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RULES GOVERNING THE PRESENTATION OF WRITTEN WORK AT ISEG

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RULES GOVERNING THE PRESENTATION OF WRITTEN WORK AT ISEG*

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THIS DOCUMENT defines the formal rules to be followed by students in producing individual or group written work that will be assessed as part of an ISEG course. These rules may also assist future graduates with work to be presented in a professional environment.

1. INTRODUCTION

Careful presentation should not be seen simply as adding value to written work, but rather as a precondition for its acceptance. At any level, be it undergraduate, masters or doctorate, true university education should involve not only acquisition of specific knowledge in a subject area, but should also include rules for social and professional conduct that will prepare students for their future lives.

This document defines the formal rules to be followed by students in producing individual or group written work that will be assessed as part of any course at the School of Economics and Management (ISEG) of the Technical University of Lisbon (UTL). These rules make up the style manual and should be rigorously adhered to in producing any such written work.

There is no such thing as a "correct" style manual, although there are many that are incorrect. This document was written with two main objectives in mind:

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1. To standardise the presentation of written work, following international standards, enabling authors to focus on the most important aspect of the work i.e. its content, rather than wasting time with these technical aspects.
2. To define clearly for future graduates the legal, academic and professional rules that apply in diverse work environments.

In addition to this document, authors should take into account any specific rules for the work they are producing. For example:

- For the Economics undergraduate seminar Final Report, see Rodrigues (2010).
- For the Masters Final Work (MFW) consult the Regulations for Masters Degrees at ISEG (2010).
- For group or individual essays or reports for the different course units at all levels of study, see the websites of the relevant course units.

This document follows the Sonnenschein & Hodges (1980) model, taking into account that the majority of written work is in the form of reports, essays or dissertations which approximate the format of a scientific paper. It is advisable to read Clanchy & Ballard (1997) for a more complete, in-depth and professional analysis of what a well-written university piece of work should be, from the point of view of both the writer (student) and the reader (teacher). For the specific case of the Masters' Final Work (MFW), see Pereirinha (2012), and for doctoral theses refer to Eco (2007) and the University of York (2003).

This text has been written in accordance with the rules stipulated herein.

2. The Writing Process

Authors should be aware when writing that they are not simply recording a list of notes for themselves. They are producing a text that needs to be clear in content and objectives to a reader who has not been involved in its production. The writing should be clear, rigorous, precise, grammatically correct, and contain all the information necessary for the reader to be able to reproduce the work should he/she so desire. Size limits (pages, words or characters) as well as format definitions (margins, font, spacing, etc.) should be scrupulously respected.

The normal rules of writing should not be forgotten: a well written text should have an introduction, discussion and conclusion. The introduction should be 20% or less of the total text. It should present the topic or question clearly, as well as contributions or solutions that the authors are aware of, their intention and methods in carrying out the work, as well as the main results. The discussion is the main body of the work (not less than 70%) and should include the arguments for and against the approach(es) used. The conclusion should be a summary of results and should not be more than 10% of the total.

3. Format and References

The final version of the work should be submitted on A4 paper, printed on one side only, with margins a minimum of 3cm on all sides. The font size should not normally be less than 12, and lines should be double-spaced.

All pages should be numbered in the centre at the bottom. Ideally, all pages except the first will have a header as follows (authors, title, page):

Group 3, Applied Maths, 3rd Yr Prices and Marginal Costs 14

3.1. Cover

Work should be submitted with a cover sheet, which should not be considered in the character/word/page count.

The cover should include: the symbol authorised by ISEG for that purpose[1], the name of the course unit, the academic year/semester, the title, the group name (if applicable), authors (full name, class, course and year/semester) and the date, preceded by "ISEG."

Students should not use symbols or logos without authorisation including those of ISEG and UTL, other than that used for the cover.

3.2. Title, Authors and Headnote

The title should appear on the first page (following the cover). It should be on the first line, centred and in upper case. The authors' names (normally first and last) should be preceded by the word "By." They should be in lower and upper cases, centred on the line below the title, and listed in alphabetical order by family name, as in the following example:

PRICES AND MARGINAL COSTS

By Cristina Abrantes, António Brito and José Castro

Generally speaking, the authors' names should be followed by a headnote consisting of a single paragraph (maximum 100 words) outlining the nature of the work.

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[1] See the template "MFW: Cover and First Page" available from **https://aquila.iseg.utl.pt/aquila/getFile.do?method=getFile&fileId=318663**.

3.3. Footnotes

Footnotes should be kept to a minimum. Numbering should be simple and consecutive (1, 2, 3, ...) with the footnote appearing as close as possible to its numeric reference (usually in the footer of the same page).

3.4. The Text

The main body of the text should be divided into sections, with the respective titles written in lower and upper cases, centred and numbered using Arabic numerals. Subsection titles should be written in italics and numbered according to their section (1.1., 1.2., etc.). The same numbering scheme should be maintained for further subsections (sub-subsections, etc.) i.e. 2.3.1., etc.

3.5. Mathematical Notations

Some rules for writing mathematical notations are already incorporated into specific applications (e.g. *Equation Editor*, *Math Type*, *Scientific Workplace*) and those should be taken into account: variables should be written in italics, matrices and vectors in bold, etc.

Equations and other key mathematical expressions should be written on a separate line, numbered and punctuated in accordance with their function in the text. For example:

$$(17) \quad \max_{C_i(t),L_i(t)} \int_0^{\infty} e^{-\rho_i . t} . u\left[C_i(t), 1-L_i(t)\right].dt \ . \qquad (i = 1, \ldots, n)$$

Shorter, less important expressions may be incorporated into the body of the main text, taking care not to alter the formatting. Fractions are an example: $(a+(b/c))$.

In English, a decimal place is indicated using a period or full stop (1/2 = 0.5), while the thousands separator is a comma (9,524 or 12,435 or 1,736,427). Please note the difference from Portuguese which uses a comma to indicate the decimal place, and a full stop as the thousands separator (for numbers above ten thousand). Also, in English one billion is 10^9, unlike Portuguese in which *um bilião* is 10^{12}.

3.6. Bibliographic References

Bibliographic reference lists should be located in a separate section at the end of the text, before any appendices. They should be listed alphabetically and chronologically. For each citation in the body of the text, there should be a listing in this final section, and there should be no references in the final section which are not cited in the text. Bibliographic references such as "Class Notes from Course Unit *X*" or "Opinion of TV Presenter *Y*" are not permitted.

ISEG uses the Harvard Referencing system. This system does not cover reference style, but defines a method of identifying a work by two fields <author>-<date>. Use of this method takes many forms, and ISEG has opted for a style that is in line with school tradition and for which there are references with examples available for students to consult e.g. Staffordshire University (2012) or the University of the West of England (2012)[2].

Given the complexity of managing a bibliographical database linked to a text, especially on a large scale, such as in a MFW or doctoral thesis, use of specialist

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[2] Go to the webpage and select "Harvard."

software (e.g. *BibTeX*, *EndNote*, *ProCite*, *Reference Manager*) is highly recommended from the beginning. Reference databases such as EconLit or the Web of Knowledge export their listings into most formats used by these programmes, thereby facilitating the construction of a bibliography.

3.6.1. Referencing Works in the Text

References in the body of the text should be cited as e.g. "Romer (2006)" or "Obstfeld & Rogoff (1996)." Where there are three or more authors, the format should be "Snowdon et al (1994)"[3]. If you wish to refer to a work indirectly, brackets should be used "(Rotemberg & Woodford, 1999)" or, if more than one reference is being cited, "(Obstfeld & Rogoff, 1996; Romer, 2006; Snowdon et al, 1994)". If there is more than one reference by the same author with the same date, they should be listed in alphabetical order according to title, and the reference should appear in the text as "Galí (1994a)" and "Galí (1994b)". To cite two works by the same author in the same sentence, the format "Galí (1994a, 2008)" should be used.

The following point deals with the style of the final reference list, which will take the form of a separate section entitled "References". In that list, authors should be identified as "<Surname(s)>, <Initial(s)>." Thus, work by Galí (2008) will appear as "Galí, J.", referring to Jordi Galí. Where there are two authors such as Rotemberg & Woodford (1999), the reference will read "Rotemberg, J. and Woodford, M.", for Julio Rotemberg and Michael Woodford. For three or more authors e.g. Snowdon et

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[3] Derived from the Latin expression "*et alii/aliae/alia*," meaning "and others" (masculine/feminine/neuter).

al (1994), the listing will take the form “Snowdon, B., Vane, H. and Wynarczyk, P.” for Brian Snowdon, Howard Vane and Peter Wynarczyk. If the author is an institution such as the European Commission (2010), the full, unabbreviated name of institution should be used i.e. “European Commission”. From this point onwards, the fields used to identify authors will be referred to simply as “<Name(s)>.”

3.6.2. References

There are so many types of reference that it is impossible to describe them all here. We will therefore focus on the most relevant. For other types, please refer to the guidelines on bibliographic references from the University of the West of England (2012) and Staffordshire University (2012).

1. Articles published in journals

<Name(s)> (<Year>). <Title of article>. *<Name of journal>* <Volume> (<Issue(s)>), <Pages>.

Example:

Galí, J. (1994b). Monopolistic Competition, Endogenous Markups, and Growth. *European Economic Review* 38 (3-4), 748-756.

2. Books and monographs

<Name(s)> (<Year>). *<Title of book or monograph>*, <Edition number if applicable>$^{\text{st/nd/rd/th}}$ Ed. <Town/city of publication>: <Editor>.

Example:

Romer, D. (2006). *Advanced Macroeconomics*, 3$^{\text{rd}}$ Ed. New York: McGraw-Hill.

3. Chapters/contributions in an edited book

<Contributing author(s) name(s)> (<Year>). <Title of chapter/contribution.> In: <Name(s) of author(s) [or editors of publication followed by Ed(s) if appropriate].>, *<Book title>*, <Edition

number if applicable>st/nd/rd/th Ed. <Town/city of publication>: <Editor>, pp. <pages>.

Example:

Rotemberg, J. & Woodford, M. (1999). The Cyclical Behavior of Prices and Costs. In: Taylor, J. and Woodford, M., (Eds.) *Handbook of Macroeconomics*, Amsterdam: Elsevier, pp. 1051-1135.

4. Statistical data sources

<Name(s)> (<Year>). <Database title> [Database], <Version>. <Town/city of publication>: <Editor>. Available from: <URL>.

Example:

European Commission (2010). *Annual Macro-Economic Database* [Database], November 2010. Brussels: Eurostat. Available from: http://ec.europa.eu/economy_finance/db_indicators/ameco/index_en.htm.

5. Websites and online documents

<Name(s)> (<Year>). <Title of website/document> [Online]. Available from: <URL> [Accessed: <Date of access>].

Example:

University of the West of England (2012). *Guide to Referencing* [Online]. Available from: http://iskillzone.uwe.ac.uk/RenderPages/RenderConstellation.aspx?Context=10&Area=8&Room=25&Constellation=39 [Accessed: 3/3/2013].

3.7. Tables and Figures

All tables should be numbered using Roman numerals, should have a title, and should appear next to their first reference in the text. Sources of information should be clearly identified. The format should be as follows:

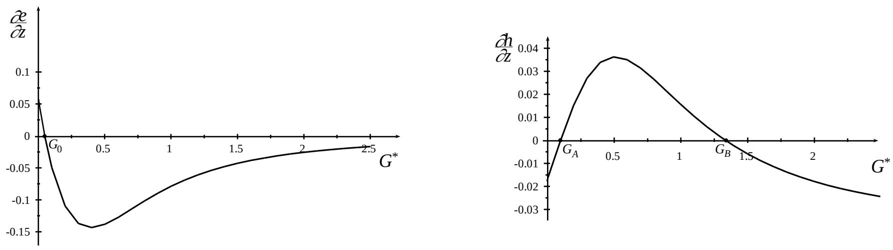
TABLE III

COMPARISON BETWEEN A RBC MODEL AND OBSERVED DATA

	USA Data	CER Model[a]
σ_Y	1.92	1.30
σ_C/σ_Y	0.45	0.31

(a) Basic calibrated model.
Source: Romer (2006), p. 209.

All figures should be numbered using Arabic numerals, should have a title and should appear next to their first reference in the text. Sources of information should be clearly identified. The format should be as follows:



(a) (b)

FIGURE 1 – Public Consumption, Multiplier and Imperfect Competition.

3.8. Quotations

Excerpts from others' work should be used only when strictly necessary. Whenever used, it should be easy to identify their both presence in the text (using indentation and/or a different font) and their source.

For excerpts up to three lines, you can use the normal formatting of the body of the text e.g.: "as referred to by Rodrigues (2010), the final report is limited to a «maximum of 20 pages of text (...), including the table of contents.»"

Longer quotations should appear as follows:

> Recent research has also emphasized the role of imperfect competition in explaining a host of issues in international trade and finance (...). Thus, while there plainly are many

> other important distortions in the economy, there is good reason to believe that imperfect competition is one of the more important issues.

In Obstfeld & Rogoff (1996), p. 689.

Unacknowledged use of another's work is plagiarism. This not only violates the most basic rules of academic work, but as a form of falsification (or in some very specific cases, usurpation) it is also subject to disciplinary penalties imposed by the higher education institution.

From the academic point of view, plagiarism is regulated in Article 7, Paragraph 1 of the Code of Conduct and Good Practice at UTL (see Diário da República, 2009a) and by the Disciplinary Regulations for UTL Students (see Diário da República, 2009b). In accordance with the Disciplinary Regulations for UTL Students, academic penalties for students at all levels of study can range from a simple warning up to exclusion from attending any UTL course for up to 5 years.

From the judicial point of view, according to Article 196, Paragraph 1 of the Code of Copyright and Related Rights:

> Use of anyone else's work, artistic production, audio or video recording, or broadcasting as if it were your own is a criminal falsification, whether it is a mere reproduction (total or partial, disseminated or not) or so similar that it does not have its own individuality.

Translated from Ascenção & Cordeiro (1998), p. 85.

Plagiarism therefore constitutes a civil crime i.e. the claimant must initiate proceedings by bringing a complaint against the defendant (Article 200, Paragraph 1). Penalties range from a fine to 3 years in prison and can be doubled in the case of repeat offences (Article 197).

3.9. Expressions in Foreign Languages

Expressions in foreign languages which do not have an equivalent in English should be left in the original language and italicised e.g. *ceteris paribus*, *tâtonnement*, *troika*. This rule is not applicable to frequently used abbreviations such as "e.g." (for example), "i.e." (that is) or "etc."

3.10. Tables of Contents, Figures, Tables, etc.

Essays up to 50 pages in length do not generally require a table of contents or other listing, except where there are specific rules specifying their use (e.g. MFW), or in the case of compilations that include texts from various authors, or works with a rigid thematic division (e.g. course unit exercise books).

For texts over 50 pages, or for the exceptions noted above, the table of contents should come at the front. If there is a need for an index with cross references or an index of authors, that should come at the end of the work.

4. CONCLUSIONS

Rigorous use of clear rules on presentation facilitates the reading of written work as well as indicating good practice on behalf of the writer(s).

This document defines the formal rules to be followed by students in producing individual or group written work that will be assessed as part of any course at ISEG.

These rules should also assist future graduates when they are required to present work in a professional context.

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