Guidelines to writing

Reports and papers

Students and apprentices

Version 2.0

Foreword

These guidelines set out the rules applicable to JUNIA students to prepare professional quality written documents.

It is a result of a collective work by JUNIA teachers. It was updated by a working group under responsibility of the academic programs direction of JUNIA. It is part of the skills-based approach of the *Commission des Titres d'Ingénieur*.

A written report is an opportunity to highlight professional experience, project work and acquired skills. In the case of an internship, it also provides a valuable opportunity to take a step back from the assignments carried out, to analyse the successes and any difficulties encountered, and to reflect in depth on personal and professional development. In addition, by communicating the results obtained and the methodology used, a written report offers concrete visibility of the achievements and contributions made on a given subject.

A written report highlights the student's ability to summarise and write, skills that are essential in the workplace. It therefore serves to validate that a level of competence has been achieved and to pass on information for the rest of the project. **It is therefore both an academic and a professional document**. The report must be a written document that requires clear, structured and professional communication. This guide will outline the different elements expected in a report and the form it should take.

We hope that this guide will provide you with the keys to creating quality reports and papers throughout your training at JUNIA. You will be representing your school in the workplace during your various internships and, in the near future, in your first job.

With this in mind, pay special attention to spelling and grammar. **Too many spelling mistakes will result in the document being rejected**.

We wish you all the best in the production of your reports and papers.

The JUNIA teaching staff

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The editorial requirements of a written report

This first part, ***the editorial requirements of a written report***, lists the basics of formatting, writing, spelling, punctuation, with which all reports/papers must comply. It also alerts you to a serious item: plagiarism.

OBLIGATION TO USE A NEUTRAL, IMPERSONAL STYLE

The reports we expect of you are impersonal scientific and technical studies, and they are not reports explaining personal internship experiences. They are studies, which could have been carried out by a company department, a design office, a team of consultants... They must be on a par with those produced by these kinds of organizations.

In this sense:

- **do not use personal style** (I, we, the intern...) seeking to show your involvement, or for ease: the use of the 1st person singular (I), of the 3rd (one) or the 1st person plural (we), is **prohibited in the writings we expect from you**; please use a neutral, impersonal style: “the study will show; it has enabled...”.;
- similarly, reference to the internship and the internship tutor is not allowed: we will speak of an entrusted assignment, of the supporting technical team... as if it were a study written by a third-party design office.

THE WRITING

➔ The **writing** must be **clear** and **simple**.

➔ The **sentences** should be **short**.

A sentence consists of a subject, a verb and a complement. It is 20 to 25 words long on average.

➔ **A new paragraph** is created with each **change of idea** to improve the readability of the text and for ease of reading.

➔ **Figures and the numbers** are written in **words** in the text when they are integers between 0 and 10.

➔ **Figures and the numbers** are written in **Arabic numerals** (1, 2, 3...) when the text is technical or mathematical.

SPELLING

In the professional world, a written document (report, letter, e-mail, etc.) with no spelling mistakes will help the reader to understand the message without having to re-read it several times and, above all, without misinterpreting the message. On the other hand, spelling mistakes are seen as a lack of rigour and credibility, or even as a sign of incompetence.

- ➔ **A report containing more than 10 spelling mistakes is not professional and as such is therefore not admissible.**
- ➔ It is imperative to read through it and re-read if necessary.
- ➔ The use of spellcheck is not enough.
- ➔ **Please refrain from using**:
  - informal and familiar language;
  - jargon and slang expressions;
  - malapropisms;
  - SMS language or abbreviations

PUNCTUATION

➔ Punctuation gives **rhythm to a text**. It also serves **understanding by others**. Therefore, it should be used with great precision.

➔ **Use the following punctuation marks:**

- **The** full stop: allows signalling switching to another idea or that the statement is complete. ***Rule*** *:* no space before and one space after.
- **The comma**: allows separating similar items when they are not separated by 'and', 'or' or 'neither/nor '. It also enables contextualizing or highlighting an item. ***Rule*** *:* no space before and one space after.
- **The question mark**: at the end of a sentence expressing a query. ***Rule*** *:* no space before and one space after.
- **The semicolon**: allows separating two aspects of the same idea that the comma could not separate sufficiently and for which the full stop would be excessive. ***Rule*** *:* no space before and one space after.
- **The colon**: this announces a quotation, an enumeration or an explanation. ***Rule*** *:* no space before and one space after.
- **Quotation marks**: they frame a quotation borrowed from another source. They thus protect the author from the suspicion of plagiarism. The citation must include its source.

  Example: *"Bientôt une sorte de griserie lui vint de toute cette terre remuée, qui exhalait une odeur forte, l'odeur des coins humides où fermentent les germes"* (Emile Zola, 1887)

  They can also report a dialogue.

  Do not use them to excuse yourself for an approximation to a word or a phrase.

➔ **Use the following punctuation marks sparingly**:

- **Ellipsis**: placed at the end of a sentence, they indicate that it is incomplete. ***Rule*** *:* no space before and one space after.
- **The exclamation mark**: it allows showing astonishment, indignation, irony,... ***Rule*** *:* no space before and one space after.
- **Parentheses**: limit their use as less importance is given to what is within and limit their contents to one or two lines maximum. ***Rule*** *:* no space before opening parentheses and no space after. No space before closing parenthesis and one space after.

PLAGIARISM

- ➔ **The entire text, all data, all figures (diagrams, maps, graphs, illustrations and photos) and all tables contained in the report are claimed as being your work. If not, you must indicate the source in order not commit PLAGIARISM**.
- ➔ Never **copy and paste from Internet.**

  It is **intellectual theft**. A simple change in style may alert the reader who will easily and quickly find borrowed text (plagiarism auto**detection software**).
- ➔ **If borrowing, you must quote the source** in the following way: **author(s) and date in parentheses**. You will find **the full list of references in the bibliography**.

  If the source is not known, then cite it as 'anonymous' but state the references of where the document was found.

  Each document must be unique: self-plagiarism is prohibited.
- ➔ **An exact quotation must be placed in quotation marks.**

  Example: "*Bientôt une sorte de griserie lui vint de toute cette terre remuée, qui exhalait une odeur forte, l'odeur des coins humides où fermentent les germes"* (Emile Zola, 1887)
- ➔ However, if you are basing yourself on the work of someone and use your own words to express the results or theories of the author, a simple indication of source in the text is sufficient.
- ➔ **You must state the source for each figure** (diagrams, maps, graphs, illustrations and photos) **or non-personal tables.**

  The source is shown beneath the figure or table legend.
- ➔ If you create a figure thanks to the inspiration of another author, you should state "*adapted or modified from*" before the name of the author.
- ➔ **You need state nothing if the source is your own.**
- ➔ Be careful when using figures or tables from **sources subject to copyright**: **you require the explicit authorization from the holders to the rights**.

FIGURES, TABLES AND APPENDICES

- ➔ Figures (diagrams, maps, graphs, illustrations and photographs) and tables allow **illustrating, lightening and synthesizing the text and facilitate the reading**.
- ➔ When they have no impact on the consistency of the reading, **they should be placed in the appendix**. If they are in the body of the text, **the table of figures** (*see page 38*) **and the table of tables** (*see page 40*) **are required.**
- ➔ **They must fit on a single page** (never cut a table or a figure) and be near the text to which they refer. Otherwise, put them in the appendix.
- ➔ A **legend** of abbreviations and units should be provided. Be careful with maps and plans, **the indication of scale and orientation is required.**
- ➔ **Figures must be readible and understandable**, even printed in black and white.
- ➔ **Each figure and each table should be discussed in the text**. If not commented on, they are useless.

BIBLIOGRAPHY

- ➔ Bibliographic research involves 3 levels:
  - **At the beginning of the study**: to define, contextualize the subject and list current research and advances.
  - **During the work**: to shape a critical mind and resort to reliable references.
  - **At the end of the work**: to discuss and compare the results obtained with other works.
- ➔ At all times in the report, when the idea, sentence, table or figure is not yours, you must **quote the source**.
- ➔ References cannot consist solely of websites. They should be sourced as much as possible from scientific journals and secure websites (research centres, official bodies, etc.). For documents found on the Internet, always check the source and the authors (beware of Wikipedia-like sources).
- ➔ **The source should be quoted in both the text of the report and in the list of bibliographic references.**

  All references cited in the text should be referenced in the bibliographic references.
  Conversely, all bibliographic references listed must be cited in the text.

The components of a written report

The second part, ***the components of a written report***, details the contents of a report/paper. Each item is described on an index card (*card A* to *card R*). The card describes the component and specifies if it is compulsory or optional with the suggested relevant number of pages. Note, each exercise (e.g.: *Professional Training Internship, Execution training Internship, End-of-studies training Internship / Final thesis*,...) may render some cards compulsory or optional and indicate exercise-specific content.

The general structure and the content of each index card below **can be adapted** depending on the assignment, with **the agreement of the referent teacher.**

The titles of the cards can be customized. **Note that everything that is written under the guise of a title should be clearly announced by the title**.

CARD A : COVER

Compulsory	One unnumbered page

The presentation is mandatory and must contain the following informations :

JUNIA Grande école d'ingénieurs HEI·ISEN·ISA { *Any other logo* } { *Company logo* }

JUNIA
2 rue Norbert Ségard
59014 Lille cedex

{ *Company address* }

{ *Report type or paper type* }

{ title }

CONFIDENTIAL - *X* years

With a view to obtaining the diploma *name* **or**
For the validation of the internship *name* **or**
For the validation of the teaching unit *name*
Referent teacher : *Lastname firstname*
Company supervisor : *Lastname firstname*

{ *Student Lastname firtname* *Training-Start year* } { *Month year* }

Confidential is to be affixed below the title and red if the company requires that all part of the information must remain confidential. The duration in years must be specified or « unlimited duration ».

The title must:

- be **short** and **explicit**;
- allow perceiving **the problem to be solved** and understanding **the specificity and uniqueness of the report;**
- match the **content of the report** (each word is important and centred on the study or the assignment);
- **be understandable to a layperson** (not industry-specific terminology);
- **encourage reading the document** (grab the potential reader's attention).

It is possible to illustrate the cover using photographs (citing the source).

CARD B : ABSTRACT

Compulsory	One unnumbered page

The abstract (300 words +/- 10%) gives **an abridged, faithful and comprehensive overview of the report**. A French version may be required by the exercise-specific guidelines.

It contains:

- **a reminder of the scope of the study** (*see card H*);
- **the context/state of the art and problematic** (*see card I*);
- **the methodology and means implemented** (*see card J*);
- **the main results** (*see card K*);
- **a sentence summarizing prospects/conclusion** (*see card L and card M*);
- **5 keywords** to allow the classification of the document in the library or in the indexes.

<u>Résumé :</u>

<u>Mots clés :</u>

<u>Abstract :</u>

<u>Keywords :</u>

It is neither an introduction nor a conclusion, but a faithful summary of the report, oriented towards action.

We will again find this page **identically on the back cover** (back of the report).

CARD C : ACKNOWLEDGEMENTS

Compulsory	One unnumbered page

This page is compulsory for all professional reports.

The acknowledgements are written in the 1st person and allow you to thank your referent teacher, your company supervisor and everyone who played an important role in your study. You must state **the name**, **the role** of each person and **the reason for your thanks**.

Note

- No misspelling of family names.
- No value judgement or settling of accounts in the acknowledgements.

CARD D : PREAMBLE

Optional	One unnumbered page

The preamble is **a foreword** in which the subject is not yet dealt with.

It allows **forewarning the reader briefly**, before reading the introduction:

- of certain elements concerning the approach followed and presented in the report (e.g.: study based on fictitious results,...);
- of any limits of the study;
- of the use of specific vocabulary or level of language;
- of confidentiality precautions requested by the company.

In the case of an internship with several assignments, the preamble allows clarifying the assignment developed in the report.

It saves the reader any misunderstanding or confusion.

CARD E : GLOSSARY

Compulsory	One or two unnumbered pages

This is the **alphabetical list of technical terms** that are new or difficult, **terms in a foreign language, acronyms and abbreviations** that appear in the text of the report **together with their definition**.

The definition of each term must also be present in the body of the text in brackets when first used.

An **acronym** is a series of letters forming an abbreviation (e.g.: INSEE Institut National de la Statistique et des Etudes Economiques).

An **abbreviation** is a reduction of a word or group of words to a letter or group of letters (e.g.: B.C. after Jesus Christ, ha hectare, cf. confer).

Note

- When using an acronym or an abbreviation for the first time, you should write **its full meaning in the text and in parentheses**.
- No full stops in the acronym if it is pronounced as a word (e.g.: INSEE).
- full stops in the acronym if each letter is pronounced (e.g.: E.D.F.).

LEXIQUE

***Term/* acronym / abbreviation**	*Definition and translation for term in foreign language*
***Term/* acronym / abbreviation**	*Definition and translation for term in foreign language*
…	

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CARD F : TABLE OF CONTENTS

Compulsory	Approximate number of pages: 1 to 2 numbered

The table of contents lists the headings of the content of the report along with **their page number**.

It includes all parts of the work with the exception of the introductory pages (before the table of contents) and the table of contents itself.

Note

- **The numbering of the headings must be in the form 1 1.1** (*see page 34*).
- **Page numbering starts after the table of contents** (*see page 32*).
- The table of contents must be automatically generated (*see page 36*). A 'hand-crafted' table of contents is recognizable and is not professional.

CARD G : INTRODUCTION

Compulsory	Approximate number of pages: 1 to 2 numbered

The introduction justifies **the goal of the study for the host organization or the (research) project carried out**. It can start with “a relevant tagline”, i.e. a sentence that immediately attracts the attention and the interest of the reader.

It starts from the general context of the study and leads to the specific problem (funnel idea).

It must consist of 3 parts:

- **an introduction**: in a few sentences, you must introduce the general context of the assignment;
- **the state of the problem**: the problem must be announced in the introduction;
- **the announcement of the plan**.

There are no results or interpretations in the introduction. This section is not a state of the art.

Note

- Mention of the year of study and the type of internship appears only on the cover page: it is not necessary to recall the justification of the internship such as, for example, “*As part of my third year, I must do an internship...*”
- The introduction is **impersonal** and should not, therefore, contain an appraisal such as, for example, “*This internship allowed me to...*”, “*During my internship I...*”, “*First of all, I will introduce...*”, ...
- **Page numbering begins with the introduction** (*see page 32*).

CARD H : STUDY FRAMEWORK

Optional	Approximate number of pages: 1 to 2 numbered

The study framework allows **contextualizing the assignment** in order to give the reader a basis for understanding the problem that will follow.

You will present:

- **the host organization or the (research) project carried out ;**
- **the general strategy of the structure** and how the assignment fits into this strategy;
- **the concern of the company** (reformulate the question posed by the company).

Note

- The presentation must be adapted to the size of the company and the type of structure in which the assignment is carried out (if it is a major group, look into the service that received you).
- The organisation chart is presented in the appendices (*see card P*).

CARD I : CONTEXT/STATE OF THE ART AND PROBLEMATIC

Compulsory	Approximate number of pages: 3 to 10 numbered

The context/state of the art and problematic enable setting out **the reason behind this study.**

It is important that all reports, and particularly when the study is carried out a company structure or as part of a scientific study:

- pose **the problem** intelligibly for an informed external reader;
- perform **an inventory of the knowledge about the problem** (bibliographic searches);
- analyse **the current situation** at the structure if necessary (current operation, data and information available at the start of the study);
- identify **the actors involved** (structures, administrations, communities...);
- define **the strategic concerns** of the company;
- list **the main goals** for attainment.

The order of these points is not compulsory. It is important, however, to ensure the “thread” of the writing, **the sequence of the different parts must be logical**. If necessary, contact your referent teacher to validate the order of the points.

To clarify and draft the problem, you can refer to questions such as:

- Why is the current situation deemed unsatisfactory?
- What is the importance of the problem for the people involved in the structure?
- Has the problem already been addressed and if so how (state of the art)?
- How is this important for the structure (strategic concerns)?
- What is the desired situation sought?
- What is the scope of the work that will be provided for the different actors?
- Etc.

When the study is part of a research project within a research organization (applied or scientific), a university... it is important:

- to define the overall context of the research project;
- to perform an inventory of the knowledge about the problem (bibliographic searches);
- to define the problem that justifies the study being carried out;
- to define work/study hypotheses, where appropriate.

Finally, **the goal of the work must be clearly expressed in 2 or 3 lines** maximum.

Note

- The problem is not always clearly identified. It is up to you to specify it in order to analyse it properly.
- If studies have already been carried out for this work, you must take **bibliographic references** as a basis (*see page 43).*
- **All references cited in the text should be referenced in the bibliographic references** *(see page 43).*

CARD J : METHODOLOGY AND MEANS IMPLEMENTED

Compulsory	Approximate number of pages: 2 to 6 numbered

This part allows listing **the stages and the means selected** to address the problem. It is an explanatory synthesis of the strategy put in place.

You will present:

- **the general methodology**;
- **the scientific and technical means** (statistical and analytical methods, experimental design, sampling strategy, choice of study objects and sites, variables studied and indicators used, techniques for collecting information, laboratory equipment, site and measuring equipment, inspection report...);
- **organizational aspects** (working methods, operational planning,...);
- **the use of references** (databases, software, specific tools,...).

You must present the methods that will be used and **justify them using the bibliographic references**.

This part can be illustrated in the form of a diagram or a summary table presenting the key stages, the input and output data, the tools created,...

The appendices should be used to supplement and substantiate the argument.

Note

- This part is not a logbook or an activity report setting out the work from day to day.
- The actions should not be listed in chronological order but should indicate the relevant methodology that was finally adopted for the work (except in exceptional cases), in a logical order.
- It should allow someone to **reproduce the study identically**.
- **All references cited in the text should be referenced in the bibliographic references** *(see page 43).*
- **Everything set out in the Appendix should be quoted in the body of the text in the form of a footnote** *"See appendix 1: title, page..."* (*see page 42*).

CARD K : PRESENTATION AND ANALYSIS OF RESULTS

Compulsory	Approximate number of pages: 10 to 25 numbered

This part allows:

- presenting, appropriately and with comments, the **results obtained in coherence with the methodology;**
- defining and analysing **deviations from expectations** (standards, thresholds...).

If there are many results, you should foresee **intermediate conclusions**.

Note

- Choose a clear way of presenting the results with graphs and illustrations with legends (scales, legends of axes, units).
- **All illustrations must be commented on** (it is not for the reader to make his/her own interpretation).
- **Present the most important results and the rest in appendices.**
- **Everything set out in the Appendix should be quoted in the body of the text in the form of a footnote** *"See appendix 1: title, page..."* (*see page 42*).

CARD L : DISCUSSION AND PROSPECTS

Compulsory	Approximate number of pages: 3 to 6 numbered

After presenting the results, they must be discussed in a structured way by taking a step back.

You will:

- make **a review of the overall study** highlighting the strengths of the results;
- contribute **answers to the problem posed** or **elements of solution/reflection**;
- define if necessary **the financial, conceptual or managerial implications** for the structure and **any limitations;**
- perform **a critical analysis** (what worked well and, conversely, what did not work well) setting out the criteria used;
- discuss the results **in comparison with other works** (bibliography, previous studies...): **reference to the state of the art is imperative**;
- **extend the debate** to show that your statements are not closed (you do not presume to have provided the definitive answer to the question asked);
- **open up new paths** by suggesting further recommendations and possible studies.

Pay attention to the structure

- The discussion section contains several parts, organized in a logical way, with relevant headings. These sections cover the various discussion topics discussed.

CARD M : CONCLUSION

Compulsory	Approximate number of pages: 1 to 2 numbered

The conclusion is a balance of the work done, it rephrases and summarizes the contributions made and may return to the main perspective.

Unlike the introduction, it starts **with specific points and works towards general ones**.

Note

- The idea is not to repeat the contents of the previous parts but to **summarize the most significant points**.
- The conclusion is **impersonal** and should not contain any appreciation similar to *"this internship has allowed me to..."*, *"during my internship I have..."*, ...

CARD N : BIBLIOGRAPHIC REFERENCES

Compulsory	Numbered page(s)

This is the list of **bibliographic references sorted in alphabetical order of authors** or **in order of appearance if they are numbered**, including all types of documents. It can be generated automatically (*see page 43*).

The different types of references are:

- the works;
- articles from a periodical;
- internship theses and reports;
- communications at scientific conferences;
- standards;
- decrees, laws, circulars, orders, etc.;
- internet sites;
- online articles ;
- online books ;
- online videos.

The way of citing the reference must be in accordance with the standard (*see: drafting bibliographic references, page 43*).
All references cited in the text should be referenced in the bibliographic references *(see page 43).*

CARD O : LIST OF APPENDICES

Optional	One numbered page

This is the **numbered list of appendices** with their title and page number**.**

Note

- This list is **pertinent** if there is more than one appendix.
- It is preferable to generate the list automatically (*see page 42*). A 'hand-crafted' list is recognizable and is not professional

LIST OF APPENDICES

Appendix 1: *title* *page no.*

Appendix 2: *title* *page no.*

…

CARD P : APPENDICES

Optional	Numbered page(s)

All **documents that have been useful during the writing process** but may make the text dense rather than facilitate its understanding should be placed in the appendices.

Appendices will tend to include, for example:

- the organizational structure of the company;
- big tables containing loads of data;
- some graphs of results (for example when a summary of the results is included in the report);
- additional technical documents;
- computer code developed ;
- regulatory texts;
- detailed experimental protocols;
- questionnaires;
- interview reports.

Note

- The appendices should be useful and used (it is not a question of filling up the report).
- **Everything set out in the Appendix should be quoted in the body of the text in the form of a footnote** *"See appendix 1: title, page..."* (*see page 42*).
- Omit poor photocopies, illegible illustrations and diagrams.

CARD Q : TABLE OF FIGURES

Optional	One numbered page

This is the **numbered list of figures** (diagrams, maps, graphs, illustrations and photos) accompanied by their title and page number. It is highly appreciated by the jury and testifies to the completeness of the written work.

Note

- It is preferable to generate the table automatically (*see page 38*). A ‘hand-crafted’ table is recognizable and is not professional.

LIST OF FIGURES

CARD R : TABLE OF TABLES

Optional	One numbered page

This is the **numbered list of tables** accompanied by their title and page number. It is highly appreciated by the jury and testifies to the completeness of the written work.

Note

- It is preferable to generate the table automatically (*see page 40*). A 'hand-crafted' table is recognizable and is not professional.

LIST OF TABLES

The format of a written report

The final part, ***the format of a written report***, lists the basics of formatting with which all reports/papers must comply. The formatting of the report is very important as it creates the reader's first impression.

For this purpose, it is advisable to use the following essential features:

WORD OFFICE 365		
➔	Page break	**page 31**
➔	The header and footer that contain at least the page number and the title of the report/paper	**page 32**
➔	Paragraph style	**page 34**
➔	Heading style Number the heading The automatic summary	**page 35** **page 35** **page 36**
➔	Setting a figure legend The automatic table of figures	**page 38** **page 38**
➔	Setting a table legend The automatic table of tables	**page 40** **page 40**
➔	Setting a legend to an appendix The automatic table of appendices	**page 42** **page 42**
➔	Inserting a bibliographic reference The automatic insertion of a bibliographic reference The automatic list of bibliographic references	**page 43** **page 43** **page 44**

THE GENERAL APPEARANCE OF THE DOCUMENT

➔ The document is **typed** and of **professional quality**.

➔ The reports are mostly presented in **portrait format** and the margins are equal to **2.5 cm**.

WORD OFFICE 365
Layout tab > *Page Setup* > *Margins* Select *Normal* *Layout* tab > *Page Setup* > *Orientation* Select *Portrait*

➔ **Page breaks** must be set by the editor to avoid **widow lines** (last line of a paragraph that ends up alone at the top of a page), **orphan lines** (first line of a paragraph that ends up alone at the bottom of a page) and **headings** at the bottom of a page.

WORD OFFICE 365
<u>Insert page break:</u> Position the cursor at the bottom of the page *Insert* tab > *Pages* > *Page break* <u>Avoid widow or orphan lines</u>*:* *Layout* tab > *Paragraph* Click on the little arrow at the bottom right to display the dialogue box *Lines and Page breaks* Activate *Widow/orphan control*

➔ A document can contain different **layouts** (margins, paper orientation, page numbering, headers and footers,...) thanks to the **section**. It is also possible to set a new page as an **even-** or **odd-numbered page**.

WORD OFFICE 365
<u>Insert section break:</u> Position the cursor at the bottom of the page *Layout* tab > *Page Setup* > *Breaks* Select *Next page* Position the cursor on the new page and change the formatting <u>Insert an even or an odd number page break:</u> Position the cursor at the bottom of the page *Layout* tab > *Page Setup* > *Breaks* Select *Even page* or *Odd page*

➔ Each page should have **a header and/or a footer** (areas in the upper or lower margin of each page) containing the title of the document and the page number.

WORD OFFICE 365

Insert an identical header or footer throughout the document:

Insert tab > *Header and footer*
Select *Header* or *Footer*
Choose a pre-set style or click on *Edit header*

Insert a different header or footer for even and odd number pages:

Insert even or odd page section breaks (*see page 31*).
Layout tab > *Page Setup*
Click on the little arrow  at the bottom right of the *Layout* group to display the dialogue box and *layout* tab
Activate the option *Different odd and even*
Insert an even page header or footer on an even page
Insert an odd page header or footer on an odd page

Insert a different header or footer for part of the document (document with several sections - *see page 31*):

Position the cursor in the section which will have a different header or footer
Insert tab > *Header and footer*
Select *Header* or *Footer*
Select *Edit header* or *Edit footer*
In the *Navigation* group, click on *Link to previous*  to break the connection between the existing header or footer and the previous section.

Edit a header or footer:

Position the cursor on the page that contains the header or the footer
Insert tab > *Header and footer*
Select *Header* or *Footer*
Select *Edit header* or *Edit footer*

Remove a header or footer:

Position the cursor on the page that contains the header or the footer
Insert tab > *Header and footer*
Select *Header* or *Footer*
Select *Remove header* or *Remove footer*

Insert fields (date, author, page number, number of pages, name of the document,...):

Position the cursor in the header or the footer
Insert tab > *Text* group
Select *QuickPart* and *Field*
Select a field name from the list (*Author*=author's name, *Date*, *Time*, *Page*=current page number, *NumPages*=number of pages,...)

➔ Page numbering is **compulsory** and must begin after the table of contents.

WORD OFFICE 365

Start numbering with 1 after the first page:

Insert a section break where page numbering is to begin (*see page 31*).
Position the cursor on the page where numbering is to start
Insert tab > *Header and footer*
Select *Header* or *Footer*
Select *Edit header* or *Edit footer*
If a header or footer has been set for the previous section, select *Link to previous*  in the *Navigation* group to break the link
Header and footer group
Select *Page number > Format page numbers*
Activate option *Start At = 1*

THE TEXT

- Choose a **classic font** for the entire document and **do not change it**.

    Examples: Arial, Calibri, Times.

- The font size of the body of the text must be **11** or **12**.
- The body of the text is written in **black**. Only headings, figures and tables can be in colour.

    Shades of colours should be properly visible when printing in black and white.

- The use of *Bold*, *Italic* and *Underlined* must always correspond to the same type of text.

    Latin words are italicized (*in-vitro*, genus and species names).

PARAGRAPHS

- Paragraphs are **justified** and can begin with an indentation. **Line spacing** is single or 1.5 maximum. For the same paragraph style, **spacing before** is always identical, **spacing after** too.

WORD OFFICE 365
Position the cursor in the paragraph *Layout* tab > *Paragraph* Click on the little arrow at the bottom right of the *Paragraph* group to display the dialogue box *Indents and Spacing* tab *Alignment = justified* Set an indentation: *Special = First line* Set line spacing: *Line spacing = single* Set the space before and after the paragraph: *Spacing before = value* in pt   *Spacing after = value* in pt

➔ **Each paragraph format must belong to a style**. **A style** is a text format (font, style and attributes, colour, body, line spacing, spacing, indentation) intended for application in several places. Changing the style changes the formatting for all of the paragraphs or portions of text using this style. **Styles** allow standardizing the presentation of a document and reducing the time spent on formatting.

WORD OFFICE 365
Create a new style Format the paragraph Select the paragraph *Home* tab > *Styles group* Select ▾ and *Create a style* Enter a name for the style Apply an existing style to a paragraph: Click in the paragraph *Home* tab > *Styles group* Select the style for application Change the formatting of a style: *Home* tab > *Styles group* Click the right button of the mouse on the style for changing Select *Modify* Change the style (all paragraphs based on this style are changed automatically)

HEADINGS

- The font size of headings must be between **12** and **24**.
- No **colons** or **full stops** at the end of a heading.
- Avoid **underscoring** a heading.
- No heading is to stand alone at the beginning or the end of a page. It must always be followed by a paragraph.
- The headings that are to appear in the summary and/or the table of contents must belong to a **heading style**.

  Word has a series of pre-set styles for headings (Heading 1 to Heading 9). Each style corresponds to a hierarchical level (from 1 to 9).

WORD OFFICE 365

Apply a heading style:

Select the heading
Home tab > *Styles group*
Depending on the hierarchical level, choose a style (*Heading 1* for level 1, *Heading* 2 for level 2...)

Change the formatting of a style:

Home tab > *Styles group*
Click the right button of the mouse on the style for changing
Select *Modify*
Change the style (all headings based on this style are changed automatically)

- **It is mandatory to number headings** in order to highlight the different subdivisions.

WORD OFFICE 365

Number the headings (for pre-set styles *Heading 1* to *Heading 9):*

Click on a heading of any level
Home tab > *Paragraph* group
Select the tool *Multilevel list* 
In the library of lists, select a tile whose numbered levels are represented by heading styles *Heading 1*, *Heading 2*,...

Create your own numbered list at several levels:

Home tab > *Paragraph* group
Select the tool *Multilevel list*
Select *Define New Multilevel List*
Click on the button *More >>*
Select *1* in the list, *Click the level to modify*
Select the heading style (example: *heading 1*) from the list *link level to style*
Select the numbering style in the *Number style for this level* list
Proceed in the same way for the following levels

TABLE OF CONTENTS

➔ **It is compulsory to generate the table of contents automatically**. Note: all document headings that should appear in the table of contents must belong to **a heading style** (*see page 35*).

WORD OFFICE 365
<u>Create table of contents:</u> *References* tab > *Table of contents* Click on *Table of contents* Select *Custom Table of Contents* In the *Formats* list, select a format In the *Show levels* list, select the maximum hierarchical level to be displayed <u>Update the table of contents:</u> Click in the table *References* tab > *Table of contents* Click on *Update Table* and *Update entire table*

ENUMERATION

➔ **Enumeration** (bulleted or numbered list) is introduced by a phrase and a colon. Each term or phrase of the enumeration:

- starts with a **lower case** letter;
- it is introduced by **a dash** (not a hyphen), **a bullet** or **number**;
- ends with **a semicolon**, except the last one, which ends with **a full stop**.

WORD OFFICE 365
<u>Create a bulleted or numbered list:</u> Select the terms or phrases of the enumeration *Home* tab > *Paragraph* group Click on *Bullets* or *numbering* (for chronological lists) <u>Create a multilevel list:</u> *Home* tab > *Paragraph* group Click on *Multilevel list* Select a list style from the library Click on to increase the level of a term or phrase Click on to decrease the level of a term or phrase

FOOTNOTE

➔ **Footnotes** enable:
- explaining a term or an expression;
- clarifying (a source of information or a number);
- adding a non-essential comment.

➔ The font size of footnotes must be between **9** and **10**.

WORD OFFICE 365
<u>Insert a footnote:</u> Position the cursor in the place where the note is to be inserted *References* tab > *footnotes* Click the little arrow at the bottom right of the *Footnotes* group Choose a *number format* or click *Symbol* to select a mark Click the *Insert* button and enter the note <u>Remove a footnote:</u> In the body of the text, select the mark of the footnote of page and press *delete* on the keyboard

FIGURES, TABLES AND APPENDICES

FIGURES

WORD OFFICE 365
Insert a figure:
Position the cursor in the place where the figure is to be inserted
Insert tab > *Illustrations*
Click on *Pictures*
Select the file to be inserted
Set the size of the figure:
Click the right button of the mouse on the figure
Select *Size and position*
Size tab
Click in the *Lock aspect ratio* and *Relative to original picture size* boxes
Enter a percentage in *Height or Width*
Set the position of the figure in relation to the text:
Click the right button of the mouse on the figure
Select *Size and position*
Tab *Text wrap*
Select a wrap style

➔ **The figures must be accompanied by a number and a title:**

- Below for a figure

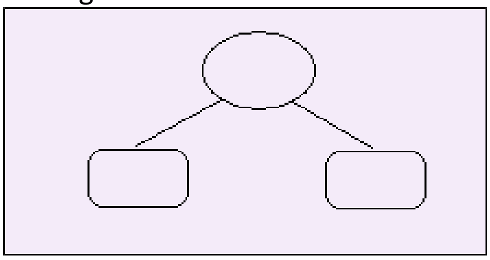


Figure No. *Title*

WORD OFFICE 365
Insert a figure legend:
Select the figure
References tab > *Captions*
Select *Insert a caption*
Label = *Figure*
Position = *Below selected item*
Add the title in the *Caption* text box
Change the formatting of the legend:
Click in the legend
Home tab > *Styles group*
Click the right button of the mouse on *Caption* style
Select *Modify*
Change the style (all legends are changed automatically)
Create table of figures:
References tab > *Captions*
Select *Insert Table of Figures*
Caption label = Figure
In the *Formats* list, select a format
Update table of figures:
Click in the table
Press *F9* and Select *Update the entire table*

➔ **The reference to the figure must appear in the text** (*"As shown in figure no...."*, *"Figure no. illustrates... "*.

WORD OFFICE 365
<u>Insert a cross-reference:</u> Position the cursor at the insertion point of the cross-reference *Insert* tab > *Links* group Select *Cross-reference* Reference Type = *Figure* Select a type in *Insert reference to* (possibility of repeating this action several times if necessary). Select the figure from the list *For which caption* <u>Update cross-references:</u> *Home* tab > *Editing* group Click on *Select* and *Select all* Press *F9* Select *Update page numbers only*

TABLES

WORD OFFICE 365

Create a table:

Insert tab > *Tables*
Click on *Table*
Select the number of rows and columns or click on *Insert a table* and enter *Number of columns* and *Number of rows*

Merge cells:

Select cells and right mouse button
Select *Merge Cells*

Set borders:

Select cells
Table tools tab - *Design* > *Borders* group
Select *Borders*

Set background shading:

Select cells
Table tools tab - *Design* > *Borders* group
Select *Borders*
Select *Borders and shading* and *shading* tab

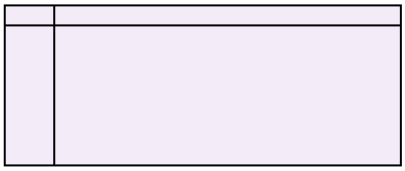
Set the position of the text in the cells:

Select cells and right mouse button
Select *Table properties*
Cell tab > *Vertical alignment*
Select a position

➔ **The tables must be accompanied by a number and a title:**

- Above for a table

Table no. *Title*



WORD OFFICE 365

Insert the legend above the table:

Select the table
References tab > *Captions*
Select *Insert caption*
Label = *Table*
Position = *Above selected item*
Add the title in the *Caption* text box

Change the formatting of the legend:

Click in the legend
Home tab > *Styles group*
Click the right button of the mouse on *Caption* style
Select *Modify*
Change the style (all legends are changed automatically)

Create table of tables:

References tab > *Captions*
Select *Insert Table of Figures*
Caption label = Table
In the *Formats* list, select a format

Update table of tables:

Click in the table
Press *F9*
Select *Update the entire table*

➔ **The reference to the table must appear in the text** (“*As shown in table no....*”, “*Table no. illustrates...* “.

✋WORD OFFICE 365
Insert a cross-reference: Position the cursor at the insertion point of the cross-reference *Insert* tab > *Links* group Select *Cross-reference* Reference Type = *Table* Select a type in *Insert reference to* (possibility of repeating this action several times if necessary). Select the table from the list *For which caption* Update cross-references: *Home* tab > *Editing group* Click on *Select* and *Select all* Press *F9* Select *Update page numbers only*

APPENDICES

➔ **The appendices must be accompanied by a number and a title:**

- Above for an appendix

Annex No. *Title*

🖑 **WORD OFFICE 365**

<u>Insert the legend above the appendix:</u>

Select the appendix
References tab > *Captions*
Select *Insert caption*
Label = *Appendix* (if this label does not exist, click on *New label* and enter *Appendix*)
Position = *Above selected item*
Add the title in the *Caption* text box

<u>Change the formatting of the legend:</u>

Click in the legend
Home tab > *Styles group*
Click the right button of the mouse on *Caption* style
Select *Modify*
Change the style (all legends are changed automatically)

<u>Create the table of appendices:</u>

References tab > *Captions*
Select *Insert Table of Figures*
Caption label = Appendix
In the *Formats* list, select a format

<u>Update the table of appendices:</u>

Click in the table
Press *F9*
Select *Update the entire table*

➔ **The reference to the appendix must appear in the text** ("See *appendix no. appendix"*).

🖑 **WORD OFFICE 365**

<u>Insert a cross-reference:</u>

Position the cursor at the insertion point of the cross-reference
Insert tab > *Links* group
Select *Cross-reference*
Reference Type = *Appendix*
Select a type in *Insert reference to* (possibility of repeating this action several times if necessary).
Select the appendix from the list *For which caption*

<u>Update cross-references:</u>

Home tab > *Editing* group
Click on *Select* and *Select all*
Press *F9*
Select *Update page numbers only*

BIBLIOGRAPHY

➔ In order to facilitate referencing and to avoid an oversight, you are strongly advised to note them or to enter them as the documents are used throughout the internship.

WORD OFFICE 365

Enter a new reference:

References Tab > *Citations & bibliography*
Click on *Manage sources* (The manager maintains an active list composed of sources entered in the active document and a main list that contains all the sources entered)
Click on *New*
Select the *Type of Source*
Activate *Show All Bibliographic Fields*
Fill in all fields preceded by a red star
Click on *Edit* to enter multiple names
Click on *OK*

CITING REFERENCES IN THE TEXT OF THE REPORT/PAPER

➔ In the text of the report, the referral to the reference is made in abridged form, most often **the names of the authors** (without the initial of the first name) followed by **the year**. If there are 2 authors, both names are mentioned; beyond that, only the first name followed by ***et al*.**

Dagnelie (1993b) shows that....

The authors assert that... (Jouventin and Thomas, 1995)

Studies carried out on *Escherichia coli*... (Petit *et al*., 1991)

WORD OFFICE 365

Insert a reference in the text of the report:

Position the cursor at the exact position for insertion
References tab > *Citations & bibliography*
Select the bibliographic style **ISO 690** from the *Style* list
Click on *Insert citation*
Select a source

WRITING BIBLIOGRAPHIC REFERENCES

WORD OFFICE 365
Insert the list of bibliographical references: Position the cursor at the exact position for insertion *References* Tab > *Citations & bibliography* Click on *Bibliography* and *Insert Bibliography*

➔ When there are several references by the same author(s) in the same year, then a letter (a, b, c, etc.) is added to the year.

DAGNELIE P. (1993a). Multilinear regression. *Advanced COMETT Chemometrics School*, 26-28 April, Libramont.

DAGNELIE P. (1993b). Discriminant analysis. *Advanced COMETT Chemometrics School*, 26-28 April, Libramont.

➔ Latin names and species names must be written in italics.

PETIT M-A., DIMPFL J., RADMAN M., ECHOLS H. (1991). Control of large chromosomal duplications in *Escherichia coli* by the mismatch repair system. *Genetics*, no. 129, p. 327-332.

➔ The guidelines for the drafting of the bibliographic references presented below are based on current standards as well as practices used in high-level scientific journals. Depending on the country, work, journal, etc., you will find variants for how to present the bibliographic references. However, what counts most is to follow the instructions most often established to be able to publish.

➔ In general, the citation of a source must answer the questions **Who**, **What**, **Where** and **When**? The citation must show, in this order, **the author of the document** (who can be a person or an institution), **the year of publication**, **the title of the document, the "place" of the document** (newspaper, publishing house, website) including in some cases the pages concerned or the number of pages, **the identification number of the document** (ISBN, DOI...) when applicable (books, brochures, scientific articles) and finally, in the case of documents available only online or a web page, **the URL address of the document**. In the case of undated documents or documents whose content may change, **the date of consultation of the document** is specified at the end. The specific rules for each type of document are detailed below. If the document you wish to cite does not correspond to any of these cases, please refer to the general guidelines above.

CASE OF WORKS

1) Paper medium

a) Same author(s) for all Chapters

1 single author

FAMILYNAME 1st_letter_firstname. (year). Title. Place_published, publisher, number_of_printed pages

CHEROUTE G. (2002). Contrôle par échantillonnage; bien utiliser les normes statistiques. Saint Denis la Plaine, AFNOR, 102 p.

Several authors

All authors must be cited. The last author must be preceded by the symbol **&** or **and**.

FAMILYNAME 1st_letter_firstname, FAMILYNAME 1st_letter_firstname,... & FAMILYNAME 1st_letter_firstname (year). Title. Place_published, publisher, number_of_printed pages

OMORI M. & IKEDA T. (1984). Methods in marine zooplankton ecology. New York, Wiley, 332 p.

b) Different author(s) according to the chapters

The chapter has one or more author(s); it must be identified by the corresponding pages. The book is either an anonymous compilation of chapters or a compilation by a coordinator.

FAMILYNAME 1st_letter_firstname. (year). Title_chapt*er.* In: NAME_COORDINATOR 1st_letter_firstname. Title_work. Place_Published, editor, p. 1st_page-last_page.

CHARNY G. & SCHON J-P. (1993). Transferts de chaleur par convection. **In:** SACADURA JF. Introduction to heat transfer. Paris, Tec&Doc, p.185-269.

c) Author not mentioned

In this case, the name of the legal person owning the publication must be mentioned; if this is also unknown then the following should be used: **Anonymous (year)**.

VIE CHRETIENNE (1991). Ignace de Loyola by himself. 124 p.

2) Internet

Some works are available online. To reference them, first proceed as if it were a paper medium (careful, there is not always a publisher; in this case mention the legal entity to which the author is attached) then the exact address and date of consultation.

FAMILYNAME 1st_letter_firstname. (year). Title [online]. Place_published, publisher, number_of_printed pages **Available at <web address> (accessed on …).**

CROSS J.L. (1997). A guide to the Russian academy of sciences, part I **[online]**. Austin, University of Texas, 1270 p.
Available at < http://www.lib.utexas.edu/books/cross/russia_rev97.pdf> (accessed on 4 January 2005).

CASE OF AN ARTICLE FROM A PERIODICAL

A periodical is a magazine, a journal or other publication that appears regularly.

1) Paper medium

FAMILYNAME 1st_letter_firstname. (year). Title. *Name_periodical*, volume, number, 1st_page -last_page.

"volume" and "number" are sometimes confused.

SANCHEZ L.R. (2000). A new cyclic anisotropic model for plain strain sheet metal forming. *International journal of mechanical sciences*, vol. 42, 4, 705-728.

WATHELET J-P., CWIKOWSKI M., MARLIER M., SEVERIN M. (1988). Comparaison de quatre méthodes de dosage des glucosinolates dans les graines de colza. *Revue Française des Corps Gras*, 4, 177-180.

2) Internet

GOOS P., LEEMANS H. (2004). Teaching optimal design of experiments using a spreadsheet. *Journal of statistics education*, vol.12, 3.
Available at <www.amstat.org/publications/jse/v12n3/goos.html> (accessed on 5 January 2005).

CASE OF THESES AND INTERNSHIP REPORTS

A thesis or internship report must be treated as a work. The publisher in this case is the university or the host school.

3) Paper medium

FAMILYNAME 1st_letter_firstname. (year). Title: nature_of_the_document. Place_published, publisher, number_of_printed pages

FLORINS P. (1987). Etude du caractère aléatoire de la répartition de points dans des espaces à deux et à trois dimensions. Comparaison de différentes méthodes et applications biologiques: doctoral thesis. Gembloux, Faculté Universitaire des Sciences Agronomiques, 197 p.

ROUSSEY C. (1997). Méthode d'indexation multilingue fondée sur la sémantique: DEA internship report. Lyon, INSA de Lyon, 32 p.

4) Internet

MARCHETTI M. (2000). Aspects globaux et locaux de la mise en œuvre de la lubrification fluide en ambiance spatiale **[online]**: doctoral thesis. Lyon, INSA de Lyon, 214 p.

Available at <http://docinsa.insa-lyon.fr/these/pont.php?id=marchetti> (accessed on 4 January 2005).

ORAL COMMUNICATION

5) Communication with proceedings at a congress

AUTHOR (year). Title. Name_of_the_congress, place.

DAUDIN J-J. (2003). Modélisation de la variabilité dans les données d'expression du génome. *Journées Statistique et Génome*, Toulouse, Université Paul Sabatier.

6) Personal communication (interview)

AUTHOR (year). Interview_date

DAUDIN J-J. (2005). Telephone interview of 4 January.

STANDARD

7) A single standard

EDITOR (year). Title_of_the_standard. Reference, number of printed pages

AFNOR (1994). Waste, leaching tests of solid waste initially massive or generated by a solidification process. X31-211, 13 p.

8) Compendium of standards

EDITOR (year). Title of the compendium. Place_published, publisher, number_of_printed pages

AFNOR (1999). Ergonomie. Volume 2: office work with video display terminals. Saint Denis la Plaine, AFNOR, 733 p.

DECREE, LAW, CIRCULAR, ORDER, ETC.

9) Paper medium

AUTHOR (year). Title. Official Journal, no._of_JO, p. 1st_page-last_page.

MINISTRY OF REGIONAL DEVELOPMENT AND THE ENVIRONMENT (2002). Decree no. 2002-540 of 18 April 2002 on the classification of waste. Official Journal, no. 93 of 20 April 2002, p.7074-7089.

10) Internet

AUTHOR (year). Title[online]. Official Journal, no._of_JO.

MINISTRY OF AGRICULTURE, FOOD, FISHERIES AND RURAL AFFAIRS (2005). Order of 28 December 2004 appointing a commission to study the dissemination of products derived from biomolecular engineering **[online]**. Official Journal, no. 14 of 18 January 2005.
Available at <http://docinsa.insa-lyon.fr/these/pont.php?id=marchetti> (accessed on 18 January 2005).

WEBSITE

A distinction must be made between documents that can be consulted/downloaded on/from a website (usually with one or more well-identified authors) => cf. in the case of a work or a periodical, general information (often without an identified author) found on sites. In this case the reference of the site accessed should be provided. In this first case, the bibliographic references are cited in the classic way (see Case of the article of a periodical). For the information retrieved directly from Internet pages, the rules specified below apply, knowing that if several pages are consulted, only the general reference is sufficient and if only one page is consulted, then the exact reference of the page must be provided.

11) Several pages

ORGANIZATION. <URL>. (accessed on: date_of_consultation).

BONDUELLE. <www.bonduelle.com>. (accessed on 15 January 2005).

12) A single page

ORGANIZATION. Title of the homepage [online]. Available at: <URL> (Page accessed on: date_of_consultation).

REPUBLIC OF SENEGAL. Senegal in brief **[online]**. Available at: <http://www.gouv.sn/senegal/index.html>. (accessed on 24 July 2002).

MINISTRY OF AGRICULTURE, FOOD, FISHERIES AND RURAL AFFAIRS. The Minister's CV **[online]**. Available at: <http://www.agriculture.gouv.fr/spip/leministere.leministrelecabinet.cvduministre_r86.html>. (accessed on 19 January 2005).

OTHER MEDIA

13) Multimedia (CD, DVD, video cassette, etc.).

AUTHOR or ORGANIZATION (year). Title [type_of_medium]. Place_of_publication, publisher.

MEURICE J-M., SEGARRA L. (2004). Tibet, histoire d'une tragédie **[DVD]**. France Télévision Distribution.

JOUVENTIN P., THOMAS T. (1995). Manchot royal, le retour **[online video]**. CNRS-CEFE-SFRS. Available at: <http://www.cerimes.fr/index.php?page=fiches&op1=view,1170,10,7,496,,,,14> (accessed on 19 January 2005).

14) Paper media (brochures, technical reports, maps, photographs, etc.)

AUTHOR or ORGANIZATION (year). Title or nature_of_the_medium.

BIJOU (2004). Company presentation brochure.