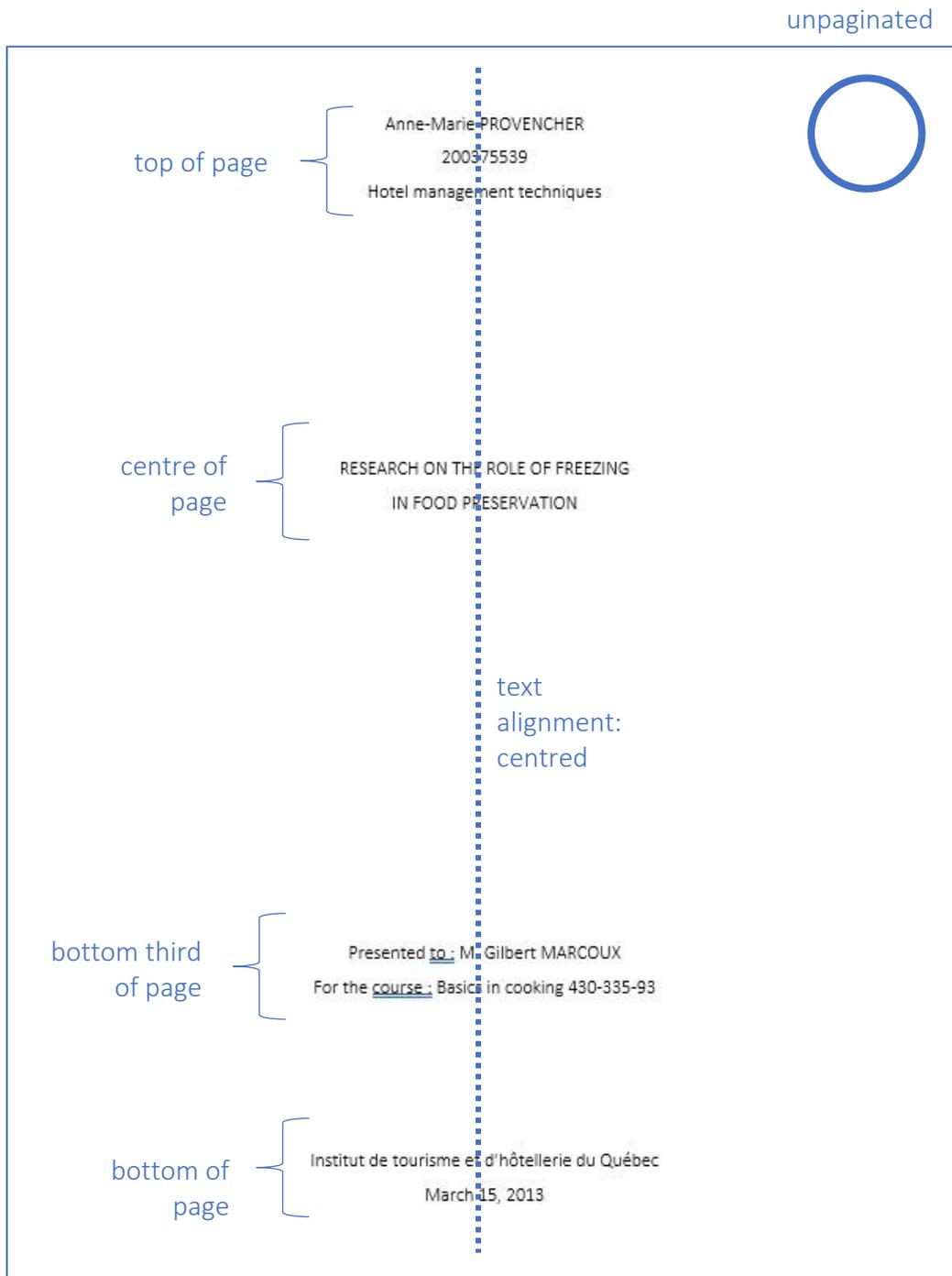
The title page succinctly presents the information that identifies (1) who produced the paper, (2) the title of the paper, (3) to whom it is being submitted and for what course, and (4) when it was written.

#### 2.1.2. Writing guidelines

- Unlike the rest of the text, the title page text must be **centred**.
- The title page **is not paginated**.
- All identifying information is provided on **a separate line**:
  - At the **top of** the page:
    - Student's First and Last Name.
    - Student's DA number.
    - Program title.
  - In the **centre** of the page:
    - TITLE OF PAPER [in all capitals].
  - In the **lower third** of the page:
    - Paper submitted to [Title, Mr. or Ms.], First and Last Name of the instructor.
    - For the course: [Course title] [Course number].

- At the **bottom** of the page:
  - Provide the educational institution, i.e., “Institut de tourisme et d’hôtellerie du Québec.”
  - Date of submission.

### 2.1.3. Example of a title page



## 2.2. Table of contents

### 2.2.1. Definition

The table of contents reflects the structure of the paper and allows readers to easily find their way through it. It lists the headings and subheadings of the different sections of the paper, with the page where each section begins. No titles should be included in the table of contents if the corresponding section does not appear in the paper (e.g., “Appendix” should not be added to the table of contents if there are no appendices). A table of contents is normally required for a **long paper** or when the text consists of **two or more separate parts**.

### 2.2.2. Writing guidelines

- The title “**TABLE OF CONTENTS**” (in **all capitals**) should appear **centred** and **at the top of** the first page of your table of contents.
- The **first** page of the table of contents is **not paginated**.
- Page numbers are listed **to the right** of each chapter, section or subsection heading.
- The following sections of the paper **are not preceded by a number or letter**: introduction, conclusion, titles of appendices (if required), bibliography and list of tables and figures (if required).
- The titles of the following sections of the paper **should be capitalized**: introduction, chapter or section headings, conclusion, appendices (if required), bibliography and list of tables and figures (if required).

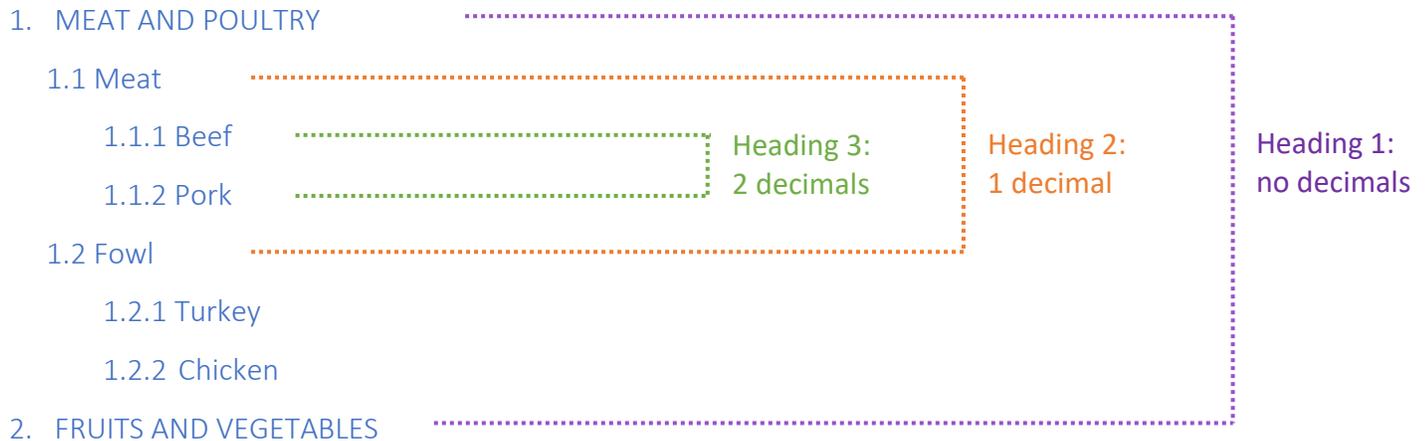
### 2.2.3. Formatting of heading levels

To structure the sections and subsections of your paper, you must use a hierarchical system to identify the headings and subheadings. This system will of course be reflected in the table of contents. At the ITHQ, students have two ways that they can structure the levels of a table of contents. You can use **either** system, **unless your instructor asks for a specific one**.

### 2.2.3.1. Numbered headings (preferred)

**Levels:** Each heading gets a unique number (e.g. 1). Subheadings have two numbers, i.e. the number of heading to which they belong followed by the subheading number, which is separated by a period (e.g. 1.2.) and so on for the third heading (e.g. 1.2.1), fourth heading (e.g. 1.2.1.3), fifth heading (e.g. 1.2.1.3.3.), etc., depending on the number of levels required.

#### Example of numbered headings:



### 2.2.3.2. Alphanumeric headings

**Levels:** Roman numerals for chapter headings or Heading 1 (I, II, III, IV, etc.), capital letters for subheadings or Heading 2 (A, B, C, D, etc.), Arabic numerals for Heading 3 (1, 2, 3, etc.), lower-case letters for Heading 4 (a, b, c, d, etc.) and lower-case Roman numerals for Heading 5 (i, ii, iii, iv, etc.)

#### Example of alphanumeric headings:

- I. MEAT AND POULTRY
  - A. Meat
    - 1. Beef
    - 2. Pork
  - B. Poultry
    - 1. Turkey
    - 2. Chicken
- II. FRUITS AND VEGETABLES

2.2.4. Example of a table of contents

Below, the numbered system is used to identify the different sections of the paper.

unpaginated page

no numbering before the introduction, conclusion, appendices, bibliography or list of tables

title of the table of contents, capitalized and centred



CONTENTS

⊗ INTRODUCTION.....	3
1. <u>The evolution of deep freezing</u> .....	4
1.1. In North America.....	5
1.1.1. In Canada.....	6
1.1.2. In the United States.....	9
1.2. In Europe.....	10
1.2.1. In France.....	11
1.2.2. In the United Kingdom.....	12
2. <u>THE ADVANTAGES OF DEEP FREEZING</u> .....	13
2.1. In terms of food preservation.....	14
2.2. From an economic perspective.....	15
2.3. From an industrial perspective.....	17
3. <u>APPLICATIONS</u> .....	18
3.1. In the hospitality industry.....	19
3.2. In hospitals.....	20
4. <u>PROSPECTS FOR THE FUTURE</u> .....	21
4.1. In Canada.....	22
4.2. In Quebec.....	23
⊗ CONCLUSION.....	24
⊗ APPENDICES.....	25
Appendice I : List of frozen fruits and vegetables.....	25
Appendice II : List of frozen ready meals.....	26
⊗ BIBLIOGRAPHY.....	27
⊗ LISTS OF TABLES AND FIGURES.....	28

titles of the main sections of the work capitalized

page numbers to the right of headings and subheadings

## 2.3. Text body

### 2.3.1. Definition

Most papers must include an introduction, body, and conclusion.

- **Introduction:** Prepares the readers and captures their attention. This is where you introduce the topic and outline your paper.
- **Body:** This is the main part of the paper. It includes a sequence of main and secondary ideas that are presented in a logical progression to help the reader understand the content. The body is divided into different sections and subsections identified with headings and subheadings that are numbered or identified with alphanumeric characters (see [Formatting of heading levels](#) for more information). All information from documents (books, reports, studies, journals, web pages, etc.) contained in the body of the paper to support your argument must be cited, as outlined in the [Intellectual integrity and source citation](#) section of this *Protocol*.
- **Conclusion:** This section provides a synthesis of the main ideas of the paper.

### 2.3.2. Writing guidelines

The body of the text must follow the [layout and formatting guidelines listed in Section 1](#) of this document. Overall: **Calibri Light** font, **12 point**, one-and-a-half (**1.5**) or double (**2**) spacing, **justified** alignment, **1.5 cm top and bottom margins** and **1.9 cm left and right margins**.

The document must have **sections with headings and subheadings** using one of the methods for **structuring the levels** (numbered or alphanumeric characters) explained [in section 2.2.3. of this document](#).

## 2.4. Appendices

### 2.4.1. Definition

Appendices provide **additional material** – tables, images, text, diagrams, graphs, etc.— that relates to or helps to illustrate/demonstrate the concepts addressed in the paper. This additional documentation is put in an appendix **when it is too large and breaks up the text too much**. However, some tables, graphs, images, etc. may be included in the body of the text if they are not too extensive. In this case, they may be included in the [List of Tables and Figures \(Section 2.6\)](#).

### 2.4.2. Writing guidelines

- The title “**APPENDICES**” (in **all capitals**) should appear **left aligned at the top of** the first page of the appendices section.
- The appendices must be numbered **in Roman numerals** (Appendix I, II, III, IV, etc.). The title then follows a colon. **Example:** Appendix I: Map of vineyards in the Bordeaux region.
- These are listed in the body of the text at the **exact point where the reader is invited to consult them**, without any particular typographical emphasis (bold, italic, underlined, etc.).  
**Example:** A map of vineyards in the Bordeaux region (see Appendix IV) shows that the Entre-deux-mers vineyard is one of the most extensive in the area.
- At the end of paper, the appendices are presented **in the order that they are mentioned in the text**.  
**Example:** If a paper has a total of three appendices, one mentioned on page 3, one on page 5 and one on page 12, the appendix on page 3 will be Appendix I, the one on page 5 will be Appendix II and the one on page 12 will be Appendix III.

### 2.4.3. Example of an appendix

For an example of an appendix, [see the appendices in this document](#).

## 2.5. Bibliography

### 2.5.1. Definition

A bibliography lists all of the documents or tools – books, journal or newspaper articles, web pages, videos, etc. – mentioned in the paper that build or support its argument. In accordance with what has been adopted in Quebec universities, the ITHQ prefers the term “bibliography” to the term “mediagraphy.”

### 2.5.2. Writing guidelines

- The title “**BIBLIOGRAPHY**” (in **all capitals**) should appear **aligned to the left** and **at the top of** the first page of the bibliography.
- Takes the form of a **list**. References are listed in **ascending alphabetical order (from A to Z) according to the author’s last name** (references with no author are listed by title, ignoring any initial “a” “an” or “the”).
- Keep **the same line spacing (one-and-a-half or double)** used throughout the paper.
- To learn how to cite sources, see the [How to cite your sources](#) section of this document.

### 2.5.3. Example of a bibliography

For a sample bibliography page, [see the bibliography in this document](#).

## 2.6. List of tables and figures

### 2.6.1. Definition

The list of tables and figures contains a list of all **titles** of tables and figures **presented in the body of the text**, with the page on which each table or figure is found. Note that tables and figures that are too large (e.g. several pages long) and that may break up the text should be placed in the appendices ([see Section 2.4, Appendices](#)).

### 2.6.2. Writing guidelines

- The title “**LIST OF TABLES AND FIGURES**” (in **all capitals**) should appear **left aligned** at the top of the first page of your List of Tables and Figures.
- Tables and figures must be numbered with **Roman numerals** (Table I, II, III, IV, etc.). The title then follows a colon. This same legend must be found above them in the body of the text.  
**Example:** Table I: Shelf life of frozen products
- Tables and figures are numbered **in the order they appear in the text**.  
**Example:** If a paper has a total of three tables – e.g., one on page 3, one on page 5 and one on page 12 –, the table on page 3 will be Table I, the table on page 5 will be Table II and the table on page 12 will be Table III.

### 2.6.3. Sample list of tables and figures

- **Example of a table included in the body of the text.** See [Table in section 3.1](#).
- **Sample list of tables and figures.** See the [list in this document](#), which contains an entry for Table I.

### 3. NAMING THE COMPUTER FILE OF YOUR PAPER

#### 3.1. Writing guidelines

The name of the file (Word, PowerPoint, Excel, etc.) must respect the following guidelines:

- **No diacritic accents** (grave, diaeresis, etc.)
- **No spaces.** Spaces are replaced by a dash “-” or an underscore “\_”
- **No capital letters**, except for the prefix for the type of assessment
- **You must use this format:** ASSESSMENT PREFIX [capital letters]\_Ministerial course code-group number\_session [short form]\_student’s last name-student's First Name

**Example:** TR\_eng-602-02\_h21\_tremblay-michel

*Table 1: Assessment prefixes*

PREFIX	ASSESSMENT
PRTE	Practical test (reading comprehension, proficiency, etc.)
DI	Dissertation
PREX	Practical exercise
FINEX	Final exam, end-of-session exam, comprehensive exam
MIDEX	Mid-session exam
JO	Journal or diary
QU	Questionnaire
QZ	Quiz
RE	Report (observation, management, etc.)
KNTE	Knowledge test
PA	Paper (essay, etc.)

#### 3.2. Special cases

- If a course includes several assessments of the same type, a number is added after the prefix.

**Example:** QZ1\_grg-g21-01\_h21\_couture-julie

QZ2\_grg-g21-01\_h21\_couture-julie

QZ3\_grg-g21-01\_h21\_couture-julie

- If the assignment is done by a team of students, “et al” is added after the first name of the first student in alphabetical order using the last names of the team members.

**Example:** RE\_fsr-721-01\_h21\_gingras-sophie-et-al

## 4. INTELLECTUAL INTEGRITY AND SOURCE CITATION

### 4.1. Why do you need to cite your sources?

Plagiarism “implies, either intentionally or unintentionally, that you are the one who had an idea that originally came from someone else” (Réseau des répondantes et répondants TIC et al., 2020, p. 15). It is important to cite the sources of all documents (books, articles, web pages, videos, etc.) that you used to write your paper to **follow the principles of intellectual integrity and avoid plagiarism**. Properly citing your sources, refraining from cheating, and honestly completing assignments and exercises will help you uphold research ethics and avoid **failing your class or receiving any other sanction associated with this misconduct**.

The ITHQ library also has a [Guide on Plagiarism and Intellectual Integrity](#) that contains a trove of information about this topic and provides resources for avoiding plagiarism.

### 4.2. How to cite your sources

#### 4.2.1. Bibliographic style

The ITHQ uses the bibliographic style of the **American Psychological Association (APA)**. The 2020 update corresponds to the **7th edition**. According to this style, references are cited in **two places**:

- 1) **In the body of the text:** The reference in **brackets** indicates (1) the last name of the author, (2) the document’s year of publication, and (3) the specific page from where the information was taken. These three types of information are all separated by commas. **This reference** is short and succinct and **allows the reader to find the full source in the bibliography at the end of the paper**.

**Example:** With the economic prosperity that followed the Second World War, and especially starting in the 1960s, Canada became a world leader in terms of the quality of life for its citizens (Linteau, 2020, p. 95).

- 2) **In the bibliography:** The reference provides all necessary information **to let the reader find and consult the source cited or used in the paper**. The format of the reference will differ depending on the type of documents (book, journal article, movie, web page, etc.). The bibliography provides references to all documents cited/used throughout the paper and is organized in **ascending alphabetical order (from A to Z) using the author's last name** (when there is no author, the reference is organized by title while ignoring any articles such as “a” “an” or “the”).

**Example (for a print book):** Linteau, P-A. (2020). *Histoire du Canada*. Presses universitaires de France.

#### 4.2.2. Tools to better cite your sources

##### 4.2.2.1. Griffith University Reference Tool

The *Griffith University Reference Tool* provides examples of in-text and bibliographical citations for different types of documents. To access it, [click here](#), then choose the type of document you want (book, journal article, website, etc.) and the appropriate case (source without author, with one author, with two authors, etc.). [The table in Appendix I](#) lists the most common types of documents and their in-text and bibliographical citations, with concrete examples.

##### 4.2.2.2. Zotero

The free **Zotero software** supports in-text and bibliographic references and is available from [www.zotero.org/](http://www.zotero.org/). The University of Ottawa Library offers many resources to help you use this tool. [Click here to access these resources.](#)

#### 4.3. Types of citations

##### 4.3.1. Indirect quotations (or paraphrasing)

An indirect citation is when you take information from an external source (e.g. a journal article) **but then rephrase the wording**. In this case, you do not **use quotation marks**; however, **the source must still be cited** (1) in the text and (2) in the bibliography (for instructions on how to do this, see [Section 4.2, How to cite your sources](#)).

**Example:** With the economic prosperity that followed the Second World War, and especially starting in the 1960s, Canada became a world leader in terms of the quality of life for its citizens (Linteau, 2020, p. 95).

#### 4.3.2. Direct quotations

A direct quotation is when you take a passage from another source as is without changing it. As with indirect quotations, **the source** of a direct quotation must always be **cited** (1) in the body of the text and (2) in the bibliography (for instructions on how to do this, see [Section 4.2, How to cite your sources](#)).

- **Direct quotations of fewer than three lines (short):** included in the body of the text and surrounded by quotation marks (“ ”).

**Example:** In Paul-André Linteau’s overview of Canadian history in *Histoire du Canada*, he notes that quality of life in Canada in the 1960s was particularly good: “Post-war prosperity grew through the 1960s and kept Canada among the world’s leading countries in terms of standard of living” (Linteau, 2020, p. 95).

- **Direct quotations of more than three lines (long):** Without quotation marks, single-spaced, separated from the main text by one line space, indented 1 cm on either side of the margins of the main text.

**Example:**

In *Histoire du Canada*, historian Paul-André Linteau talks about the decade from 1960 to 1970 by first analyzing the economic prosperity that characterized the decade and its many social transformations:

Post-war prosperity grew throughout the 1960s and kept Canada among the world's leading countries in terms of standard of living. A new society emerged, with a focus on youth, gender equality and multiculturalism. The Quebec question also had a profound effect on Canadian life. (Lintel, 2020, p. 95)

This is an important premise for understanding how the tourism industry in this country evolved during these years.

**NOTE:** To lighten the text, you can cut out parts of **direct quotations** when these sections do not support your argument. An ellipsis “[...]” should be used in place of the removed text.

**Example:**

- **Full extract:** “The coexistence of diverse groups, each wanting to secure its own space or control an important passageway, gave rise to many territorial conflicts that sometimes led to war and population displacements” (Linteau, 2020, p. 4).
- **Extract:** “The coexistence of diverse groups [...] gave rise to many territorial conflicts that sometimes led to war and population displacements” (Linteau, 2020, p. 4).

**REMINDER:** Whether you are quoting directly or indirectly (paraphrasing), you must always cite the source **(1) in the body of the text** and **(2) in the bibliography**.

#### 4.4. Footnotes

With the APA Style 7th edition, footnotes are **not used to cite sources**. However, they can be used to **provide complementary information** to what is mentioned in the body of the text, i.e., to clarify an idea, give examples, or explain or define a term.

Writing guidelines:

- Single-spaced.
- Font: **Calibri Light, 10 point**.

**Example:** This sentence illustrates what a footnote is.<sup>1</sup>

---

<sup>1</sup> Here is the footnote for this sentence. Note that the font is also Calibri Light but in 10 point, which is 2 points smaller than the body of the text (12 points). It is also single-spaced rather than one-and-a-half (1.5) or double spaced (2).

## APPENDICES

## Appendix I: Examples of references for different documents

All of the information and examples in this table come from the bibliographic tool developed by Diapason.

DOCUMENT TYPE	IN-TEXT REFERENCE FORMAT	IN-TEXT REFERENCE EXAMPLE	BIBLIOGRAPHICAL ENTRY FORMAT	BIBLIOGRAPHICAL ENTRY EXAMPLE
<b>Books</b> with one author	(Author's last name, year, page)	(Damasio, 2008, p. 9)	Author's last name, First initial. (Year). <i>Book title: subtitle</i> . Publisher.	Damasio, A. R. (2008). <i>Spinoza avait raison : joie et tristesse, le cerveau des émotions</i> . Odile Jacob.
<b>Books</b> with two authors	(Last name 1st author and Last name 2nd author, year, page)	(Turgeon and Lamaute, 2002, p. 350)	Last name 1st author, Initial of first name. and Last name of 2nd author, Initial of first name. (Year). <i>Book title: subtitle</i> . Publisher.	Turgeon, B. and Lamaute, D. (2002). <i>Le management : dimension pratique</i> . Chenelière-McGraw-Hill.
<b>Books</b> with three to twenty authors	(Last name 1st author ["et al."], year, page)	(Langlois et al., 1994, p. 240)	Name of 1st author, Initial of first name., [list the first 20 authors with "and" before the last author]. (Year). <i>Book title: subtitle</i> . Publisher.	Langlois, G., Boismenu, J., Lefebvre, L. and Regimbald, P. (1994). <i>Histoire du 20<sup>e</sup> siècle</i> . Beauchemin.
<b>E-books</b>	Same as for print books (no author, with 1, 2, 3 to 20 authors, etc.)	(Ertzscheid, 2013, p. 45)	Same as for print books but add the URL at the end (DOI preferred).	Ertzscheid, O. (2013). <i>Qu'est-ce que l'identité numérique? : enjeux, outils, méthodologies</i> . OpenEdition Press. <a href="https://doi:10.4000/books.oep.332">https://doi:10.4000/books.oep.332</a>
<b>Books</b> with no author	(Title or first words of title in italics, year, page)	( <i>The Holy Bible</i> , 1961, p. 205)	<i>Book title</i> . (Year). Publisher.	<i>The Holy Bible</i> . (1991). Random House.

DOCUMENT TYPE	IN-TEXT REFERENCE FORMAT	IN-TEXT REFERENCE EXAMPLE	BIBLIOGRAPHICAL ENTRY FORMAT	BIBLIOGRAPHICAL ENTRY EXAMPLE
Books with no publication date	(Author's last name, ["n.d."], page)	(Deschamps, n.d., p. 8)	Author's last name, First name initial. ["(n.d.)" ]. <i>Book title: subtitle</i> . Publisher.	Deschamps, G. (n.d.). <i>Marivaux</i> . Hachette.
Chapters in a collective work	(Chapter author's last name, year, page)	(Chouchena et al., 2004, p. 2633)	Chapter author's last name, Initial of first name. (Year). Chapter title. ["In"] Initial of first name. Name of the publication editor(s) ["(ed.)" or "(eds.)" ]. <i>Book title: subtitle</i> . (Xth ed., vol. X [as required], pp.xx-yy [chapter pages]). Publisher.	Chouchena, O., Soulé, M., and Noël, J. (2004). Les grands-parents dans la dynamique normale ou pathologique des enfants. In S. Lebovici, R. Diatkine and M. Soulé (eds.), <i>Nouveau traité de psychiatrie de l'enfant et de l'adolescent</i> (2633-2660). Presses universitaires de France.
Print newspaper articles	(Author's last name, year, page or paragraph)	(Bisson, 2012, p. A2)	Author's last name, First name initial. (Date). Article title. <i>Newspaper title</i> , start page-end page.	Bisson, B. (June 30, 2012). Québec s'attaque aux récidivistes. <i>La Presse</i> , A2.
Online newspaper articles	Same as for a print newspaper article	(Bisson, 2012, p. A2)	Same as for a print newspaper article but with the URL added at the end indicating where the article was retrieved.	Bisson, B. (June 30, 2012). Québec s'attaque aux récidivistes. <i>La Presse</i> . <a href="http://eureka-limoilou.proxy.collecto.ca/access/ip/default.asp">http://eureka-limoilou.proxy.collecto.ca/access/ip/default.asp</a>
Print journal articles	(Author's last name, year, page)	(Rousseau and Vallerand, 2003, p. 199)	Author's last name, First name initial. (Year). Article title. <i>Journal title, volume</i> (issue), start page-end page.	Rousseau F. L. and Vallerand. R. J. (2003). Le rôle de la passion dans le bien-être subjectif des aînés. <i>Revue québécoise de psychologie</i> , 24(3), 197-211.
Online journal articles	Same as for a print journal article	(Gagnon et al., 2009, p. 90)	Same as for a print journal article but with the URL added at the end indicating where the article was retrieved.	Gagnon, L., Peretz, I., and Fülöp, T. (2009). Musical structural determinants of emotional judgments in dementia of the Alzheimer type. <i>Neuropsychology</i> ,

DOCUMENT TYPE	IN-TEXT REFERENCE FORMAT	IN-TEXT REFERENCE EXAMPLE	BIBLIOGRAPHICAL ENTRY FORMAT	BIBLIOGRAPHICAL ENTRY EXAMPLE
				23(1), 90-97. <a href="https://doi.org/10.1037/a0013790">https://doi.org/10.1037/a0013790</a>
Online <b>movies and videos</b> (YouTube, etc.)	(Author, year, start time of quotation)	(tvoparents, 2010, 13:11)	Author's last name, First name initial. [pseudonym, if available]. (Date of posting). <i>Video title</i> ["[video]"]. Name of platform. URL	tvoparents. (2010, November 28). <i>Why is bonding with baby important?</i> [video]. YouTube. <a href="http://www.youtube.com/watch?v=C6fY6RchNk4&amp;feature=fvsr">http://www.youtube.com/watch?v=C6fY6RchNk4&amp;feature=fvsr</a>
Online <b>images</b>	(Author's last name, year of publication)	(Statistics Canada, 2019)	Author's last name, First name initial. (Date). <i>Image title</i> [content type: photo, image, infographic, etc.]. Name of website. URL:	Statistics Canada. (2019, April 5). <i>Maple syrup: nature's gold</i> [infographic]. Statistics Canada. <a href="https://www150.statcan.gc.ca/n1/pub/11-627-m/11-627-m2019021-eng.htm">https://www150.statcan.gc.ca/n1/pub/11-627-m/11-627-m2019021-eng.htm</a>
Full <b>websites</b>	When a website is mentioned without reference to a particular section or page, simply give the website address in the text directly or in parentheses		Do not include this in the bibliography	
<b>Web pages</b> (with an identified author)	(Author's last name, year, paragraph)	(Juneau, 2020, para. 1)	Author's last name, First name initial. (Date). <i>Page title</i> . Name of website. URL:	Juneau, M. (2020, January 3). <i>Exercise reduces cardiovascular inflammation by modulating the immune system</i> . Montreal Heart Institute, Prevention Watch <a href="https://observatoireprevention.org/en/2020/01/03/exercise-reduces-cardiovascular-inflammation-by-modulating-the-immune-system/">https://observatoireprevention.org/en/2020/01/03/exercise-reduces-cardiovascular-inflammation-by-modulating-the-immune-system/</a>
<b>Web pages</b> (organization)	(Name of organization, year, paragraph)	(Institut national de santé publique du	Name of organization (Date). <i>Page title</i> . Website name, if different from the organization name. URL	Institut national de santé publique du Québec. (February 4, 2019). <i>Zika: prévention</i> .

DOCUMENT TYPE	IN-TEXT REFERENCE FORMAT	IN-TEXT REFERENCE EXAMPLE	BIBLIOGRAPHICAL ENTRY FORMAT	BIBLIOGRAPHICAL ENTRY EXAMPLE
identified as the author)		Québec, 2019, para. 1)		<a href="https://www.inspq.qc.ca/sante-voyage/guide/risques/zika/prevention">https://www.inspq.qc.ca/sante-voyage/guide/risques/zika/prevention</a>
<b>Web pages with no author</b>	(Title or first words of web page title in italics, year, paragraph)	( <i>Andragogy</i> , 2020, para. 4)	<i>Page title</i> . (Date). Name of website. URL:	<i>Andragogy: adult learning theory</i> . (2020). Learning theories <a href="https://www.learning-theories.com/adragogy-adult-learning-theory-knowles.html">https://www.learning-theories.com/adragogy-adult-learning-theory-knowles.html</a>
<b>Web pages with no date</b>	(Author's last name, ["n.d."], paragraph)	(Venière, n.d., para. 1)	Author's last name, First name initial. (n.d.). <i>Page title</i> . Name of website. URL:	Venière, S. (n.d.). <i>La civilisation romaine</i> . Histoire du monde occidental. <a href="http://histoireoccidentale.wordpress.com">http://histoireoccidentale.wordpress.com</a>

## BIBLIOGRAPHY

Diapason (2020). *Outil bibliographique*. Collecto <https://mondiapason.ca/fichiers/OutilBibliographique/>

Girard, A. (2016). *ITHQ Protocol for the Submission of Written Assignments*. Institut de tourisme et d'hôtellerie du Québec.

Linteau, P-A. (2020). *Histoire du Canada*. Presses universitaires de France. <https://www-cairn-info.ithq.idm.oclc.org/histoire-du-canada--9782715404915.htm?contenu=sommaire>

REBICQ, Réseau des répondantes et répondants TIC, ITHQ Library (2020). *Guide on plagiarism and intellectual integrity*. [http://m3.ithq.qc.ca/collection/Guide sur le plagiat et  
l'integrite intellectuelle etudiants.pdf](http://m3.ithq.qc.ca/collection/Guide_sur_le_plagiat_et_integrite_intellectuelle_etudiants.pdf)

### Other resources used to develop this version of the *Protocol*:

Cégep de Sherbrooke (2019). *Protocole de présentation des travaux écrits*. [https://www.cegepsherbrooke.qc.ca/sites/default/files/protocole\\_presentation\\_des\\_travaux\\_2019-12-02.pdf](https://www.cegepsherbrooke.qc.ca/sites/default/files/protocole_presentation_des_travaux_2019-12-02.pdf)

Martin, S. (2019). *Guide de présentation des travaux écrits*. Collège Montmorency. <https://www.cmontmorency.qc.ca/wp-content/uploads/2019/01/GUIDE-VF-H2019.pdf>

Thibault, S. (2017). *Guide de présentation d'un travail écrit en Gestion et intervention en loisir*. Cégep du Vieux Montréal. <https://www.cvm.qc.ca/wp-content/uploads/Guide-de-pr%C3%A9sentation-des-travaux-%C3%A9crits-TILao%C3%BBt17.pdf>

Université de Montréal (n.d.). *Rédaction d'un travail. Présenter son travail*. <https://bib.umontreal.ca/evaluer-analyser-rediger/methodologie-redaction-travail-universitaire?tab=1359#>

## LIST OF TABLES

Table I: Assessment prefixes.....	17
-----------------------------------	----

## Institut de tourisme et d'hôtellerie du Québec (ITHQ)

3535 Saint-Denis Street

Montreal, Quebec, Canada

H2X 3P1

Written and updated by: Hugo Santerre and Guylaine Simard

Winter 2021

### [Creative Commons License – Attribution-NonCommercial 4.0 International \(CC BY-NC\)](#)



**You are free to:** (1) Share — copy and redistribute the material in any medium or format and (2) Adapt — remix, transform, and build upon the material.

**Under the following terms:** **ATTRIBUTION** — You must (1) give appropriate credit, (2) provide a link to the license, and (3) indicate if changes were made. You may do so in any reasonable manner, but not in any way that (4) suggests the licensor endorses you or your use. **No additional restrictions** — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits. **NONCOMMERCIAL** — You may not use the material for commercial purposes.