

EC 400 Senior Reflective Tutorial: Preparation and Format of the Thesis

The criteria set forth in this guide must be followed to ensure your work will be in the correct format. The text of the thesis must be clear and grammatically correct.

General Format

Fonts:

- Times New Roman. Size 12 font is recommended.
- Exceptions for font size will be made for title, division headings, equations, or figure captions.
- Font color must be black for all main text. Colored font can be used for tables and graphs.

Margins: All margins must measure 1½ inches.

Spacing and Indentations:

- The text of your thesis should be double-spaced. Text for figure captions must be single-spaced.
- The first line of each paragraph should be indented using a standard tab indent.

Pagination:

- Do not italicize page numbers. Preliminary pages (abstract, table of contents) are numbered in lower-case Roman numerals at the bottom center.
- Numbering for main body of text: Arabic numerals begin with 1 on the first page of the first section.

Footnotes/Endnotes:

- Footnotes should be placed at the bottom of the page. They should be separated from the main part of the text by an unbroken line.
- In the place of the first footnote you would otherwise place at the bottom of the page, include a note indicating the inclusive pages where the endnotes may be found.

Bibliography:

- Prepare your bibliography material following the Chicago style. consistently throughout the entire bibliography.
- It should list publications that have been cited in the text as well as publications you have consulted.

Organization of Pages and Sections

Title Page: *unnumbered (title, name--centered); On the left corner of the bottom:*

Wagner College Thesis
Economics Department
Month, Year

Abstract Page: *page ii of your document; about 150 words*

Table of Contents: *page iii of your document*

Your table of contents should list all the main divisions of your paper following the table of contents as well as references and appendices.

Example:

List of Tables	vi
List of Figures.....	vii
Introduction.....	1
Literature Review.....	5
Empirical Models.....	20
Data.....	22
Results.....	25
Conclusions	30
Appendix.....	33
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