

STYLE SHEET

new, updated version

This is a compendium of rules and recommendations providing editorial guidance for students writing a Master's thesis or dissertation or a term paper. It draws attention to the importance of adopting a certain editorial policy, covering basic stylistic conventions on how to organise a substantial study, how to present the bibliography and other evidence and references in the text.

Publishers and scientific journals all have their own 'house style'; so instructions for authors vary from press to press on how to prepare a text for publication. What we propose may be seen as a reasoned digest of some among the best-known practices and has, we believe, the merit of simplicity.

Students presenting written work as part of the requirements of a degree programme of the Faculty of Economics are expected to comply with this set of instructions. Whether all our rules are adhered to, *the principle of coherence* must in any case be respected: mixing styles is not recommended.

I. GENERAL GUIDELINES

1. Page lay-out. The student (author) may, within reasonable limits, choose the font he prefers. Some frequently used fonts are: **Times New Roman**, **Garamond**, **Helvetica**, **Bookman Old Style**, **Verdana**, and **Arial**.
2. Preferred character point size: 12 pt. Line-spacing: 1.5. A decent margin should be allowed on both sides.
3. Start each chapter on a new page.
4. A dissertation is usually composed of parts, as indicated (in their sequence) below:

TITLE PAGE

CONTENTS

DEDICATION *not obligatory*

ACKNOWLEDGEMENTS *not obligatory*

LIST OF ABBREVIATIONS *If applicable*

FIGURES AND TABLES (List of figures and tables) *if applicable*

PREFACE *not obligatory*: separate from Introduction, usually more personal or 'autobiographical'

INTRODUCTION

CHAPTER 1

CHAPTER 2, ETC

CONCLUSIONS

APPENDICES

BIBLIOGRAPHY

II. REFERENCES IN TEXT

This part concerns, on the one hand, straightforward references to an author or paraphrasing of an author's words and, on the other hand, the use of quoted material, text, etc.

1. Whenever an author or his work, a theory, survey, or other are *referred to* (by way of illustration, etc.) or *paraphrased*, they must be identified with a printed source.

- 1.1 Place the surname of the author and the publication year, either separated by a comma or without, within parentheses. This reference must be inserted directly after the statement or the paraphrase it relates to.

- 1.2 If the author or authors are explicitly named in the passage, only the year of publication will appear in parentheses, possibly followed by page number(s).

- 1.3 Should the work you are referring be anonymous, or not have been signed, place title and date in parentheses instead.

It is important that the in-text reference may be easily identified or matched up with the entries in the References or Bibliography section.

Thus:

- (i) By this time industry had come to play a leading role (World Bank, 1993).

- (ii) The problem of efficient instrumentation, in a more general framework (when the regressors are partially correlated with the individual random effect), has been addressed by Arellano and Bover (1995).

- (iii) Goldman (1993) constructs very careful linguistic arguments based on an analysis of the legal discourse to show that the concept of accidentality is used in this Customary Law setting.

2. Quotations.

When quoting directly from a source or direct speech, always reproduce the words of the original faithfully. Quotations can be *run on* in the body of your essay or *broken off* from it. If the length of the text you are quoting is under 20-25 words (some 2 or 3 lines of text), then generally you would 'run it on' (or *embed it*) and enclose these words in quotation marks. For a passage that exceeds this length you would normally break it off and drop the quotation marks. The distinction between long and short tends to vary, however, and it does depend on editorial preference, aesthetic appearance of the lay-out.

In sum, a distinction must be made between *run-on (embedded)* and *display* quotations:

- 2.1 *run-on or embedded* quotations. Relatively short, these do not interrupt the normal paragraph lay-out. Here, the author's *surname*, or authors' surnames, must be followed by the year of publication and page reference immediately, year and page numbers placed in parentheses — Author (1999: p. 234).

Thus:

Tiersma (1999: pp. 139-41) provides a helpful characterisation of legal written texts, dividing them into three types. He proposes (Tiersma, 1999: p. 139) that operative documents 'create or modify legal relations', in other words they establish the legal framework itself.

- 2.2 *display* quotations, generally longer ones, which are graphically separated, possibly indented from the normal margin. In this case, the author's surname (or authors' surnames) follows immediately after the long quoted passage, outside the quotation marks or the appropriate punctuation. The name is followed by indication of the publication year and page references in parentheses.

3. When an author or editor has published more than one article or volume in the same year, indicate the sequence by the letters a/b/c/etc. after the publication year.

Thus:

'Other GLS instrumental variable estimators have appeared in the literature: see, for instance, Sevestre and Trognon (1966b: p. 134), but etc.'

4. If your reference to an author includes more than one of his/her works (volumes, papers, etc.), you must add all the relevant years of publication.
Thus:
Keynes (1929, 1930)
5. Footnotes should be used sparingly: avoid using them to signal a source or bibliographical data. Instead, consider a footnote as a means of providing background or complementary information that, albeit important and interesting, may risk disrupting the flow and continuity of the argument.

III. BIBLIOGRAPHICAL SOURCES

1. General principles.

For each work, article, report, or author quoted you will need to provide precise and full details of their sources in the Bibliography.

A Bibliography will contain books in print as well as electronic publications (Internet).

Detailed instructions on how to refer to electronic publications may be found in the *Guida alle citazioni bibliografiche* mentioned in this section (III), in paragraph 2.4.6 below ('Additional remarks').

Bibliographical references will:

- i. be listed in alphabetical order by author, then in chronological order by year of publication;
- ii. carefully reproduce the information appearing on the published volume's title page (not the book cover);
- iii. use only two typeface styles: roman and *italics* (for the sake of simplicity, avoid using **bold**, SMALL CAPITALS, and underlining);
- iv. each end with a full stop.

The style we recommend is close to the *author-date*, known as the 'Harvard system'.

2. Let us examine the three essential constituent of a bibliographical entry.

2.1 Author

2.1.1 For each author (up to three), indicate in the order: Surname, initial(s) of first OR Christian name (each followed by a dot), year of publication in parentheses. When there are more than three authors / editors, indicate only the first, namely the one that is relevant to the context, adding: *et al.* after the name (*et alii* = Latin, meaning 'and others').

Thus:

Cencini, A. (1995) *Monetary Theory: National and International*, London and New York: Routledge.

Fabbri, D., Fazioli, R., and Filippini, M. (1996) *Intervento pubblico e l'efficienza possibile*, Bologna: Il Mulino.

Tonella, G. *et al.* (1997) 'Simulation of Structural Change', in A. Bruzzone and E. Kerchkoffs (eds), *Simulations in Industry*, San Diego: Simulation Computer Society.

2.1.2 In the case of a collection of articles (e.g. edited book, conference proceedings) with one or more editors, their names must be followed by:

(a cura di); if the publication is Italian; (ed. / eds) if English; (Hrsg.) if German; and (éd. / éds) if French.

Thus:

Quadrio Curzio, A. and Scazzieri, R. (a cura di) (1977) *Tradizione e rivoluzione in economia politica*, Bologna: Il Mulino.

Glyn, A. and Miliband, D. (eds) (1994) *Paying for Inequality. The Economic Cost of Social Injustice*, London: IPPR/Rivers Oram Press.

2.2 Title

2.2.1 The title of a volume (e.g., author's study, edited book, proceedings) as well as the title of a journal, periodical, etc. should appear in *italics*. Should there be a sub-title, separate this from the main title by a full stop. If you are reporting a publication in a language other than the one of your paper or dissertation, our advice is to conform to the editorial conventions in use in the language. Reproduce upper and lower case initials exactly.

Thus:

Padoa-Schioppa, T. (1987) *Efficiency, Stability and Equity: a Strategy for the Evolution of the Economic System of the European Community*, Oxford: Oxford University Press.

Archinard, G. et Guerrien, B. (1988) *Analyse mathématique pour économistes*, Paris: Economica.

Ratti, R. et al. (eds) (1997) *The Dynamics of Innovative Regions. The GREMI Approach*, Aldershot (UK): Ashgate.

IMF (1984) *International Capital Markets: Developments, Prospects, and Policy Issues*, Washington, DC: IMF.

Parri, L. (1999) 'L'involontaria sociologia economica di Hayek alla luce di Pareto e Weber', *Rassegna italiana di sociologia*, XL, n. 3, luglio-settembre, pp. 409-33.

2.2.2 The title of a chapter or of a single contribution to a miscellany must be enclosed in single inverted commas or 'quotation marks'. Handle in the same way the title of an article within a periodical, journal or review, or the title of an entry in dictionary or encyclopaedia, etc.

Thus:

Scazzieri, R. (1997) 'Reddito', in *Enciclopedia delle Scienze Sociali*, vol. VII, Roma: Istituto dell'Enciclopedia italiana.

2.2.3 In the case of an edited book, the article's title is followed by a comma, followed by the initial(s) of the first name and the surname of the author(s) or editor(s), then the title of the book in italics, and so on

Thus:

Baranzini, M. and Scazzieri, R. (1997) 'Profit and Rent in a Model of Capital Accumulation and Structural Dynamics', in P. Arestis, G. Palma and M. Sawyer (eds) *Essays in Honour of G.C. Harcourt*, London and New York: Routledge, pp. 121-32.

Balzani, R. e Varni, A. (1992) 'Le aziende elettriche municipalizzate', in G. Mori (a cura di) *Storia dell'industria elettrica: le origini 1882-1914*, Bari: Laterza.

2.2.4 When on the other hand the publication is a periodical, scientific or academic journal, etc., the 'title of the contribution' is followed by the title of the periodical and separated simply by a comma. It is good practice to complete this sort of entry by an indication of the exact page numbers (as may be seen in the examples provided).

Thus:

Ronchetti, E. (1997) 'Robustness Aspects of Model Choice', *Statistica sinica*, vol. 7, pp. 327-38.

Pettenati, P. (1967) 'Il teorema di Pasinetti in un diverso quadro di riferimento', *Studi economici*, pp. 581-8.

2.3 Publisher

2.3.1 The place of publication (sometimes completed by the abbreviated name of the country, when necessary) is followed by the name of the publisher (in its briefest denomination) and the two are separated by a colon (:).

2.3.2 In this final part of the citation other information may be added or provided, for instance: the volume consecutive number (vol.) and/or the issue number (n.) and/or the month or other (quarter, etc.) depending on the frequency of publication, and the page numbers (p./pp.) corresponding to the article or contribution (in fact, with periodical publications (reviews, journals), publisher and place of publication are, as a rule, omitted).

Thus:

Sen. A. (1987) *On Ethics and Economics*, Oxford and New York: Basil Blackwell.

Miglio, G.F. (a cura di) (1997) *Federalismi falsi e degenerati*, Milano: Sperling & Kupfer.

Cline, W.R. (1984) *International Debt: Systemic Risk and Policy Response*, Cambridge (MA): MIT Press.

de Nardi, S. e Traù, F. (1999) 'Specializzazione settoriale e qualità dei prodotti: misure della pressione competitiva sull'industria italiana', *Rivista italiana degli economisti*, IV, n. 2, agosto, pp. 177-212.

Ronchetti, E. and Gatto, R. (1996) 'General Saddlepoint Approximations of Marginal Densities and Tail Probabilities', *Journal of the American Statistical Association*, vol. 91, pp. 666-73.

2.4 Additional remarks

2.4.1 For book or article reviews, please follow the model provided by this example:

Baranzini, M. (1996) Review of A. Cencini, *Monetary Theory. National and International*, in *Kyklos*, vol. 49, pp. 650-2.

2.4.2 Preface, introduction, post-face to a volume may be considered as technically in the same category as a chapter proper, and hence shall also be enclosed within 'single quotation marks'.

2.4.3 When listing several works or publications of one author, please follow the chronological order (first the oldest, and the latest, last).

2.4.4 Should there be, as is often the case, more than one edition and/or reprint, we advise to include both the original year of publication and the date of the most recent edition. At any rate, please make clear which edition you have been using for the purposes of your research, if nothing else in order to facilitate your reader's double-checking.

2.4.5 Depending on the topic and the kind of research undertaken, some students may end up using particular (less conventional) forms of documentation and other means of information. In particular, students may make use of audio-visual material; they may record interviews with individuals or personalities, as a means of conducting a survey or other; or again illustration (photographs, reproductions), and so on. If this is the case please consult (on line) the *Editorial Guide* mentioned here below (paragraph 4.6).

2.4.6 Finally, we want to remind students that the University Library has compiled and made available on its website a *Guida alle citazioni bibliografiche (Guidelines for bibliographical references)*. This is a useful and rigorous tool for academic writing, which we see as a valid complement to our own Style Sheet.

Please go to: <http://www.bul.unisi.ch/istruzioni/generalita/CitBib.asp>