Guidelines for Research Paper

Proposal (3 pages maximum, 1" margins, 12pt. Times New Roman, double spaced, letter paper)

1. State problem of interest and proposed model
2. Explain why Limited Dependent Variable methods are required
3. Cite data source, give description of variables, report sample moments

Paper (15 pages maximum, 1" margins, 12pt. Times New Roman, double spaced, letter paper)

1. Title Page with abstract (100 words)
2. Introduction that explains problem of interest and why Limited Dependent Variable methods are required
3. Discussion of model
4. Econometric Results
5. Conclusion
6. Data Appendix
7. Tables and Figures
8. References

Grading

The paper will be graded on the basis of:

1. quality of application - the paper should have an interesting topic and involve appropriate use of Limited Dependent Variable methods
2. quality of documentation - data sources and methodology should be explained and properly cited
3. quality of presentation - the paper must conform to the style guide provided and have proper spelling and grammar
Modified ASA Style Guide

Title Page

The title page should include:

1. the article title in upper- and lowercase letters (initial uppercase for all important words, including all verbs, and for prepositions of four or more letters) (avoid mathematical notation and acronyms; spell out Greek characters),

2. the name(s) of author(s) in upper- and lowercase letters,

3. the affiliation(s) (including city, state, country if other than U.S., and postal/zip code), and

4. email address (if desired)

5. an abstract of no more than 100 words. The abstract should summarize results, topics discussed, and main conclusions, but it should not contain any displays or complex mathematical notation and no references.

Text of Paper

Headings.

The main body of the article should be divided by appropriate numbered section and subsection headings. Main headings are typed in all uppercase letters and centered; when numbering use arabic numerals followed by a period (e.g., 1. INTRODUCTION, 2. ANALYSIS OF DATA). When subheadings are needed, be sure to use no fewer than two under a main heading. They should be typed in upper- and lowercase letters, flush with the left margin; do not underline. Use arabic numerals in the following style: 1.1 Review of the Literature, 1.2 New Methods, and so forth. Sometimes a third level of headings is required. Whenever possible, ASA prefers to use an indented, underlined, upper- and lowercase paragraph heading ending with a period.

Footnotes.

1. Try to avoid footnotes, but if necessary, use footnotes to cite material of limited availability or to add information presented in a table.

2. Footnotes should be numbered consecutively throughout, with superscript Arabic numerals and included at the bottom of the page. Do not use endnotes.

**Citations.**

All references included in the References list at the end of an article must be cited in the text of the article. For text citations, ASA uses the author's surname and date of publication, according to the following style.

1. A direct citation of a reference places only the date within parentheses.
   
   Gentleman (1978) explored this in greater detail.

2. An indirect citation of a reference as an example places both the name and the date within parentheses with no punctuation between them:

   Other recent suggestions include the use of Chernoff faces (Smith 1980).

3. Citation of a particular page, section, or equation of a work should follow the date and be preceded by a comma. Use sec., chap., app., eq., p., and pp. in such citations.

   We rely on an algorithm of Das Gupta (1965, pp. 115-120).
   This distribution is known to be normal (Smith and Smith 1958, chap. 5).

4. References following direct quotations must include the page number(s) of the quote:

   "This was found to be fallacious thinking upon closer investigation" (Smith and Smith 1958, p. 209).

5. For works with multiple authors, use the full form of citation at all times for two authors. Use the full form the first time only for three to five authors; thereafter use the first author's surname followed by the phrase "et al." (not underlined). Use the first author's surname followed by the phrase "et al." for citations of references with six or more authors.

6. When two or more works by the same author are cited together, do not repeat the name(s):

   Tukey (1965, 1980)
   Gilula and Smith (1971a,b)
   (Tukey 1965, 1980)

7. When citing several references within parentheses, place them in date order:

   (Smith and Smith 1958; Tukey 1965, 1980; Gilula and Smith 1971a,b; Smith 1980)
Mathematics

Numbered mathematical expressions should be typed and centered on a separate line and identified by consecutive arabic numerals in parentheses placed flush with the right margin. Short expressions requiring only one line should remain in the text unless there is need to refer to them elsewhere by number. Lengthy equations should be handled by the use of definitions or broken to conform to the column format.

Rule of Thumb: A mathematical expression that exceeds 50 characters and spaces will not fit in one column width and will need to be broken.

Keep in mind that space is placed around all operation symbols and before and after function words such as log, sin, and ln [unless they precede or follow a parentheses, e.g., log(x+y)].

1. If a fraction appears in the text, separate the numerator and denominator with a solidus (/) rather than a division bar [e.g., (w+x)/(y+z)].

2. Represent exponentials by "exp(x+y)" instead of "e" with a superscript.

3. Do not use double accents unless absolutely necessary.

Keep in mind that typewritten and typeset mathematical symbols are often quite different in appearance. Thus careful differentiation should be made between the following:

- lowercase letter "el" (l) and numeral one (1)
- letter "oh" (O, o) and numeral zero (0)
- upper- and lower-case Greek chi (X, χ) and letter "ex" (X, x)
- lowercase "ex" (x) and multiplication sign ×
- lowercase Greek epsilon (ε) and "element of" symbol ∈
- upper- and lowercase Greek pi (Π, π) and product symbol Π

Editorial Style

Avoid common problems of style:

1. Use quotation marks only when a standard term is used in a nonstandard way and to indicate the beginning and ending of a direct quotation.

2. Hyphens are used when two or more adjectives or an adjective and a noun together modify another noun; for example, goodness-of-fit test is the equivalent of test for goodness of fit. Most words with prefixes such as sub and non are not hyphenated, for example, subtable, nonnormal.

3. Italicics are used to introduce important terms, when appropriate; they are to be used sparingly to indicate emphasis.
4. Abbreviations and acronyms should be minimized; those that are used are spelled out on their first appearances in the manuscript with the shortened form given in parentheses, for example, best linear unbiased estimate (BLUE).

5. Numbers under 10 are spelled out when they are not part of an equation or an expression containing symbols.

6. The sign % is always used when giving a specific percentage, for example, 23%, not 23 percent. Otherwise use the word percent.

For guidelines on style, usage, and the preparation of technical manuscripts for publication, the following sources, used by most publishers and available in libraries, may be consulted.


Appendices

A single appendix is headed "APPENDIX: FOLLOWED BY A DESCRIPTIVE TITLE" (it is helpful to the reader to give the appendix a descriptive title). If there are two or more appendices, they should be labeled "APPENDIX A," "APPENDIX B," and so on. Section headings, displayed equations, tables, and figures that are part of the appendix are numbered A.1, A.2, A.3, and so on (if only one appendix, still use A.1, A.2, A.3, etc). All appendices must be cited in the main body of the article as "the Appendix" if only one and "Appendix A," "Appendix B," and so forth, if two or more.

Tables

In empirical tables it is best to use meaningful abbreviations in row and column labels, rather than let long descriptive labels cause irregular spacing or rows or columns. Empirical tables will show better what the numbers are saying if the rows and columns are ordered by some measure of size, rather than being shown in, say, the alphabetical order of the row and column labels. The numbers in the table should be heavily rounded—more than three effective digits are seldom used even by the author in interpretations, so the reader will hardly need them. Row and column averages are also often helpful to the reader.
Numbering and Citing. Tables are numbered consecutively in the order in which they are cited. Therefore, each table must be cited. In page layout tables are placed in sequence as close as possible to their first citation in text.

Title. Each table must have a brief descriptive title:

Table 1. Mean Performance Scores of Students With Different College Majors

The title should not duplicate information in the headings of the table.

Column Headings. Every column must have a heading that identifies the content, including the stub column. A heading, should be brief and should not be much wider that the longest entry in the column. Standard abbreviations may be used without explanation (e.g., "no." for number, "%" for percent), but abbreviations of technical terms and the like must be explained in a note to the table (if not already introduced in text). Sometimes a straddle heading may be appropriate to avoid repeating the same word in two or more column heads:

<table>
<thead>
<tr>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
</tr>
<tr>
<td>5%</td>
</tr>
<tr>
<td>1%</td>
</tr>
</tbody>
</table>

Headings are separated from the title by a double horizontal rule covering the entire width of the table, straddle heads are separated from column heads by a single horizontal rule straddling only the pertinent columns, and column heads are separated from the body by a single rule covering the entire width of the table. No vertical rules are used.

Body. No horizontal or vertical rules are used in the body of the table. Rows in a table should be single-spaced, with occasional gaps for big tables (e.g., every fifth line). Columns should be fairly close together, to help the eye move from one to the other. Only like items should be included in the same column. If the bottom part of a table requires different column headings, it should be presented as a separate table. Within columns decimal points should be aligned. If values are also given parenthetically, align decimals of values within parentheses separately. Close the body with a single horizontal rule covering the entire width.

Notes and Footnotes to Tables. When additional information must be given (e.g., explanations of abbreviations, descriptions of procedures, and anything applicable to the general comprehension of the table), it should be presented as a note immediately beneath the rule closing the body. The word "NOTE" should be typed flush left and followed by a colon and the text of the note. If a particular entry in a column requires explanation, use a footnote designated by a superscript lowercase letter next to the entry. The footnote should follow the Note and should have a paragraph indent.

Figures

1. Each figure must have a figure caption, including the figure number. Figures are numbered consecutively, using arabic numerals, as they are cited in text.
2. Figures must be clearly described. The combined information of the figure caption and the text of the body of the paper should provide a clear and complete description of everything that is on the figure. Detailed captions can often be of great help to the reader. First, describe completely what is graphed in the display; then draw the reader's attention to salient features of the display and briefly state the importance of these features.

3. Generally, it is a good idea to include the key to symbols in the caption to avoid cluttering the display. Abbreviations not already defined in text must be defined in the caption.

4. When feasible, put important conclusions into graphical form. Not everyone reads an entire article from beginning to end. When readers skim an article, they are drawn to graphs. Try to make the graphs and their captions tell the story of your article.

5. Make the quantitative information that is graphed stand out. Be sure that different items on a graph can be easily visually distinguished. Avoid cluttering graphical displays. For example, too much writing on the plotting region can interfere with the viewer's perception of geometric patterns; put as much of the writing as possible in the figure legend. Do not overdo the number of tick marks and tick mark labels.

References

The list of references must be double spaced and set in 12 pt. Times New Roman. The parts of a reference are author, date of publication, title, and publication information. All parts must be supplied for each reference.

Author. Author names are typed in upper- and lowercase letters, surname first followed by a comma and initials with periods and a space between all:

Bowman, M. J., and Myers, R. G.

Editor(s) are identified by "(eds.)" following the name. The reference list is alphabetized by authors' surnames, with work by a single author preceding that author's work in collaboration with others. Works by multiple authors should include all authors' names, never simply the first author's name followed by "et al." When more than one work is listed for the same author or team of authors, replace the name(s) with a long dash preceding the date for second and subsequent works.

Date of Publication. The date of publication follows the author name(s), within parentheses and followed by a comma:


If two or more works by the same author or team of authors have the same publication date, list them by order of appearance in the text and distinguish them by lowercase "a," "b," and so on, after the date: "(1970a)." Works accepted for publication but not off press are listed as "in press"
instead of the anticipated date of publication; this may be changed on page proofs if the work comes off press by that time.

Title. The title of an article in a journal or a chapter of a book is given within double quotation marks and immediately follows the date. It is separated from the publication in which it appears by a comma (placed before the closing quotation mark). The title of a journal or book should be underlined or typed in italics; journal titles must be spelled out completely and no abbreviations used (unless that is the actual title of the journal). Follow these titles with a comma. All titles should be typed in upper- and lowercase letters, using initial uppercase for all important words and prepositions of four or more letters.

Publication Information. The details of publication for an article in a journal include the series designation (e.g., Ser. A), volume number (for "in press" articles also), issue number if each issue begins with page 1, and continuous page numbers (e.g., 1148–1152, not 1148-52). The details of publication for a book include the volume number and edition number (or revision) if any, placed within parentheses immediately following the title—(Vol. 1), (rev. ed.), (Vol. 1; 2nd ed.); editor name(s) if any (initials separated by periods and spaces followed by surname)—ed. A. Zellner; place of publication; name of publisher; and continuous page numbers if listing only a single chapter or contribution—pp. 209–244.

Unpublished or Obscure Works. ASA discourages references to unpublished or obscure works. If such a reference is necessary, the entry should include the type of document it is (unpublished Ph.D. dissertation, unpublished technical report, Technical Report 721, unpublished manuscript, etc.) and the sponsoring body or repository. Personal communications are not included in the reference list but are cited in text as follows:

(P. Smith, personal communication, March 2, 1984)

Following are some examples of correct format for different types of references commonly found in articles in ASA publications.


International Mathematical and Statistical Libraries, Inc. (1976), IMSL Library 1 (5th ed.), Houston, TX: Author.

NOTE: When the publisher is the same as the author, simply state "Author" rather than repeating the name.


