

Style Guide for Papers Georgia College, Economics

This style guide is to be used by students in economics courses with paper assignments. Your professor will let you know if you are expected to follow these guidelines. If you are required to follow the guidelines but fail to, your grade may be penalized for improper format.

General formatting

Paper: Use plain white paper, 8.5" x 11". Do not submit papers on scratch paper, and do not print the paper double-sided.

Margins: 1 inch each side, top and bottom

Font: Times New Roman, 12 pt. (This is the font used in this Style Guide.)

Spacing: Double space between lines and standard spacing between characters. Use only one space between sentences.

Page numbering: Number each page in the lower right corner using Times New Roman 12 pt. font. Do not number the title page.

Specific formatting

Title page: Your paper should have a title page. Use Times New Roman 12 pt. font, single spaced. To type your title page, come down from the top of the page 10 spaces. Then center the title of the paper and use **boldface** font, still Times New Roman 12 pt. After the title, hit return three times, so that there are two blank lines. Then center the following information in regular font:

Your name
Class number and title
Class days/time
Professor's name Date

If your paper needs additional description (e.g., "First Draft"), put this information immediately under the paper title, but do not use **boldface** font.

See p. 3 for an example of a title page.

Paper Text: Indent the first line of each paragraph using the "Tab" key. Double-space the text. The right margin should not be justified.

See p. 4 for an example of the paper text.

Footnotes: You may use footnotes or parenthetical comments in the text to expand on ideas discussed in the text. These should be used as seldom as possible. Please do not use footnotes for citations.

See p. 4 for an example of a footnote.

Tables and Figures: The purpose of tables and graphs is to provide information in a format more convenient than text. If you wish to include supplementary material such as tables or graphs, these should be included in the text near the point at which they are discussed. You should use Times New Roman font, 11 pt. for figures and tables. Make sure you put an extra line space above and below text and tables, graphs, or figures. Label the graphs at the top using **boldface** font. Number the items. For example, the first and second graphs in your paper should be labeled Figure 1 and Figure 2. The first table should be labeled Table 1. Following the label, write a brief description of the contents of the graph.

See pp. 5-6 for examples of tables and figures.

Equations: If your paper involves equations, these should be created using an equation editor. For simpler equations you may simply change the font as necessary. Microsoft Word has both an equation editor and a “symbol” font that work well. The equation should be centered on the line, with an equation number flush against the right margin of the page. The equation number should be in **boldface**.

See p. 6 for examples of equations.

In-Text Citations: If you use another author’s ideas or quote directly from another work, you must cite that material. Normally you should reference the work immediately after referring to it or quoting it. You should provide the author’s name and the year of publication in parentheses. If you are quoting directly or referring to specific discussion, also indicate the page number. Generally, you should avoid direct quotations unless you are discussing the specific *wording* rather than the general idea(s). However, even when paraphrasing someone else’s work, you must cite it.

See pp. 7-8 for examples of citations.

Bibliography: If you cite other works in your paper, you must attach a bibliography at the end of the paper. The bibliography must start on a new page and should be numbered. The font should be the same as the rest of the paper. The format of the references depends on the type of publication.

See pp. 9-11 for examples of bibliography entries.

Finishing: Staple the upper left hand corner of the paper. Do not fold the corner or use a paper clip in lieu of a staple. Do not put a binder or cover on the paper.

Other suggestions

You should always use a spell-checker and read through your final paper draft before submitting it. Typographical and grammatical errors may be heavily penalized. In the economics program we expect students to write thoughtful papers and to format them professionally.

If you have any questions, contact your professor.

The Economics of This or That

First Draft

Joe T. Sickzpak
ECON 3650, Public Choice Theory
M,W 11.00-12.15
Professor Jones
December 5, 20xx

*Do **not** put a page number on your title page.
There's a number on this one because it's part of the packet.*

The Economics of This or That

This is how the first page of your text (after the title page) should look. Notice that we've got the title in bold, 12 pt. Times New Roman font. Then there's an extra space before the text starts. This is an example of how your text should look. Notice that the paper margins are 1 inch on all sides. The font is Times New Roman 12 pt. The paragraph is double spaced, and the spacing between the characters is standard. (Do not attempt to increase the spacing between characters, like this, for example.)¹

If you start a new paragraph, just use the "tab" key to indent. Did you notice in the paragraph above that the right edge was not flush but the left one was? That's the way your paragraph should look. The right edge is not justified. The same is true of this paragraph.

If the text was right-justified, it would look like this paragraph. Some people think this looks better, but it can create awkward looking spacing. For example, a long word like "supercalifragilisticexpialidocious" is automatically moved to the next line. This causes the spacing in the previous line to be expanded. It looks strange, doesn't it? So it's best to just leave the right margin unjustified. Just to be clear, your paragraphs should not look like this one; the right edge of the text should not be flush.

Page numbering is easy. The numbering appears in the lower right corner. Make sure the page numbers are in Times New Roman font size 12 pt., just like the main text. The title page is counted as the first page, but remember, you should not number the title page. This page is 4 instead of 2 because we're numbering the style guide, not this fictional paper.

¹ This thing you're reading right now is called a "footnote." These are generally used to expand on the discussion in the text or to discuss something important but not directly related to the text material. An alternative would be the parenthetical statement that appears immediately before the footnote in the text. You should use these sparingly. If it's really relevant, try to work it into the text.

On this page you can see an example of a table, and on the next page there's a figure.

Consider the regression results presented in Table 3.

Table 3. Regression Results (Dependent variable = *SCORE*)

Variable	Coefficient	<i>t</i> statistic
Constant	26.703	0.536
<i>FEMALE</i>	-1.198	-0.687
<i>FRESHFALL</i>	-4.717**	-2.888
<i>GPA</i>	12.152**	9.104
<i>SATM</i>	0.036**	2.689
<i>SATV</i>	0.004	0.354
<i>SMALL</i>	3.828*	2.125
<i>TRANSFER</i>	0.119	0.069
<i>YEARBORN</i>	0.011	0.018

* significant at the .05 Type I error level

** significant at the .01 Type I error level

Source: Arias and Walker (2004, p. 231)

Among other things, the table shows that class size (*SMALL*) is statistically significant. This means that students in a small economics class tend to perform better.

Notice that there is an extra space above and below the table. The table is centered. The font for the table is Times New Roman 11 pt. This is smaller than the font used in the text. The table heading number is in **boldface** type. Since the table is taken from another paper, the source is listed below the table.

Next look at Figure 2, below. It shows a supply, demand, and consumer and producer surplus. You should try to place the graph near where it is first mentioned in the text. Since the figure won't fit on this page, though, we're going to insert the figure at the top of the next page. But we can go ahead and begin discussing the figure here, since we have room. The figure is not too large, and it's not so small that you can't read it.

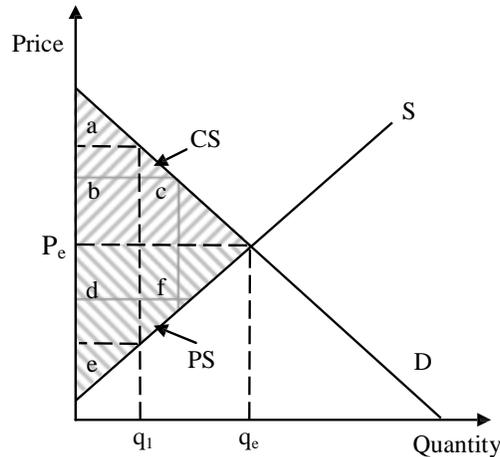


Figure 2. Consumer and producer surplus

You'll notice that every curve on the graph is labeled. Make sure you consistently label your graphs. The font is Times New Roman 11 pt. For figures, put the label below. Notice how there is an extra space between the figure and the text? That's how it should be.

One other thing, both for tables and graphs. If you have more than one of each in your paper, make sure they are formatted consistently. So Table 4 should look structurally similar to Table 3 and the others. If Figure 3 is another supply and demand graph, use the same axes and labeling as you did in Figure 2. Don't randomly switch formats just to be cute. The general rule is to be consistent, not cute.

If your paper includes equations, there are two ways to incorporate these into your text. The first is to do it in-line if it's a simple or short equation, like $\lambda = f(\hat{z}) - F(\hat{z})$. This one works pretty well in the text. It was written using the equation editor, but for simple equations you can simply type them. If the equation is more complicated or long, we want to indent and italicize it. Also number the equation in the right margin. The next equation would be (2).

$$\begin{aligned}
 SCORE = \beta_1 + \beta_2 FEMALE + \beta_3 FRESHFALL + \beta_4 GPA + \beta_5 SATM + \\
 \beta_6 SATV + \beta_7 SMALL + \beta_8 TRANSFER + \beta_9 YEARBORN + \varepsilon
 \end{aligned}
 \tag{1}$$

Suppose I'm writing a paper on externalities and I want to discuss someone else's work. For example, Baumol and Oates (1988) have a comprehensive discussion of externalities. They explain, "...a technological externality produces a *shift* in the functions relating quantities of resources as independent variables and output quantities or utility levels of consumers as dependent variables" (Baumol and Oates 1988, p. 30).

Notice that when we are quoting directly from the text, we use quotation and the citation – including page number – is outside the quotation marks. A period is placed at the very end. But if the quotation is longer than 3 lines of text, you indent it and single-space it. If we wanted to again quote from Baumol and Oates, it would look like this:

The smoke that increases the soap and labor costs of the laundry means that, if one were to employ the same quantities of inputs as would be used in the absence of the externality, either fewer clothes must be laundered or the clothes cannot come out as clean. But with the enhanced demand for shoes, it need take no more leather than before to produce a handbag. The higher price of handbags represents, in effect, only a transfer of income from the purchasers. (Baumol and Oates 1988, p. 30)

Notice that the indented quotation does not have quotation marks. The period falls after the quotation, not after the citation. After the indented quotation, leave an empty space and return to double-spacing the text. If the reader is interested in reading more about externalities, see the classic article by Coase (1960).

In the above discussion, you have seen quotations and citations of books and articles. We also should mention book chapters, online articles and newspaper/magazine articles. (Of course, for a research paper you should be relying primarily on scholarly articles and books.) Consider the contribution by Shaffer, Hall, Walsh, and Vander Bilt (1995). This article deals with psychology, and it was published in conference proceedings. The bibliography entry for this would be similar to a chapter from a book. If we cited this paper again in the text, we could just

write it as Shaffer et al. (1995), since there are more than two authors. If there are two authors, you list both authors every time you cite them, as we did above with Baumol and Oates (1998).

For the bibliography, we will provide other examples. If you use data that you found online, say the CPI, you'd want to cite its source (Bureau of Labor Statistics). For an example of how to site an online article, take a look at Arthur Anderson (1997). For a magazine article example, see Levine (2003) and for a newspaper see Mathews (2005).

Since the paper is finished, we'll start the bibliography at the top of the next page. Here's how it would look for our fictional paper.

Bibliography

- Arthur Anderson. 1997. Economic impacts of casino gambling in the United States. Vol. 1: Macro study. American Gaming. <http://www.americangaming.org>. (Accessed Aug. 12, 2006.)
- Baumol, W., and W. Oates. 1988. *The Theory of Environmental Policy*, 2e. New York, NY: Cambridge University Press.
- Bureau of Labor Statistics. 2006. Consumer price indexes. <http://www.bls.gov/cpi/home.htm>. (Accessed Dec. 18, 2006.)
- Coase, R. 1960. The problem of social cost. *Journal of Law and Economics* 3(2): 1-44.
- Levine, R. 2003. Betting the budget. *U.S. News & World Report* 134: 55-56 (Mar. 31).
- Mathews, Mark. 2005. The high price of not attending college. *Centre Daily Times* (Sept. 15, sec. F).
- Shaffer, H., M. Hall, J. Walsh, J. Vander Bilt. 1995. The psychological consequences of gambling. In Tannenwald (1995), pp. 130-141.
- Tannenwald, R. (ed.) 1995. *Casino development: How would casinos affect New England's economy?* Symposium proceedings. Federal Reserve Bank of Boston.

The above entries would complete the bibliography for our example. Notice the title of the page is followed by two blank lines, that the bibliography is single spaced, that each line after the first line in each entry is indented one tab. This page is numbered, and would be the last page in your paper.

The cited entries are alphabetized by the first author's last name. If there is more than one entry for an author, list them chronologically (from older to more recent).

Normally you will list the author's last name and first initial. ("Arthur Anderson" is a firm, not a person.) After the author name(s) you list the year the work was published. Then list the title, followed by some supplemental information which depends on the type of work being cited. A short description of each of the above entries follows.

WEB SOURCES

Arthur Anderson. 1997. Economic impacts of casino gambling in the United States. Vol. 1: Macro study. American Gaming. <http://www.americangaming.org>. (Accessed August 12, 2006.)

Bureau of Labor Statistics. 2006. Consumer price indexes. <http://www.bls.gov/cpi/home.htm>. (Accessed December 18, 2006.)

The first entry is an example of a document that is available only online. Notice that only the first word of the title is capitalized. (This is also true for books and newspaper or magazine articles, but not journal or book *titles*.) You must indicate the web address where you found the article. Be as specific as possible and double check to make sure the address works. At the end list the date you accessed the site to confirm it worked.

The BLS entry is an example of an entry for an online data source. The reader should be able to easily find the information you are citing.

BOOKS

Baumol, W., and W. Oates. 1988. *The Theory of Environmental Policy*, 2e. New York, NY: Cambridge University Press.

Baumol and Oates is a regular book. It represents the simplest of bibliographical entries. The “2e” means “second edition.” After the title and edition number, if applicable, list the city and state (or city and country, if outside the U.S.) in which the book was published. This is followed by a colon (:) and the publisher.

If the book is edited, you put “(ed.)” or “(eds.)” after the editors’ names, before the publication year.

JOURNAL ARTICLES

Coase, R. 1960. The problem of social cost. *Journal of Law and Economics* 3(2): 1-44.

Coase is a journal article. Notice the title of the article is not italicized and only the first word is capitalized, but the title of the journal is both italicized and each word is capitalized. The “3(2): 1-44” is volume number (3), issue number (2), and page numbers (1-44). They should be formatted as above. You do not need to indicate the month the journal issue was published.

MAGAZINE ARTICLES

Levine, R. 2003. Betting the budget. *U.S. News & World Report* 134: 55-56 (31 March).

NEWSPAPER ARTICLES

Mathews, Mark. 2005. The high price of not attending college. *Centre Daily Times*, September 15, sec. F.

Levine is an example of a magazine article and Mathews is an example of a newspaper article. (Avoid relying too much on these types of unscholarly works. They may be good for setting a tone but are generally not written by experts in the field.) The title of the publication is italicized, and as with journals, you list the volume (and issue, if applicable) and page numbers. For magazine and newspaper articles, make sure you list the date the article was published.

ARTICLES IN EDITED PROCEEDINGS OR BOOK

Shaffer, H., M. Hall, J. Walsh, J. Vander Bilt. 1995. The psychological consequences of gambling. In Tannenwald (1995), pp. 130-141.

EDITED PROCEEDINGS OR BOOKS

Tannenwald, R. (ed.) 1995. *Casino Development: How Would Casinos Affect New England's Economy?* Symposium proceedings. Federal Reserve Bank of Boston.

Shaffer et al. is an article in a conference proceeding. You would use a similar format if you're citing a chapter from a book. The difference between this and a journal article is that you simply refer to the book or other source of the article. In this case, it's Tannenwald. List the date and page numbers. This requires that you also create an entry for Tannenwald, even though it isn't directly cited in your paper. Tannenwald is an edited conference proceedings.

If you were to just cite the Tannenwald proceedings generally and not a specific paper from it, the entry would be the same as the Tannenwald entry above.

Finally, if you're using data or other materials from websites, try to list them similar to the Arthur Anderson entry above. The most important thing is to give the reader complete information on how to find what you're citing.