Lab Project Final Paper:
Writing and Editorial Style, Formatting and Organization, and Turning It In

Failure to follow these guidelines will result in a large reduction of your grade for this project.

Remember that the penalty for plagiarism is immediate removal from this class with a grade of 0.0. It is your responsibility to understand what plagiarism is and to take active steps to avoid it.

Writing and editorial style

Your paper should follow the guidelines presented in two handouts posted on Moodle:

"APA Style Reference Lists, In-Text Citations and Additional Formatting Guidelines"

and

"Writing Style Guide"

Formatting the final printed paper

You should turn in a printed copy of your final paper, and it should be organized and presented as follows:

Title page. The title page should give a title for the paper, the names of everyone who contributed to the assignment, and the date you turn it in.

The title page should not be numbered, but in principle it counts as page 1.

The text or body of the paper. The text of the paper should start at the top of the first page after the title page. The first page of the text should be numbered as page 2, and all pages of the text of the paper should be numbered in sequence.

List of data sources. The list of data sources should begin at the top of a new page, immediately following the body of the paper. The heading "Data Sources" should appear centered at the top of the first page of the list of data sources.

A page number should appear on every page of the list of data sources. The numbering of the pages of the list of data sources should pick up where the numbering of the pages of the text of the paper left off.

Reference list. The reference list should begin at the top of a new page, immediately following the list of data sources. The heading "References" should appear centered at the top of the first page of the reference list.

A page number should appear on every page of the reference list. The numbering of the pages of the reference list should pick up where the numbering of the list of data sources left off.

Data Appendix. The data appendix should begin at the top of a new page, immediately following the list of data sources. The heading "Data Appendix" should appear centered at the top of the first page of the reference list.

A page number should appear on every page of the data appendix. The numbering of the pages of the data appendix should pick up where the numbering of the reference list left off.

Figures and Tables. All figures and tables (except for those that in the data appendix) should go at the very end of the document (not inserted in the text of the paper at the point at which you discuss them). The figures should be labelled "Figure 1," "Figure 2,"…, and numbered in the order in which they are first mentioned in the text of the paper. Similarly, the tables should be labelled "Table 1," "Table 2,"…, and numbered in the order in which they are mentioned in the text of the paper. The figures should be attached to your paper immediately after the data appendix, and the tables should be attached immediately after the figures.

There should be no page numbers on any of the pages showing figures or tables.

Electronic documentation

These instructions outline the components of the electronic documentation for your papers you should post on OSF. For details on what each of these components should consist of, as well as examples of what they look like for a hypothetical project, see the sample project at https://osf.io/he87a/, and especially the document titled "READ_ME_FOR_PROTOCOL_2.0_DEMO.pdf."

A copy of each of your original data files should be posted in your group's "Original Data" folder on OSF.

A document titled "metadataguide.docx" or "metadataguide.pdf" should be posted in your "Supporting Information" folder. If you refer to any supplementary materials in your metadata guide, you should post copies of those materials in the "Supplements" folder.

A copy of each of your importable data files should be posted in your group's "Importable Data" folder. For every file in your Original Data folder, there should be exactly one corresponding file in your Importable Data folder.

One or more (probably more) do-files should be posted in your "Command Files" folder. These do-files should contain all the commands necessary to construct your final data file or files and perform the analyses that you report in your paper. In a typical case, there would be one do-

file for importing or reading your data into Stata, another for doing the data processing and cleaning to create your final data file or files, another that contains all the commands that produce the output shown in your data appendix, and one that generates the figures, tables and descriptive statistic presented in your data appendix. But depending on the nature of the data you are working with and what you are doing with them, you may find it most convenient to organize the commands that do your data processing and analysis in a different way, which might involve either fewer or more do-files than required in a typical case.

> *Notes about your do-files:*
> --There should be comments throughout all your do-files explaining what each command (or sequence of commands, if several commands are required to accomplish one thing) is doing.
>
> --Your do-files should not contain any commands that are not necessary for constructing your final data file(s), performing the analysis or creating the data appendix. So be sure to delete anything in your do-files that was just experimentation or a false start that in the end was not something necessary or useful.
>
> --Your "Command Files" folder should contain only one version of each of your do-files (and it should be the most polished, up-to-date version). So if there is, for example, a do-file called "import.do," there should not also be another called something like "import2.do" or "FINALimport.do." (If you prefer not to trash old versions of your do-files—which is a good idea—you should put them in your "History" folder. I will not look at anything in that folder.)

A read-me file (named "readme.docx" or "readme.pdf") should be posted in the top level of your group's folder on OSF. The read-me file should explain what files are included in your documentation and how they are organized in the various folders and subfolders on OSF. The read-me file should also give step-by-step instructions for how those files can be used to replicate the data processing and analysis by which you generated the results reported in your paper.

An electronic copy of your printed paper should also be posted in the top level of your group's folder on OSF. This electronic version of your paper should consist of a single document in .docx or .pdf format. The name of the file should be "Team XXX Final Paper.docx" or "Team XXX Final Paper.pdf," where XXX is replaced by the last name of the person your group is named after. The electronic document should be identical to the printed paper: if I print out a copy of the electronic version, it should be exactly the same as the printed version you turn in.

Turning in your paper

For groups with one or more seniors, this project is due on Saturday, May 9 by noon. For groups with no seniors, it is due Friday, May 15 at 5:00 PM. No later than the time your project is due, you should drop off the printed copy of your paper at my office and post the electronic documentation on OSF.

Please drop the printed paper off at my office during regular business hours so that you are able to get into the economics department suite. If I am not in my office when you drop it off, please slide it under my office door so that it is inside my office.

Note: The economics suite will not be open on Saturday, May 9. So if you are in a group with at least one senior and you want to turn in your paper on May 9, please get in touch with me by phone (610-896-1437—leave a message with a phone number where I can reach you if I am not in when you call) so that we can make arrangements. If you need to make arrangements to turn your paper in on May 9, please call me no later than noon on May 8.

The printed copy of the paper you drop off at my office will be considered the definitive version of your paper. If you do not turn in a printed copy by the time it is due, the assignment will be considered overdue even if you posted an electronic copy on OSF before it was due. If there are any differences between the electronic version and the printed version, the printed version is the one I will read and comment on, and it is the one that will be graded.