Checklist for submitting papers [1]

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General

1. If you do not wish to download and install LaTeX an easy alternative is **Share LaTeX** on-line. It is free (for two collaborators).

2. There must be *page numbers*.

3. There should be no *contractions* in formal writing.

4. Use straightforward English prose. Simple and short. No literary flourishes. This is technical rather than creative writing.

5. The paper must be in the *present tense*.

6. The paper must use the *third person passive* [2]

7. The format for references is *author-date*. No given names should be in the paper other than the that of the author. [3]

8. *Capitalization*: only proper names of a person, place or thing should be capitalized. Nothing more. Check for capitalization errors in the entire paper. General rule: if "the" is used in front of the word, it is *not* capitalized. [4]

9. *Comma splices*: two or more complete sentences should not be joined by a comma. They must be separated by a period or semi-colon.

10. Are all *sections present*? You will get a reject if any section is referred to but is absent.

11. The paper should be *proof read* by at least one other person than yourself.

12. You must spell check the document after all changes have been made.

13. You should *grammar check* the document. [5]

14. All citations should be in *author-date form*. There are two kinds:

    (a) parenthetical: *Example*: Growth models depend on the accumulation of capital per worker (Solow, 1956). In LaTeX: {\citep{Jon09}} for Jones, et al. 2009.

    (b) in text: *Example*: Growth models depend on the accumulation of capital per worker, as seen in Solow (1956). In LaTeX: {\citet{Jon09}}. Note the "p" and "t" in the cite command.

[1] Before sending a paper to Prof. Gibson

[2] "It is seen..." rather than "I see..."

[3] Example: John Smith wrote an important paper on the topic. Should be: Smith (1998) is an important paper on the topic.

[4] In "The *doggie* barked." *doggie* is *not* capitalized. If, for some reason, the dog's name were "doggie" then the sentence would read "Doggie barked." Here there is no "the" and "Doggie" gets capitalized. What about "We know that henry the eighth was the king of england." Fix this sentence.

[5] Copy the pdf and paste it into a Word file. There will be lots of false errors, but you might catch a real one.

15. The paper must have the *correct number of words* for the assignment.

16. All the text must be *in your own words* except for direct quotations.

17. Minimize direct quotations in the text unless *the way the point is made is part of the point of the quotation.*

18. Can you possibly be accused of *plagiarism* for any the material in this paper? If so remove it or treat it as a direct quotation.

19. Is there any part of your paper that you *yourself do not understand*? If so, remove it or get help.

20. LaTeX code to get started.[6]

Title and abstract

1. The title should be informative and explicit.

2. Language should be straightforward–not like the title of a magazine article.

3. The abstract is 150 words or less and should contain

   (a) motivation of the research question

   (b) methodology for deciding between the null and alternate hypotheses

   (c) conclusions of the paper (whether the results support the null or the alternate)

   (d) You need not call the null and alternate by their names but it should be absolutely clear to the reader which is which.

4. Put a footnote on the author's name. Footnote includes

   (a) the version of the paper

   (b) contact information

   (c) a thank you to individuals who helped you

   (d) end with "all remaining errors are my own."

Introduction

1. The introduction should be 250 words or less.

2. Must identify and motivate the research question.

3. Should clearly identify the *null hypothesis*.

[6]
```
\documentclass{article}
\usepackage{graphicx}
\usepackage{natbib}
\title{Your title}
\author{Your name
\footnote{Version 1.0.
 Contact your.name@uvm.edu
University of Vermont,
 Economics.  I wish to thank...}}
\date{} - optional (omit if
included
 in footnote on author's name)
\begin{document}
\maketitle
```

4. Should clearly identify the *alternate hypothesis*.

5. Should state the methodology: literature review, statistical methods, simulation, etc.

6. Should state the main conclusion of the paper clearly.

7. Should have a one-paragraph readers' guide that begins with section 2 and continues to summarize each section with one sentence.

Body and Structure

1. Should have a list of arguments in support of the null.

2. Should have a list of arguments in support of the alternate.

3. Should not be based on your own opinion, e.g. "I think" or "I feel".[7]

4. Extraneous information: could you eliminate any section, subsection, paragraph or sentence and still make the argument?

Quotations

1. There should *not be more than three to four direct quotations* in the paper.

2. Everything else should be in your own words.

3. Quotations in text must be followed by author-date citation.

4. All quotations must be in quotation marks and attributed properly to the author.

5. Quotations longer than 2 lines are separated into single-spaced, indented paragraphs with no quotation marks. An author-date citation must follow a long quotation.

Tables and figures

Tables must be retyped in LaTeX form [8]
   Here is a simple example:[9]
   This code produces a nice table

1. Refer to table using \ref{1T}.

2. If the figures are complex do not try to reproduce them on your own.

[7] If so, delete.

[8] Tables can be made on-line in LaTeX table generator.

[9] \begin{table}[h]
  \centering
  \label{0T} \begin{tabular}{lcc} Orbital velocities \\
  \hline \hline \\
  &Earth&Lunar \\
  Sea level & 7,905 m/s & 1,680 m/s \\
  200k & 7,784 m/s & 1,591 m/s \\
  1000k & 7,350 m/s & 1,338 m/s \\
  10,000k & 4,933 m/s \\
  384,400k (Moon) & 1010 m/s$^ {*}$ \\
  Ortt cloud & 200 m/s\\
  \hline \\
  \multicolumn{3}{l}{\small {Note}: 4 times speed of a passenger jet} \\
  \multicolumn{3}{l}{\\{Source}: Sellers et al. (2002}
  \end{tabular}

Table: 1 Orbital velocities

	Earth	Lunar
Sea level	7,905 m/s	1,680 m/s
200k	7,784 m/s	1,591 m/s
1000k	7,350 m/s	1,338 m/s
10,000k	4,933 m/s	
384,400k (Moon)	1010 m/s*	
Ortt cloud	200 m/s	

Note: This is four times speed of a passenger jet

Source: Sellers et al. (2002)

3. If you can improve and make the figure more relevant to your paper then you can try to redraw it.

4. Tables should be less than *one page*. If not, *break them up* into two or more panels.

5. Tables must be inserted into the text, not put at the end of the paper.

6. All tables are numbered in *consecutive order*. *LaTeX does this automatically*.

7. Check that references to the tables are the right ones.

8. All tables should have a *Source*: statement at the bottom.

9. Notes at the bottom of tables must be clear and in proper numerical order. *LaTeX does this automatically*.

10. There should not be *too much information* in the table.

    (a) Orient the *reader's eye to the location of the information* in the table.

    (b) Refer in the text *to at least one piece of information* in the table.

    (c) Summarize *what the reader should have learned* from the table in the text.

    (d) Do the same for figures.

11. Figures should be *inserted into the text*, not be at the end of the paper.[10]

12. LaTeX code for inserting a figure (what is called a float): See Wikipedia on floats.

[10] \begin {figure}
\caption{A picture of a rocket.}
\centering
\includegraphics

$$width = 0.5\textwidth$$

{/Users/wgibson/directory... where picture of rocket is stored}
\end{figure}

13. All figures must be clear and *within the margins of the paper*.

14. If there is more than one line on the graph, make it clear which is which *without the use of color.*

15. Label the *axes clearly*.

16. There should not be too much information in the graph to make it easily readable.

17. There should be a *Source:* statement at the bottom of the figures and tables.

18. Note that file names for figures to be inserted can have no spaces non-ASCII symbols in them.

Footnotes

1. Footnotes should be *outside the period of a sentence and inside the sentence at all.*

2. Use *footnotes* not endnotes.

3. Considered converting a long footnote to an appendix.

4. Do not use *any latin* such as *op cit.* or *ibid*.

5. Use only *author date* format for citations, even in footnotes.

Display math

Conclusions

1. The conclusion is 250 words or less.

2. It should weigh the null and the alternate and present your arguments for which one should be accepted.

3. If it is a tie then you need to redo your null or alternate.

4. If it is a shut out–no question of which should be accepted–then you have a trivial problem and you need to redo your null or alternate.

5. The conclusion should not introduce any *new* information.

6. The conclusion should be clear and compelling.

7. It is one of the most important parts of your paper and deserves considerable attention.

References and Bibliography

1. Use the author-date style: (Black, 1998, p. 3) as the only reference form in your paper.

2. Use: `\usepackage{natbib}` in the preamble, the instructions before `\begin{document}`

3. Use these two commands at the *bottom of your file*:

```
\bibliography{ put the full path of where your bib file is stored}
\bibliographystyle{chicago}
\end{document}
```

4. The bibliography should be in the form Author, Date, Reference (italics if book and in quotes if article), Journal Name (italics) Volume, Number, page span. *LaTeX does this automatically*.

5. Do not refer to any source material in the paper that does not appear in the bibliography. *LaTeX does this automatically*.

6. Conversely, your bibliography cannot contain references you don't use in the paper (or perhaps have been edited out.) *LaTeX does this automatically*.

7. The bibliography must be free of typos.

8. Entries must be in alphabetical order. *LaTeX does this automatically*.

9. Use four types in your bibliographic file: *article, book, incollection and techreport*.

10. If there is a name in the title of your resource, LaTeX will make it, automatically, lower case. To preserve proper names put them in curly brackets. Example: If your reference is the "The Economy of Vermont", you must write "The economy of Vermont". Otherwise LaTeX will write The economy of vermont.

Submitting the paper

1. Submit the paper to Blackboard as instructed.

2. Congratulations: you're done!