



Master's Programme in Political Economy

Guidelines for Academic Writing

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Kontakt

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1. Organizing the Content of the Work: main text

1.1 The Outline

Outlining is a method of using headings and subheadings to structure the content of academic work. A particularly advantageous outline format is the decimal outline, for example:

1 ...
 1.1 ... 1.2 ...

1.2.1 ... 1.2.2 ...
 2 ...

2.1

Alternatively, an alphanumeric outline may be selected: (A, B,...; I, II,...; a, b,...).

For the sake of clarity, more than four levels of subdivision should be avoided.

Coherent thinking is shown in a logically correct outline. Subsections, which are on the same level in the outline, must stem from a common higher problem or question (i.e. the subsections 2.1.1 - 2.1.4 all explain the problem or question 2.1). The individual subsections should carry equal weight as far as possible. Each division must have at least two parts (i.e. from subsection 2.1.1, at least one subsection 2.1.2 follows).

The outline is an important part of the work and shows in which way the topic has been understood and treated. It should reflect the logical structure of the work and serve as a first information about the content of the work. A clear arrangement of the headings of the outline in the table of contents and an explanation for the chosen structure of the work in the introduction, facilitates the reader's access to your work.

1.2 The Table of Contents

The table of contents, conventionally entitled "Contents", gives a complete overview of the individual chapter headings with their corresponding page numbers. The lists of figures, tables, abbreviations and symbols, the appendices and the list of references appear in the table of contents without a heading number. **The statutory declaration is not part of the table of contents.**

1.3 Abbreviations

For reasons of legibility, abbreviations should be used as sparingly as possible in the text of the work. However, for references to literature, abbreviations contained in a standard dictionary of English (for example, *Oxford* or *Webster's*) may be used.

Examples of Abbreviations used in References:

app. = appendix
art. = article (plural: arts.)
cf. = compare (not meaning “see”)
chap. = chapter (plural: chaps.)
ed. = edition, edited by; editor (plural: eds.)
et al. = and others
etc. = and so forth
fig. = figure (plural: figs.)
i.e. = that is
n.d. = no date
n.p. = no place,
no. = no publisher number (plural: nos.)
p. = page (plural: pp.)
par. = paragraph (plural: pars.)
pt. = parts (plural: pts.)
sec. = section (plural: secs.)
trans. = translator
vol. = translated by volume (plural: vols.)

Special abbreviations in the text, in tables and figures, or the list of references, must be explained in an alphabetical list of abbreviations.

Each quotation must be verifiable. Therefore, whenever any material (text, tables, figures etc.) is quoted directly or indirectly from any source, reference to the source must be given, both in the text of the work and in the list of references. Failure to acknowledge sources can result in the non-recognition of the Thesis, because of plagiarism. Reference to the source must also be given for information not drawn from the literature, but obtained, for instance, in personal interviewing.

1.4 Direct Quotations

Direct quotations must repeat the exact wording of the original source. Short, direct quotations are enclosed in double quotations marks and incorporated into the running text.

Example:

According to Siebert, “The rise of the European welfare state in the 1970s effectively raised the reservation wage by a whole set of measures: the duration of benefits was often increased; it was made easier to obtain unemployment benefits” (1997, 50).

A direct quotation should generally not be longer than four lines of text. If longer quotations are unavoidable, they are set in a new single-spaced paragraph and are not enclosed in quotation marks. There are variations on the presentation of longer, so-called block quotations. One variation is to indent them in their entirety from the left margin. Another variation is to present the quotations in a font size one point smaller than the normal text. A further variation is to indent the quotations equally from both the left and right margins. One variation should be chosen and used consistently throughout a written assignment.

Example:

This difficulty was described by Solow as follows:

The whole economy is assumed to be growing at its natural rate, g_0 . Obviously this creates a problem. If a firm should choose to grow forever at a rate g which is larger than g_0 , eventually it (or whichever firm chooses the largest rate of growth) must dominate the whole economy, and the economy will be growing not at g_0 , but at g . (1971, 319-320)

The omission of one or more words from a direct quotation is indicated by an ellipsis (three dots).

Example:

Freeman concludes that it is “a highly interrelated welfare state and economy in which many parts fit together ... in ways that maintained high employment and wage compression, that offset work disincentives from welfare benefits and high taxes” (1995, 18).

Any additions to an original quotation are enclosed in square brackets: [...].

Example:

From his research on retirement pensions and savings, Feldstein concludes that “the social security program [in the United States] approximately halves the personal savings rate” (1974, 922).

1.5 Indirect Quotations

Indirect quoting refers to when you present an author’s ideas in your own words. This is done by either paraphrasing or summarising the information to be quoted from a source. Indirect quoting is the most common method of citation. Indirect quotations are not enclosed in quotation marks.

Examples:

The implications of this approach for public policy have been clearly discussed by Offe, who identifies three subsystems within modern society: the economic subsystem; the political- administrative subsystem; and the normative subsystem (1984, 52).

In 1990, the income differences per capita of 1950 had been reduced by well over a half (Obstfeld and Rogoff 1996, 455).

1.6 Additional Remarks

It must be ensured that each quotation, taken out of its context, does not acquire a different meaning to that attributed to it by the author in the original text.

So that quotations can be verified, in addition to the literature details, the page numbers of the original source from which the quotation was taken, must always be given. This applies to both direct and indirect quotations.

As a rule, the original (primary) source should be quoted. It is only permissible to quote from a secondary source if the original source cannot be obtained. In this case, the reference gives the original source “quoted in” or “cited in” the secondary source.

Example:

In his study, Smith argues that ... (Smith 2001, 44, quoted in Jones 2002, 101).

Generally, direct quotations from German and French sources do not have to be given in English in the text. Direct quotations from other foreign language sources must be presented in English. Own translations are permitted if no translation of the source has been published. Own translations must be indicated in the text, for example, by “own translation”. The source of the original quotation must be acknowledged.

1.7 Acknowledging Sources in the Text

Most economics journals employ the author-date reference system. We also recommend the use of this system in your academic work.

In-Text References using the Author-Date System

Each time a reference is made to any source in the text, three pieces of information are required: 1. the name of the author(s), 2. the year of publication, 3. the page number(s). Full bibliographic details are then given in the list of references (see Section 4.3).

In-text references may be placed at the end of a sentence in parentheses.

Example:

The administration of the requirement to search for work was tightened, with the result that 35,000 people lost their entitlement to unemployment insurance in 1993 (OECD 1996, 43).

Alternatively, the author’s surname may be integrated into the text and followed by the year of publication and the page number(s) in parentheses.

Example:

Bean, in his survey of European unemployment, concludes that “there does not seem to be any single cause of the rise in European unemployment” (1994, 615).

No comma appears between the author’s name and the year. The abbreviations for page “p.” and pages “pp.” are not necessary, unless confusion would arise. References to a passage extending over several pages should give the first and last page numbers, for example, (Jones 1985, 25-28). The use of f. (and the following page) or ff. (and the following pages) is discouraged.

Examples of In-Text References To refer to more than one work

References to several works are separated with semicolons and arranged chronologically:

(Barro 1992, 223; Bhagwati 1994, 535)

To cite a work with two or three authors

(Obstfeld and Rogoff, 1996, 455) (Caves, Frankel, and Jones 1996, 10)

To cite a work with more than three authors

Use the surname of the first author and “et al.” (and others):

(Heister et al. 1995, 12)

To cite more than one work by the same author

Arrange citations in chronological order: (Feldstein 1997, 1998)

With page numbers:

(Feldstein 1997, 23; Feldstein 1998, 20)

To cite two or more works by an author published in the same year

Attach a lower-case letter (a, b, c etc.) after the year:

(Stiglitz 1999a, 1999b)

with page numbers:

(Stiglitz 1999a, 59; Stiglitz 1999b, 11)

To cite authors with the same surname

Use their initials to avoid confusion:

(Jones, P. 1994, 20) (Jones, L. 1996, 10)

If no author’s name is given and the work is published by an organisation

The name of the organisation serves as the author’s name:

(World Bank 1994, 177)

To cite from newspapers

Cite the name of the author, the year, and the page number(s):

(Benoit 2003, 14)

If no author is given, cite the name of the newspaper, the year, and the page number(s):

(*Financial Times* 2003, 14)

To cite Internet sources

Cite the author's name and the year of publication or update. The page number(s) should be given if available:

(Liesenfeld and Pohlmeier 2003, 15)

2. Organizing the Content of the Work: additions to the main text

2.1 List of References

When a work is cited as part of a parenthetical statement in the text

One pair of parentheses suffices:

A number of reasons have been identified in the research (see e.g. Smith 1993, 20-24).

When a work is cited as part of an acknowledgement (e.g. for a table or figure)

Only the date and page numbers are in parentheses:

Source: OECD (2003, 25)

When a work is to be published in the future

Use "forthcoming":

One source (Smith, forthcoming) states ... Smith (forthcoming) states ...

The list of references contains all works cited in the written assignment and is entitled "References". Entries in the list of references are ordered alphabetically according to the surname of the author and if several works by the same author have been cited, these must be ordered chronologically. The examples in this section follow the author-date reference system. A glance at the list of references of journal articles or books, based on the author-date system, reveals that various styles are in use. It is important to adopt one style and to use it consistently throughout an assignment.

With regard to the layout of the list of references, the following applies. The list of references is single-spaced with one blank line between each entry. The first line of each entry begins full left. If an entry is more than one line of text, the second and any subsequent lines are indented from the left margin.

The following details are required.

a) Books

- surname and first name of the author(s)
- year of publication
- title of the book (in italics)
- edition (if applicable)
- place of publication
- publisher

Example with a Single Author:

Haufler, Andreas. 2001. *Taxation in a Global Economy*. Cambridge: Cambridge University Press.

Example with Two or More Authors

Brealey, Richard A., and Stewart C. Meyers. 2003. *Principles of Corporate Finance*.

7th ed. Boston: McGraw-Hill.

Layard, Richard, Stephen Nickell, and Richard Jackmann. 1991. *Unemployment:*

Macroeconomic Performance and the Labour Market. Oxford: Oxford University Press.

Note that if there is more than one author, all are listed. It is unconventional to use et al. in a

list of references. Also, only the name of the first author is in reverse order. 8

Example with a Corporate Author:

OECD. 2000. *Reforms for an Ageing Society*. Paris: OECD.

When a book carries no author's name and is published or sponsored by an organisation, the name of the organisation serves as the author's name.

b) Article in an Edited Book

- surname and first name of the author(s)
- year of publication
- title of the article (in quotation marks)
- "In" followed by the title of the edited book (in italics)
- "ed." (for edited by), followed by the first name and surname of the editor(s)
- page numbers of the article
- place of publication
- publisher

Example:

Francesco, Farina. 2000. "The Economics of European Monetary Integration and the Convergence Problem." In *European Economies in Transition*, ed. Oliver Fabel, Francesco Farina, and Lionello F. Punzo, 3-37. Basingstoke: Macmillan.

c) Article in a Journal

- surname and first name of the author(s)
- year of publication
- title of the article (in quotation marks)
- name of the journal (in italics)
- volume number
- issue number, month, or season
- page numbers of the article

Example:

Hellman, Thomas F., and Joseph E. Stiglitz. 2000. "Credit and Equity Rationing in Markets with Adverse Selection." *European Economic Review* 44(2): 281-304.

d) Theses, Dissertations, Research Papers etc.

- surname and first name of the author(s)
- year of publication
- title (in quotation marks)
- type of source
- number (if a working or discussion paper)
- institution details

Examples:

Eggert, Wolfgang, and Martin Kolmar. 2002. "Information Sharing, Multiple Nash Equilibria, and Asymmetric Capital Tax Competition." EPRU working paper 02-01, Economic Policy Research Unit, University of Copenhagen.

Sabani, Laura. 1993. "Essays on Moral Hazard and Competition in Banking." Ph.D. thesis, University of Cambridge.

e) Newspapers/Magazines

- surname and first name of the author(s)
- year of publication
- title of the article (in quotation marks)
- name of the newspaper/magazine (in italics)
- date
- page number(s)

Examples:

Fischer, Stanley. 1998. "IMF and Crisis Prevention." *Financial Times*, 30 March, 3.

For anonymous articles, begin with the name of the newspaper/magazine:

Economist. 2001. "The European Union Summit: From the Sublime to the Cantankerous." 22 December, 35.

f) Documents from the Internet

- surname and first name of the author(s)
- year of publication or update
- title of the contribution
- the Uniform Resource Locator (URL),
e.g. http://www.uni-konstanz.de/struktur/welcome/index_e.html
- the day on which the information was accessed

Example:

OECD. 2003. “Gross Domestic Product per Capita for OECD Countries.”
<http://www.oecd.org/dataoecd/48/5/2371372.pdf>. Accessed 2 August 2003.

As Internet sources are frequently changed or deleted, it is recommended to save or print out the relevant pages.

2.2 Tables and Figures

Tables and figures must be numbered consecutively throughout the work i.e. Table 1, Table 2 etc. and Figure 1, Figure 2 etc. It is also possible to use the decimal system of numbering by chapter, e.g. Table 2.1 is the first table of chapter 2 and Figure 3.2 is the second figure of chapter 3.

Each table and figure must also be given a caption, which describes concisely and comprehensively what is being shown. Table captions are placed directly above tables, figure captions are placed directly below figures.

The source of tables and figures must be acknowledged when based on primary material. If tables or figures are taken from other sources without any changes, the source description is, for example, **Source:** OECD (1994, 210). If a table or figure taken from another source is modified, the source description is, for example, **Source:** adapted from OECD (1994, 210). Full bibliographic details must be provided in the list of references.

Source details should be placed directly under a table, or in the case of a figure, under the figure caption.

Example of the Positioning of a Table’s Title and Source:

Table 2.3: Trade blocs’ share of world exports in 1991 (%)

Source: United Nations (1993, 82).

Example of the Positioning of a Figure’s Caption and Source:

Figure 3.2: World Transformation Curve and World Market Equilibrium **Source:** Siebert (1999, 25).

Tables and figures set in portrait format are easier to read. If a table or figure is too wide for the page, it can be set in landscape format on a separate page and should be arranged so that the manuscript is turned clockwise to read. Folded tables should be avoided (reduce the size). Place tables and figures as close as possible to where they are referred to in the text of the work.

Tables and figures should be referred to in the text by their number, for example, “Table 2.3” or “Figure 3.2”. So that they can be found quickly, give the page number.

Extensive table or figure material (likewise, long extracts from original sources, legal texts etc.) should be placed in an appendix or several appendices.

If appropriate, a list of figures, entitled “Figures” may be included, which lists each figure in the order of its appearance in the work. Each entry comprises the figure number, its caption, and its corresponding page number. Similarly, a list of tables, entitled “Tables” may be appropriate, which lists each table

according to the order of its appearance in the work. Each entry comprises the table number, its title, and its corresponding page number. If only a few tables or figures are included in the work, such lists are not necessary.

2.3 Equations

When symbols are used for the first time in mathematical equations, they must be clearly defined in the text. Throughout the text, a uniform notation of equations should be used. If necessary, a list of symbols can be included at the beginning of the work.

Equations must be numbered consecutively to allow for cross-referencing. Numbering can be chapter-wise (e.g. 3.1 is the first equation in chapter 3). Equation numbers are enclosed in parentheses and set full right. Equations can be set centred or given a uniform indentation from the left margin. They should be set off from the text by blank lines.

Example:

$$R = p_1x_1 + p_2x_2 \text{ (3.1)}$$

2.4 Footnotes

Footnotes are used to provide information which would disturb if placed directly in the text, e.g. references to sources and additional literature, references to other parts of the manuscript, deviations from the main line of argument in the text.

Footnotes are predominantly used in conjunction with the footnote reference system. The use of footnotes with the author-date reference system is generally discouraged, although sometimes a limited number of footnotes is permitted. With the author-date reference system, footnotes should not be employed for citing sources used, as these appear in parentheses in the text.

Footnotes are denoted in the text by means of a superscript Arabic numeral. The text of the footnote should appear at the bottom of the same page on which the footnote reference number is given. Footnotes should be consecutively numbered.

Avoid using footnotes for long explanations of side issues of the text.

2.5 Hints for Structuring Parts of the Text (Preface, Introduction, Conclusion)

A short preface can be included before the actual text for personal comments on the work.

The introduction presents the motivation of the work. Here, the question or problem addressed in the work should be made clear and differentiated from other problems or questions. The approach taken and the selected structure of the work should be explained.

Summaries at the end of extensive chapters facilitate legibility.

In the conclusion, the main results of the work are summarised and recommendations for further research or treatment of the subject are given.

It is recommended to formulate the introduction and conclusion after completion of the main text of the work.

2.6 Searching for Literature

It is preferable to begin the search for literature to a given topic with survey articles, relevant text books, or articles in international specialist journals, which are of the most recent publication date. On the basis of the bibliographies of these works, it is generally unproblematic to trace previous published literature on the selected topic.

Multi-volume works in the University library provide a suitable starting point for the literature search. Attention should be paid to the publication date.

- The standard work is: John Eatwell. *The New Palgrave*. London: Macmillan. Various publications are available in the library.
- The *Handbooks in Economics*, published by North-Holland/Elsevier, are also recommended.

Various databases can be accessed from the web site of the University library under:

<http://www.ub.uni-konstanz.de/daba/daba-fach-soz.htm#pol>.

These include:

- EconLit: contains all important English language specialist journals in the area of economics.
- BSP (Business Source Premier): a database of business periodicals from general magazines to academic business journals.
- WISO-Net: a database of economics and social science literature, mainly in German.

In addition, the Social Science Citation Index (SCCI) is available on CD-ROM in the “Mediothek” of the library. The SCCI has the particular advantage that you can search for sources which cite a specific work.

Aside from the “KOALA” library search system of the University library, research via Internet may be undertaken. For the use of the Internet for economists, see, for instance, Judge (2000, chap. 6).

Books and journal articles not stocked in the University library may be ordered via the inter-library loan service (“Fernleihe”).

3. Literature on Preparing Academic Work

Judge, Guy. 2000. *Computing Skills for Economists*. Chichester: John Wiley & Sons.

Ritter, Robert. 2002. *The Oxford Guide to Style*. Oxford: Oxford University Press.

The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers. 2010. 16th ed. Chicago: Chicago University Press.

Turabian, Kate. 2001. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th ed. Chicago: Chicago University Press.