

## APPENDIX A STYLE OF DRAFT AND FINAL PAPER FOR SENIOR PROJECT

Both your draft and final paper for the senior project must meet the following guidelines.

1. Use only standard-size paper (8.5 x 11 inches). Use a 12-point Times New Roman font and maintain a 1-inch side, top, and bottom margin. Number all your pages excluding the title page and abstract page.
2. **DOUBLE-SPACE** the entire text.
3. **TITLE PAGE** should be on a separate page with project name and author.
4. **TABLE OF CONTENTS** is required and should note headings and sub-headings by page number.
5. **ABSTRACTS** are required. See Structure of Draft for details.
6. **SECTION HEADINGS AND SUBHEADINGS** should be clearly detailed in your paper. These headings should have a physical layout that helps the reader comprehend the structure of the paper. Make the headings informative. Section headings should be given Roman numerals (I., II., etc.); subsections should be lettered A., B., etc.
7. **FOOTNOTES** must be single-spaced. The footnotes should be numbered consecutively (i.e., 1, 2, 3, etc.).
8. **REFERENCE TO INDIVIDUALS IN THE TEXT** should include the first name, middle initial, and last name in the first instance. Subsequent references should give last name only. Do not refer to individuals as Mister, Doctor, Professor, etc.
9. **REFERENCE TO ORGANIZATIONS OR GOVERNMENTAL AGENCIES IN THE TEXT** should give the name in full, followed by the abbreviation in parentheses -- subsequent references should give abbreviation only; for example: Social Science Research Council (SSRC) [first occurrence], SSRC [subsequently].
10. **REFERENCE TO ARTICLES AND BOOKS IN THE TEXT:** Give full name (first name, middle initial, and last name) of author(s) and year of publication in the first citation, with page number(s) where appropriate. When more than one work by the same author is cited, give the last name of author and year of publication in parentheses for each subsequent citation. When listing a string of references within the text, arrange first in **chronological** order, then alphabetically within years. If there are three or more authors, refer to the first

author, followed by et al. and the year. If there is more than one publication referred to in the same year by the author(s), use the year and a, b, etc. (example: 1997a, b). References to authors in the text must exactly match those in the Reference section.

**11. REFERENCE TO INFORMATION ON THE WEB:** When citing internet sources as a general rule include information on the (a) author(s), (b) title of work, (c) print publication information, (d) title of online site, project, journal or database, underlined, (e) the date when the work was posted or updated electronically, (f) date when you accessed the site, and (g) electronic address (URL). For more information on citing internet and other electronic sources refer to the MLA Web site at <http://www.mla.org>.

**11. MATHEMATICAL EQUATIONS** should be typed on separate lines and numbered consecutively at the right margin, using Arabic numbers in parentheses.

**12. QUOTATIONS** must correspond exactly with the original in wording, spelling, and punctuation. Page numbers must be given. Changes must be indicated: use brackets to identify insertions; use ellipsis dots (...) to show omissions. Also indicate where emphasis has been added. Only lengthy quotations (more than 50 words) should be separated from the text; such quotations must be double-spaced and indented at the left margin.

**13. TABLES** must be on separate pages – not incorporated within the text – and should be numbered consecutively with Arabic numbers. Each table must have a title and should be *no more* than 10 columns wide. Use Panel A and Panel B to denote sections of a table.

Do not abbreviate in column headings, etc. Spell out "percent"; do not use the percent sign. Place a zero in front of the decimal point in all decimal fractions (i.e., 0.357, not .357).

Table footnotes are also to be single-spaced. For footnotes pertaining to specific table entries, footnote keys should be lowercase letters (a, b, c, etc.); these footnotes should follow the more general table Note(s) or Source(s). Use asterisk (\*) footnotes for the following: \*Significantly different from 0 at the 5-percent level. Full citations of the sources are to be included in the References.

**14. GRAPHS** should be full size page. Also label all axes, curves, and intersections in the graphs, number them consecutively, and provide full footnotes wherever relevant. All graphs should have a clear number, title and source attribution.

**15. REFERENCE SECTION** must be double-spaced, beginning on a new page following the text, giving *full* information. Use *full* names of authors or editors (**last names first**), using initials only if that is the usage of the particular

author/editor. List all author/editors up to/including 10 names. Authors of articles and books and material without specific authors or editors, such as government documents, bulletins, or newspapers, are to be listed alphabetically.

A) **Books:** List Author or Editor. *Title*. Place of publication: Publisher, year.

B) **Articles:** List Author. "Title of Article." *Journal*, month and year of issue, *volume* (and issue number) in Arabic numerals, inclusive of page numbers. Specify if volume is part of title (*volume 2*) or not (Vol. 2).

C) **Unpublished Papers:** List Author. "Title." Working paper or discussion paper (including number if any), institutional affiliation, date.

D) **Chapters in Edited Volumes:** List Author. "Title," Editor, *Volume Title*. Place of publication: Publisher, year, inclusive page numbers. Specify if volume is part of title (*volume 2*) or not (Vol. 2).

**16. DATA SOURCES** must be given with full information and listed in the References.

**17. SPELLING:** Authority for spelling, capitalization, and hyphenation of words is *Merriam Webster's Collegiate Dictionary, Tenth Edition* and *The Chicago Manual of Style*. Foreign words or phrases are underlined (italicized) unless they are also part of the English language (listed in *Webster's*); for example, "a priori," "ex officio," and "per se" are not underlined, but "ex ante" and "ex post" are underlined. Avoid overcapitalization and excessive underlining or italics for emphasis. Use quotation marks only for the *first* occurrence of terms with special meaning.

**18. OTHER STYLE POINTS:** (1) In the acknowledgement footnote, feel free to acknowledge your senior project advisor and anyone else you feel has helped you with your paper. (2) Do not use the % sign; always spell out the word percent; (4) Apostrophes are used for decades (i.e., 1990's), not generally for pluralization (i.e., HMOs); (5) Hyphenate compound adjectives when they come before a noun, not after (i.e., a well-known author; an author well known). Generally, the following prefixes are not hyphenated: non, pre, post, over, under, intra, pro, re, semi. However, quasi and self are hyphenated whether they precede or follow the noun.

**19. LENGTH** of the paper should be approximately 15-20 pages.