

Page Layout

1. Character font	Emphasizing text typographically makes it easy to find information. Certain fundamentals should be considered: <ul style="list-style-type: none">• Use a maximum of two kinds of different characters, preferably only one;• Use fonts with no footings (« no serifs »), that is a more rounded script such as Arial or Tahoma;• <i>Italics</i> are used to attract the reader's attention to a word, a sentence or a passage. <i>Italics</i> should never be underlined;• Bold characters are used to emphasize an important word in a paragraph or make a title or sub-title stand out;• Standard texts are generally written in font size 10 or 12;• CAPITALS are used for titles;• SMALL CAPITALS are often used for footnotes or when capitals would seem too big;• Use <u>underlining</u> sparingly to emphasize short titles or isolated words, but not whole sentences.
2. Line Spacing	Text is double-spaced or 1.5-line spaced in the entire document, except for: <ul style="list-style-type: none">• Footnotes, citations, titles that go on for more than one line, and works cited (bibliography) references. In these cases, use single line spacing.
3. Justification	Text must be justified left unless a title is centred or a special effect is intended. Page layout with text that is both left justified and right justified is more pleasing to the eye and is just as easy to read. The choice is yours!
4. Margins	Margins are defined for the entire document, including the introductory and annex pages: <ul style="list-style-type: none">• Top margin: about 4 cm;• Bottom, left and right margins: about 3 cm.

<p>5. Footnotes</p>	<p>A reference note is used to indicate the existence of a note to which the reader may refer. Numbering of notes must be continuous, for example 1, 2, 3, and so on, or a, b, c, and so on. This note is generally commentated at the bottom of the page and must respect the rules for reference presentation that will be studied a little further on in the lesson. For citations, the reference is placed immediately following the last word of the passage that is cited, before the period.</p>
<p>6. Pagination</p>	<p>Any text of more than one page must be paginated. All the pages are counted, including blank pages. Here are some useful instructions:</p> <ul style="list-style-type: none"> • Introductory pages are not paginated. If they are, pagination is done using lowercase Roman numerals (i, ii, iii, iv, v, and so on); • Starting with the introduction and right to the end of the document, paginate your document using Arabic numerals (1, 2, 3, and so on); • Certain pages are not numbered, however, they are still counted, for example, the title page, the annexes, and the works cited (bibliography) page.
<p>7. Titles and sub-titles</p>	<ul style="list-style-type: none"> • The titles of major parts of the paper must be written using CAPITALS. Do not underline the capitals; • Sub-titles are written using the lower case and are underlined.