



Université Saint-Joseph
Faculty of Educational Sciences

Standards For The Presentation of Dissertations and Theses

September 2017

Foreword

Careful layout is essential to the presentation of the work as well as the clarity and comprehension of the text. Sobriety and uniformity are a must.

The criteria for the presentation of the written work are listed and illustrated as the various parts. They constitute a reference for the presentation of written work within the Faculty inspired by the APA (American Psychological Association) standards.

This document aims to promote the acquisition of a working method that harmonizes the presentation of dissertations and theses. It does not pretend to be exhaustive. It is intended as a simple and easy to read document.

Finally, this booklet was requested by the teachers and the students. It aims to give each concerned person the services expected. We advocate that students enrolled in the Faculty of Educational Sciences adopt these standards when presenting their theses and dissertations.

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Document Structure

1. Title Page¹

The title page should include:

- The name of Université Saint-Joseph and of the Faculty of Educational Sciences;
- The nature and title of the document;
- The surname and first name of the student-author;
- The surname and first name of the supervisor (do not use titles (Dr.) or degrees (PhD)).
- The institutional affiliation, which should indicate the location where the author(s) conducted the research.

2. Introductory Pages

The introductory pages follow the title page and precede the table of contents. In addition to the items listed below, they may include a dedication and an acknowledgment.

3. Table of Contents

The table of contents is written for long work. A work of a few pages that does not include any subdivision does not need a table of contents.

4. Document Body

The document is divided into hierarchical sets. For example: parts subdivided into chapters, chapters composed of sub-chapters, themselves composed of paragraphs. Footnotes must be generated automatically.

5. Sources

The sources are constituted for any element mentioned in the written work, whatever its nature is (book, article, speech, painting, video, etc.). The author is quoted in the body of the text and the detailed description of the source (which allows to know where to find the document) is noted in bibliography.

¹ Appendix 1

6. Appendices

The appendices consist of additional parts which complete the body of work, are announced in the text, but are not integrated so as not to make it more burdensome. The appendices are numbered in Arabic numerals. Their respective title is arranged in the manner of a chapter title.

7. Back cover

The back cover is optional for dissertations and theses. It can be replaced by a page containing the abstract and the keywords placed right after the title page. Its objective is to increase the visibility of the document, in particular in paper form. It is written with single spacing and single character, 11 points. It contains:

- The title in English;
- The summary in English (250 words);
- The keywords in English (5 keywords);
- The title in French;
- The summary in French (250 words);
- The keywords in French (5 keywords).

Standards for the presentation (bibliography excluded)

1. Fonts

It is recommended to write in straight (Roman) characters of the same font, in a body of 12 points.

2. Margins²

It is recommended to keep a margin of 3 cm from the left lateral limit and a margin of 2.5 cm for the lower limit and the right lateral limit. No text should be outside the margins. For the upper part of the page where a section begins, a margin of 5 cm is recommended.

3. Lign and Paragraph Spacing

The text is written on the front of the sheets only. It is written with double spaced 1.5. Simple line spacing is reserved for long quotes, references, bottom of pages or tables, titles of more than one line, and bibliography. The double space separates the titles from the subtitles, the paragraph headings, the subtitles of the paragraphs, the paragraphs of the subtitles and finally the paragraphs themselves.

The beginning of a paragraph starts with a paragraph. Each part of a job (introduction, chapters, conclusion, appendices, etc.) begins on a new page, without prefacing it with a blank page.

4. Titles

The titles of the main parts of the work and those of the chapters are written in uppercase, underlined in bold (18 points) and in the middle of a separate page, called the cover page.

Subtitles in the following pages are left-aligned, numbered, written in lowercase, and underlined in bold (12 points).

5. Page number

The introductory pages are numbered in Roman numerals. The pages of the document, from the introduction to the end of the bibliography, are numbered in Arabic numerals. Some pages are calculated but not paginated:

- The title page;
- The first page of a chapter or what takes its place (introduction, conclusion, appendix, bibliography, etc.);
- Any page consisting only of tables, figures or illustrations.

² Appendix 1

The calculation of the number of pages of a work begins with the first page and continues until the end, taking into account all the pages.

The header in the page includes, on the left, the title of the dissertation or the thesis and, on the right, the page number, in single character, 11 points. The footer comprises on the left the abbreviation FSedu-USJ, in single character, 11 points.

6. List of tables, figures, maps and illustrations

Some works include tables, figures, illustrations, etc. It is necessary to draw up lists of them following the table of contents on separate pages. If required, abbreviations and acronyms may also be the subject of separate tables. The first page of each list is titled "LIST OF ..." in capital letters; the titles of the tables, charts or illustrations are in lower case letters.

In the diagrams, the title of the figure is written below it, and the title of the table is written above it (see Appendix 3).

6. Notes

Depending on the nature and complexity of the topic, and to support the text, the explanatory note at the bottom of the page is a comment, a piece of information that is added to the text but cannot be inserted. The notes should be as brief as possible. Footnotes are used to provide additional content or to acknowledge copyright permission status.

7. Quotations

Quotations are extracts taken from the documents consulted during the preparation of the work. A short quotation, of three lines or less, is inserted in the text, in quotation marks. A long quotation, which has more than three lines but less than one page, is inscribed from the text with five spaces of the lateral boundaries, single spaced and without quotation marks. When quoting, always provide author, year and specific page citation or paragraph number for non-paginated material.

Reference List³

Type of article	Reference list example
Scholarly Articles	
Where a doi is available	Author, A. A., & Author, B. B. (year of publication). Title of article. Journal Title, volume number (issue number), page-page. doi:xxxx
Where no doi is available for an online article Provide the URL of the journal homepage.	Author, A. A., & Author, B. B. (year of publication). Title of article. Journal Title, volume number (issue number), page-page. Retrieved from URL
Where no doi is available for a print article	Author, A. A., & Author, B. B. (year of publication). Title of article. Journal Title, volume number (issue number), page-page.
Magazine Articles	
Online	Author, A. A. (year, month of publication). Title of article. Magazine Title, volume number (issue number), page-page. Retrieved from URL
Print	Author, A. A. (year, month of publication). Title of article. Magazine Title, volume number (issue number), page-page.
Newspaper Articles	
Online	Author, A. A. (year, month date of publication). Title of article. Newspaper Title. Retrieved from URL
Print	Author, A. A. (year, month date of publication). Title of article. Newspaper Title, pp. page-page.
Books and Book Chapters	
Print book	Author, A. A., & Author, B. B. (year of publication). Title of book. Location of publication: Publisher.
Edited book	Editor, A. A., & Editor, B. B. (Eds.). (Year of publication). Title of book (edition). Location of publication: Publisher.
Electronic book	Author, A. A., & Author, B. B. (year of publication). Title of book (edition). Retrieved from URL OR Author, A. A., & Author, B. B. (year of publication). Title of book (edition). doi:xxxx Editor, A. A., & Editor, B. B. (Eds.). (Year of publication). Title of book (edition). Retrieved from URL OR Editor, A. A., & Editor, B. B. (Eds.). (Year of publication).

³ Based on APA Standards

	Title of book (edition). doi:xxxx
Chapter in a print book	Author, A. A., & Author, B. B. (year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), Title of book (pp. xxx-xxx). Location of publication: Publisher.
Chapter in an electronic book	Author, A. A., & Author, B. B. (year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), Title of book (pp. xxx-xxx). Retrieved from URL OR Author, A. A., & Author, B. B. (year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), Title of book (pp. xxx-xxx). doi:xxxx
Generic webpage	
Generic webpage	Author, A. A., & Author, B. B. (Year of publication). Title of work. Retrieved from URL
Other resources	
Audiovisual (videos, DVDs, music recordings)	Producer, A. A. (Producer), & Director, B. B. (Director). (Year of publication). Title of work [type of material]. Location: Publisher/ Studio/ Label.
Blog entry and online discussion boards and lists	Author, A. A. (Year, Month Day). Title of post [description of form]. Retrieved from http://www.xxxx
Conference Proceedings (unpublished)	Paper presentation or poster session: Presenter, A. A. (Year, Month). Title of paper or poster. Paper or poster session presented at the meeting of Organisation Name, Location.
Lecture notes	Author, A. A. (Year of publication). Title of notes. Unpublished manuscript, unit code, Location.
Podcast/ vodcast	Producer, A. A. (Producer). (Year, Month Day). Title of podcast. [Audio podcast]. Retrieved from http://xxxx
Technical report	Author, A. A. (Year of publication). Title of work (Report No. xxx). Location: Publisher.
Thesis	Author, A. A. (Year of publication). Title of thesis or dissertation (Doctoral dissertation or master's thesis). Retrieved from Name of database. (Accession or Order no.)

Appendix 2: Presentation template of the back cover ⁴

Summary of 10 to 20 lines in English containing: the presentation of the problem, the population studied, the method and the main results, a conclusion and / or short discussion

Keywords

Abstract (résumé anglais)

Keywords

Ce mémoire a pour objectif de comprendre les différents types de sponsoring dans le milieu du sport dans le but de voir si un club de football peut se faire sponsoriser par une ONG. Nous avons pris comme club l'Olympique de Marseille, référence en la matière dans l'hexagone, et effectué de possibles hypothèse pour ce club en nous inspirant des cas suivants : Le Real de Madrid avec Bwin et le FC Barcelone avec l'Unicef. Nous avons ensuite réalisé une enquête auprès de passionnés du football et avons analysé les résultats pour en faire ressortir les tendances et les possibilités de ces hypothèses. Nous avons enfin mixé toutes les données pour proposer au club une stratégie de sponsoring où une ONG aurait sa place.

Mots clés : Sponsoring, mécénat, ONG, football, Olympique de Marseille, caritatif, image, Unicef, Action contre la faim, ONET, humanitaire, football-business.

This research paper's goal is to highlight the different kinds of sponsorship in the sport. The aim is to see if a football club can be sponsored by a non-governmental organization (NGO). As a club, we have taken l'Olympique de Marseille, which is the most popular club in France. Then, we have made assumptions for this club taking example on these two cases : The Real of Madrid and its sponsor Bwin and the FC Barcelona with Unicef. We have made a survey adressed to the football's fans in order to see which of these assumptions was achievable. Thanks to our researches and the trends highlighted, we have proposed a sponsorship strategy to the club taking care of including a NGO.

Key words : Football, sponsorship, NGO, Olympique of Marseille, charity, humanitarian, image, values, Action contre la faim, ONET, football-business.

⁴ Extrait du mémoire de Romain Faure et Victor Lavenas sur « Le football et les organisations non-gouvernementales »

Appendix 3: Presentation template of the schema

Examples:

Table 1

Summary of Studies Included in Meta-Analysis on the Effectiveness of Rocking Out Like No One's Watching (ROLNOW)

Study	<i>N</i>	Cohen's <i>d</i>	<i>SD</i>
Atashin (2013)	384	0.86	0.63
Dumile & Jackson (2015)	176	1.21	0.95
Garcia, Homme, Oliveri, & Bjork (2014)	231	0.72	0.64
Iyer, Lehman, & Sorey (2014)	406	1.14	0.97
Onuki, Agata, & Hamamoto (2014)	127	0.63	0.41

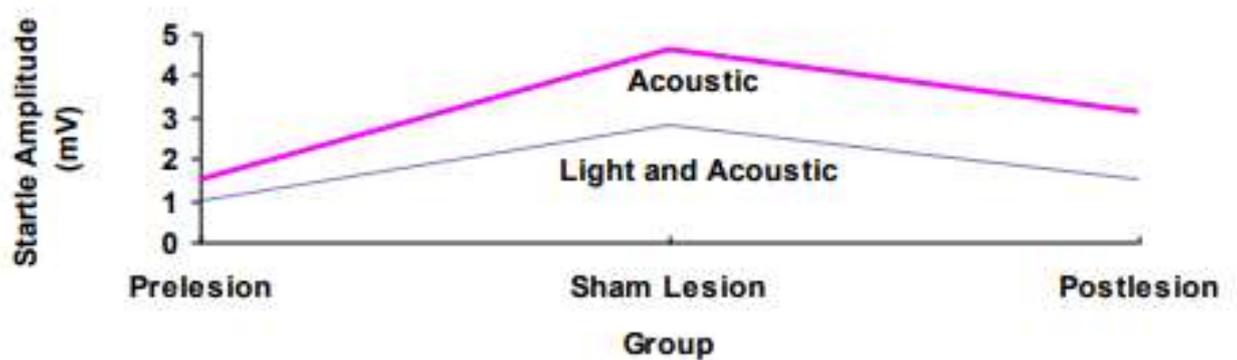


Figure 1. Mean amplitude startle response for prelesion, sham lesion, and postlesion groups in acoustic and light-and-acoustic test conditions.