Economics 331: Money and Banking   **Prof. P. Tcherneva**

I. General Paper Guidelines:
- The body of the paper should be between 4000 and 4500 words (but no less than 4000 words)

- References, endnotes, footnotes are in addition to this word limit.

- Papers must be typed in **Times New Roman**, **12pt**, with **1.5 line-spacing**. Whether you adjust the length of the paper by playing with the font, font-size or paper margins, ultimately the word count is what matters.

- Please number pages.

- Include a complete list of references/bibliography at the end of the paper.

- Do not plagiarize. Ideas which you have borrowed from someone else need to be properly referenced. The same holds for quotations. Properly cite all sources you have used. This is very important (see details below). Plagiarism will result in a failing grade.

- Write your name, course title and number, and name of instructor at the top of the paper.

- Proof-read. Your grade depends both on content and exposition. If you have grammar or spelling mistakes, your grade will suffer. Please feel free to use UMKC's writing center services if you are having difficulty organizing or editing your paper. http://cas.umkc.edu/writingcenter/students.htm

- **Papers are due at 5:30pm on Thursday, April 27**. Late papers will be marked down by 10%. In other words, a perfect assignment of 100 (highly unlikely for a paper) will receive 90, if turned in late.

II. Content and Organization:
A good paper must first and foremost be well researched. Content is paramount, but if your paper is poorly organized, it will never communicate to the reader how well you have researched or understood the subject-matter. Thus, a paper's structure and organization are crucially important. You may have some brilliant ideas, but if you are unable to organize your thoughts well, all of your points will be lost and most likely overlooked by the reader.

All good papers have an introduction, several sections constituting the body of the paper (which follow logically), and a conclusion.

Example:

1. Introduction: The Argentinean Crisis of 2001-02: Causes and Cures
2. The Argentinean Financial System: a brief Historical overview
3. What went wrong in Argentina: Causes of the financial crisis
4. The Financial Meltdown of 2001-02 and its ripple effects through the Real Economy
5. The Cures: Policy Responses to the Economic Collapse and their effectiveness
6. Conclusion

Always begin your paper with an introduction. Your purpose in the introduction is twofold: to clearly state what your objective is and what your claims are. Second to tell the reader *how* you plan to support your claims. A good way to organize the introduction is to explicitly state what you will say in each section of the paper to follow: "In Section 1, I do so-and-so; in Section 2, I do so-and-so...". Sometimes you may not be sure of all the claims you will make in the paper or even if you initially wanted to make a certain claim, you find out that there is little supporting evidence. Often the process of writing and researching the paper itself reveals new ideas or new claims which you may want to pursue without intending to do so at the very beginning. For this reason, some people find it useful to write the introduction last.

The remaining paragraphs of your paper (except the conclusion) should each make one clear point; it should be obvious, from the structure of your paper, how that point supports the thesis of your paper. Details belong in these paragraphs, not in the introduction.

Use the conclusion only to provide a brief summary of what you have accomplished in your paper. It should be a reminder of what you have proved and how you have proved it. Do not offer new evidence or new ideas in the conclusion. Do not end the conclusion with a question.

III. Plagiarism and the Use of Sources:
Plagiarism is the act of presenting the work of another author, or excerpts, ideas, or passages therefrom, and passing the material off as your own creation.

Plagiarism is a serious offense but fortunately it can be circumvented quite easily by proper referencing and acknowledgement of the other author's ideas. As per this class's policy, if you plagiarize, you will receive an **F** for your paper and possibly an F for the course. Do not copy essays or text directly from the web. It is extremely easy for an instructor to catch this. There are a few simple steps you can follow to avoid plagiarizing:

- Include all sources you use (books, journal articles, web pages, etc.) in your bibliography.
- Even if you read a good idea or find a nice expression you want to use, make sure you do all of the writing yourself. This will help you paraphrase in your own words, making sure you understand the ideas and that you deliver them well to the reader. The key thing is to always site the author from whom you've borrowed and paraphrased. If you do not wish to rephrase, use quotations by properly indenting them and referencing the text from which you are using the quote.
- Cite your sources of ideas in a consistent manner—include citations in the actual text within parenthesis or in the form of footnotes or endnotes (whichever you prefer, just be consistent)
- In the modern web-era the quickest and most dominant form of plagiarism comes from using web sources. AGAIN, do not copy and paste from these sources. It is very easy to catch this. Here are some guidelines on how to reference web sources:

According to Andrew Kantor, in *Internet World* (Feb 1996, p. 26) net citations will differ slightly, depending on where you found them online, but in general these examples can be used:

- Smith, John "John's Page: Good Marketing Tactics" at http://www.stateu.edu/users/jsmith/, 8 August 1996.
- Doe, Jane "Re: Putting Data Online?" in comp.infosystems.www, 2 October, 1996.
- InfoCorp Inc., "Going Digital" at gopher://gopher.icorp.com:70/11/Papers/GoDig/, 15 July, 1996.

Sources:
http://www.lhup.edu/~dsimanek/termpapr.htm
http://ls.poly.edu/~jbain/paperguidelines.htm
http://ucblibraries.colorado.edu/about/glossary.htm