

# Guidelines to Term Papers

## Submission

Term papers have to be submitted to the lecturer in pdf format via email, at the due date: late submission will entail failing the assignment.

## Plagiarism

Using the words or ideas of another person without acknowledgement is **plagiarism**. If you are quoting the words of someone else make this clear. Similarly if you paraphrase the words of someone else make this clear. There is nothing wrong with substantiating your argument through reference to other people's work. It is wrong not to acknowledge that this is what you are doing. **PLAGIARISM IS A SERIOUS OFFENCE**, because it is a form of cheating. Note that whoever marks your essay will have quite a knowledge of work published in their field of specialism. Stylistically too it is easy to detect elements in a piece of work which do not belong to the student. These comments refer also to the copying of work written by other students as well as published sources. The simple rule is always to acknowledge your sources<sup>1</sup>.

## Paper structure

1. Front Page: Course title, supervising lecturer, title of work, name and email address of the author.
2. Table of Contents: Index of chapters, sections and subsections of the work numbered with Arabic numbers (1, 1.1, 1.1.1, etc.).

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<sup>1</sup> Uwe Cantner, *Guidelines to term papers and dissertations*.

3. Abbreviations list (optional): List only abbreviations used in text; commonly used abbreviations, such as “etc.” “et. Al.” should not be listed
4. Introduction: Expose the main questions that introduce the readers to the topic of your paper and explain them the structure of your work.
5. Main text: the core of your work.
6. Conclusion: a brief summary and a critical assessment of the work.
7. Appendix (optional): you can put here additional material, such as data, additional tables and graphs, etc.
8. Bibliography: list every source that you have used in the main text, and only it. Sources have to be listed in alphabetical order of author/editor (when several works by the same author are quoted, list them in ascending chronological order) according to the following examples:

Books:

- Bonelli F. (1971), *La crisi del 1907. Una tappa dello sviluppo industriale in Italia*, Torino, Fondazione Einaudi.

Book chapters:

- Conti G. (1999), ‘Le banche e il finanziamento industriale’, in F. Amatori et alii (eds.), *Storia d’Italia, Annali*, vol. 15, *L’industria*, Torino, Einaudi, pp. 441-504.

Journal article:

- Diamond D.W. and P.H. Dybvig (1983), ‘Bank runs, deposit insurance, and liquidity’, *Journal of Political Economy*, vol. 91, no. 3, pp. 401-419.

Working papers have the same formatting as journal articles, but you have to mention the institution publishing them, too:

- Brambilla C. and G. Piluso (2008), ‘Italian investment and merchant banking up to 1914: Hybridising international models and practices’, *Discussion papers*, n. 69, Dipartimento di scienze economiche, Università degli Studi di Pisa.

Unpublished thesis:

- Hill N.K. (1950), ‘The history of the Imperial Continental Gas Association, 1824-1900’, Ph.D. Thesis (University of London).

## Paper layout

- Margins: above / below 2,5 cm, right / left 3 cm.
- Font: Times New Roman, 12 pts (footnotes 10 pts), line spacing 1,5.
- Insert page number on all pages.

### In the text:

- Numbers: They are generally in figures when indicate measures or high quantities (e.g. 15 metres; 15,700), otherwise they are spelt out (two firms, ten days). Use commas as thousands separator, and dots for decimals: 2,520; but 3.5% etc. Use per cent instead of %. Meter, centimeter, kilometers, dollar are usually spelt out; abbreviation/acronyms are used in formulas and tables (keep uniformity all over the paper).

- Tables and graphs: Tables and graphs should be put in the text near the passage in which they're quoted and discussed. They get a numeration and a title. For instance:

– Graph 1. European GDP growth, 1945-1970 (annual per cent variation)

Number tables and graphs independently. Under any graph and table put the source (same character as the text, size 10, single space). Graphs and tables must mention the appropriate unity of measure (percentage, Euros, thousands of dollar, etc.). For instance:

– Source: elaboration on Maddison, 2005, pp. *xx* (or Table *xy*, etc.)

- Quotations are to be made in the main text, not in footnotes; use footnotes only for additional information. In text, quotation shall be written in the form: (Surname, year); for instance:

– (Schumpeter, 1939).

- When quoting someone else precise words (besides putting the quotation between inverted commas “ ”) or data, give the exact point (i.e. page) where you got that quotation or reference. For instance:

– (Maddison, 2005, pp. 18-21).