

Guidelines

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1 Writing Your Paper

1.1 Basic Principles

First of all, you should get an overview of your subject area by studying the foundation literature. Next, you should elaborate your own topic enquiry. It is important that you develop your own line of argumentation in the seminar paper. More is required of you than just a simple summary of the literature! You should analyze the topic rigorously, discuss the aspects, benefits and limitations within an economic background and critically assess the topic and the idea behind it. Your topic argument should be formulated in terms of an enquiry. When determining your topic title, be careful to ensure that it is not too broadly formulated.

1.2 Researching Literature

Your research should not be limited to the basic literature, such as textbooks. Textbooks and reviews will help you to get an overview, but these books usually are nothing more than collections and summaries of primary sources, such as articles in economic journals. Hence, it is a good strategy to get started with a basic textbook and then work through the referenced papers. It can be helpful to have a look at other papers about similar topics, to better understand the literature and the contribution of the topic of your paper.

When looking for papers online, make sure you are signed in to the University's network by either using an on-campus computer or the `VPN Client` in case you are working on your personal computer. Whilst connected to the university's network, you will have access to most of the papers and journals free of charge. `Google Scholar`

is usually a good way to search multiple online databases with a single search inquiry.

1.3 Disposition

Once you have covered the primary and background literature and have determined the formulation of your enquiry, you should draft a plan of the paper. The goal of your draft is to narrowly define the limits of your topic and itemize the planned contents. A draft should therefore consist of the carefully worked-out topic enquiry, a detailed list of the literature used, a clear and logically structured plan of the paper (try to build up the discourse purposefully towards answering the enquiry). You are expected to deal with your paper in an autonomous fashion. Nonetheless, each student has a personal meeting to discuss the disposition and to discuss questions regarding the seminar paper's structure, the understanding of the paper assigned to you, or other questions. Make sure to be well prepared for meetings with the teaching assistant, since the better you formulate your questions, the easier it is for them to actually assist you.

1.4 Formal Requirements and Structure

Formal Requirements

The paper has to be typed in \LaTeX (see the section 'Using \LaTeX ' on page 3) and the electronic version must be handed in as a PDF document. Furthermore, your thesis must meet certain format requirements. You should write a **continuous text** and use a **flat hierarchy** structure (i.e., no subsections in the style of Art. 3.2.2.1.b). A **clear structure** that guides your discourse is essential and ensures that readers will be able to follow the logic of your argumentation. Please consider the following instructions:

- The paper must be no longer than **20 pages** (excluding title page, table of contents, references and the appendix).
- The **title page** of the paper carries the name, address and matriculation number of the author, as well as the lecturer's name and the submission date.
- Use **1.5 line spacing** and an adequate page margin. Do not force line breaks after each section and use section headings.
- A **bibliography** must be provided at the end of the paper. See the section 'Use of Sources/References' on page 3 for further details. Key points:

- Alphabetical order according to authors
 - Continuous list of sources; no subdivisions (books, articles)
 - Consistency, comprehensiveness and correctness are key
- The **appendix** (if necessary) should only contain what is referred to in the body of the text.

Please note, that there is a **style sheet** in the .tex format on the web page. It is strongly recommended that you use this .tex document as a foundation when writing your paper.

Using L^AT_EX

As already mentioned above, you are required to use L^AT_EX for typing your paper. This approach leads to a more efficient writing process and hence, is widely used in the academic world. L^AT_EX is, to some extent, a programming language for the creation of PDF files. It is unmatched when it comes to displaying mathematics and ensuring consistency in formatting and references. In order to use L^AT_EX, you will need a distribution package as well as an editor. You write your code in the editor and the distribution package is used to typeset the actual document (code interpretation and creation of your PDF file).

There are a great number of text editors, optimized for L^AT_EX. However, we recommend the distribution package ‘MikTeX’ and the editor ‘Texpad: LaTeX editor’ (CHF 20 App Store) for Mac OSX users. Of course, there are also free packages for Mac (e.g., ‘TeXShop’). Windows users are recommended to use the free distribution package ‘MikTeX’ and the editor ‘TeXworks’. Note that there is an introductory L^AT_EX course each fall term (Preliminary course: ‘Working with Scientific Software’) at the chair of Quantitative Methods. There are also some great introductory books available in the WWZ library and you should be able to find answers to specific questions online.

Use of Sources/References

Plagiarism (copying material without giving source references) is the worst academic crime! It can result in a student being barred from further studies. Carefully read the memorandum on Plagiarism and Fraud (Merkblatt zu Plagiat und Betrug, with examples given). **Furthermore, you are required to hand in the plagiarism**

declaration with your paper. Both documents can be found on the WWZ homepage. Be extremely careful to reference everything you use from other literature (apart from what is common knowledge) and use a correct and consistent form of citation (e.g., the American Economic Review). Usually a reference manager (e.g., Citavi, JabRef) is used for this process.

We highly recommend the use of BibTeX. BibTeX is a file format which is designed to be used with L^AT_EX and basically carries all the information on the referenced literature. Most journals provide citation information in the BibTeX format on their web platforms. These files allow you to import the information into your BibTeX literature database and later reference it in your L^AT_EX file.

References

- At the end of the paper.
- In alphabetical order according to authors and, if need be, according to date of publication.
- Continuous list of the sources; i.e., no subdivisions according to books, journal articles, etc. as below.

- Examples:

Rawls, John. 1993. *Political Liberalism*. New York: Columbia University Press.

Gilbert, Margaret. 2001. "Collective Preferences, Obligations, and Rational Choice." *Economics and Philosophy* 17: 109 – 119.

Harsanyi, John. 1982. "Morality and the Theory of Rational Behaviour." In Sen, Amartya and Bernard Williams (Hrsg.) *Utilitarianism and Beyond*. Cambridge: Cambridge University Press, p. 39 – 62.

Krugman, Paul. 2009. "How Did Economists Get It So Wrong?"
<http://www.nytimes.com/2009/09/06/magazine/06Economic-t.html?pagewanted=all>,
07.10.2011.

(Naturally other commonly used forms are also permissible, as long as they are complete and applied consistently.)

2 Evaluation

Normally, the work, the lecture and the discussant's contribution are evaluated, whereby the greatest weight is placed on the work itself and the least, on the discussant's contribution. In general, the evaluation of the work focuses on content, style and formal requirements.