

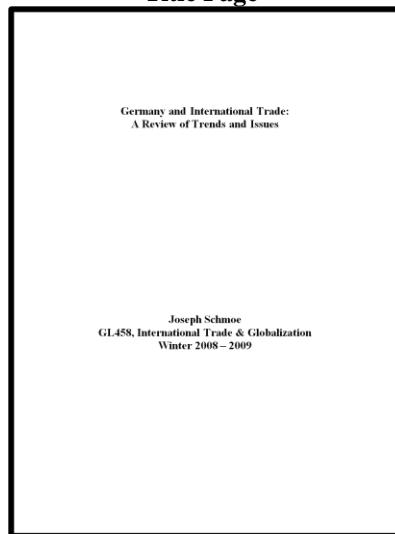
Guidelines for Research Papers in GL458 and VA353

Organization of Paper

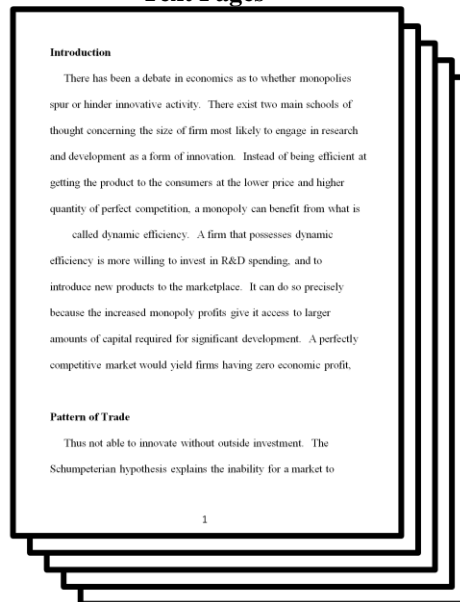
Papers should have a simple title page, text pages, a separate bibliography page, and pages containing numbered figures or tables (if used) after the bibliography. Do not insert figures or tables into the text. A table of contents page is optional; if included, it should appear immediately after the title page. All pages after the title page or optional contents page should be numbered continuously, beginning with page 1 for the first page of text. The paper should be typed in 11 point Times New Roman font or 11 point Calibri font, double spaced, with 1.25 inch left and right margins. Section headings may be useful, but are optional.

In addition to a comprehensive bibliography (or list of references), students should employ in-text citations (see detail below) whenever statements occur that quote or draw directly upon an outside source. Students should avoid excessive use of footnotes. Generally footnotes should be reserved for parenthetical information or commentary that the writer thinks is useful. Every in-text citation must have a corresponding reference on the bibliography page.

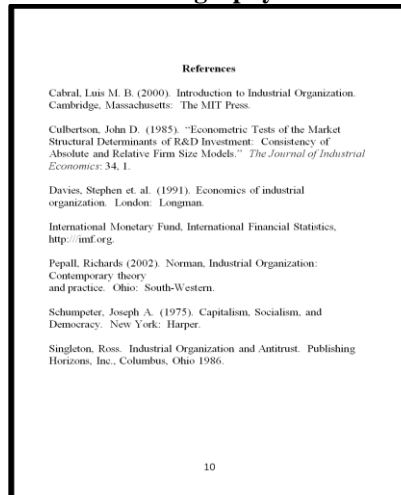
Title Page



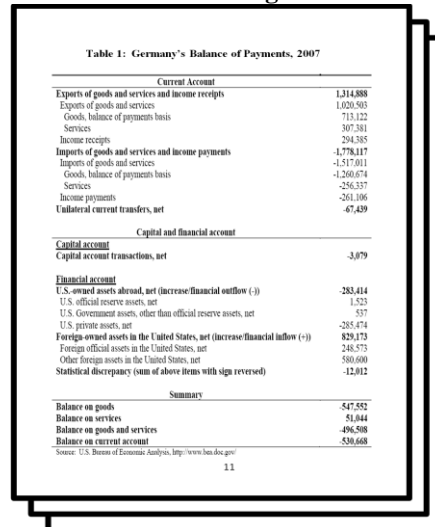
Text Pages



Bibliography



Tables and/or Figures



In-Text Citations

In the text of the paper, references should be identified by means of an author's name followed by the date of the reference in parentheses and page number(s) where appropriate. Place the citation at the end of the sentence or before the quoted matter. When there are three or more coauthors, only the first author's name should be mentioned, followed by "et al.". In the event that an author cited has had two or more works published during the same year, the reference, both in the text and in the reference list, should be identified by a lower case letter like "a" and "b" after the date to distinguish the works.

Examples:

Spengler (1978, p. 20) stated in his article that...
This analysis has received attention in the literature (Spengler & Spengler, 1986a, b).
This analysis has received attention in the literature (Spengler, 1986; Spengler et al., 1985).
This analysis has received attention in the literature (Abizadeh & Benarroch, 1996).

In citing material from a source where no author attribution is available (such as a business periodical), follow the guidelines above, using the name of the publication instead of the author, and being as specific as possible concerning the publication date. When a byline is included in a periodical, use the author's name. If no attribution is included in a periodical, you may use either "Anonymous" or simply the title of the publication.

Examples:

Investors greeted GE's adoption of a "green" strategy with skepticism (Smith, *The Economist*, June 7, 2006).
Investors greeted GE's adoption of a "green" strategy with skepticism (Anonymous, *The Economist*, June 7, 2006).
GE's adoption of a "green" strategy was greeted with skepticism by investors (*The Economist*, June 7, 2006).

In general, students may consult any article appearing in the *American Economic Review* or the *Journal of Economic Perspectives* to find acceptable examples how in-text citations should be employed.

Citations and Extended Quotations:

Extended quotations (longer than a brief sentence) should be single spaced and indented by ½ inch from both margins. *Example:*

Veblen is very consistent in his rhetoric as he argues for a more evolutionary approach to economics.

As Corning (1998, p. 18) has noted, Veblen's work was very much rooted in biological principles and Darwinism, illustrating his point with this passage from The Theory of the Leisure Class:

"The Life of man in society, just as the life of other species, is a struggle for existence, and therefore it is a process of selective adaptation. The evolution of social structure has been a process of natural selection of institutions."

Among his contemporaries, Veblen was unique in his focus on biological metaphors and models, and in his arguments that the application of such methods to economic problems would produce a superior form of analysis.

Bibliography / References / Works Cited

All references to books, journal articles, articles in collections and conference or workshop proceedings, and technical reports should be listed in alphabetical order (by author's last name) on a separate page titled "Bibliography", "References" or "Works Cited" at the end of text of the paper, but before pages having figures or tables. Articles in preparation or articles submitted for publication, unpublished observations, personal communications, and so forth should not be included in the reference list but should only be mentioned in the article's text (e.g., T. Moore, personal communication, date). Note that the journal titles should not be abbreviated.

References to **articles in periodicals** should include the author's name; year of publication; article title; full title of periodical; volume number (issue number where appropriate); first and last page numbers, in the order given in the example below.

Abizadeh, S. & Benarroch, M. (1996). "A multilevel government model of deficits and inflation." *Atlantic Economic Journal*, 24(2), 118-30.

References to **articles in edited collections** should include the author's name; year of publication; article title; editor's name; title of collection; first and last page numbers; publisher; place of publication, in the order given in the example below.

Poterba, J. M. & Summers, L. H. (1987). "Public policy implications of declining old-age mortality." In Gary Burtless, (Ed.). *Work, health, and income among the elderly*, Washington, D.C.: The Brookings Institution.

References to **books** should include the author's name; year of publication; title; edition; publisher; place of publication; page numbers where appropriate, in the order given in the example below.

Shapiro, E. J. (1978). *Macroeconomic analysis*. 4th ed., New York: Harcourt Brace, Jovanovich (pp. 39-82).

References to **web sites or articles located exclusively on web sites** should include the author's name (if available) and the sponsor or publisher of the web site. The bibliographic entry should then include a stable url (web address), and in parentheses, the date accessed.

Mafi-Kreft, Elham, and Russell S. Sobel, "Does a Less-Active Central Bank Lead to Greater Economic Stability? Evidence from the European Monetary Union." *The Cato Journal* 26:1 (Winter 2006), 49 – 70, <http://www.cato.org/pubs/journal/cj26n1/cj26n1-3.pdf> (accessed 31 July 2006).

Anonymous, "Oil Jumps Above \$74 on Russian Spill," CNNMoney.com, <http://money.cnn.com/2006/07/31/markets/bc.markets.oil.reut/index.htm> (accessed 31 July 2006).

Tables and Figures

Students should use a consistent format for all tables and for all figures, numbering them consecutively (Table 1, Table 2, etc., and Figure 1, Figure 2, etc.) and providing a brief, explanatory title. Where additional explanation of a table or figure is needed or where a data source may be unclear, tables and figures should include such information as an unnumbered note at the bottom of the table. Here is an example:

TABLE 1
Business Starts and Failures by State, 1998

	Mean	Standard Deviation	Minimum	Maximum
Starts/Failures Ratio	3.17	2.78	0.76	18.14
Starts/Failures Ratio*	2.87	1.71	1.02	7.16
Starts Per 1,000 Residents	0.54	0.15	0.34	1.03
Starts Per 1,000 Residents*	0.53	0.12	0.36	0.84
Failures Per 1,000 Residents	0.24	0.14	0.04	0.66
Failures Per 1,000 Residents*	0.23	0.11	0.07	0.54

Source: *Statistical Abstract of the United States*, 1999. *Trimmed statistics, excluding top and bottom two states of the distribution. Such statistics are more meaningful because they exclude the influence of Delaware, a clear outlier in terms of business incorporations.

Style References

There are many good style books available that discuss composition and formatting issues for this type of paper. There are even a few books that specifically focus on the writing of economic research. Here are a few suggestions:

Greenlaw, Steven A. Doing Economics: A Guide to Understanding and Carrying out Economic Research. Houghton Mifflin (2006).

McCaskill, Mary K., Grammar, Punctuation, and Capitalization – A Handbook for Technical Writers and Editors. Hampton, VA: Langley Research Center [Online handbook, <http://stipo.larc.nasa.gov/sp7084/index.html>].

Neugeboren, Rob. The Student's Guide to Writing Economics. Routledge (2005).

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. University of Chicago Press, 6th ed. (1996).

University of Chicago Press Staff, The Chicago Manual of Style. University of Chicago Press, 15th ed. (2003).

Wyrick, Thomas L. The Economist's Handbook: A Research and Writing Guide. West Publishing (1994).