



Academic Writing Guidelines Simplified

David Rees

Economics Workshops Policy Paper

There are different protocols to follow, especially concerning:

Referencing (identifying the source of information)

Quotations (citing something that was said or written by someone else) – important to avoid plagiarism

Footnotes (to provide further information, explanation or definition)

Bibliography (the web sources or book sources or media sources used in the text)

Layout (language, page numbering, spacing, etc.)

Policy Paper Format

I recommend size 12 font with 1.5 interspacing (Format / Paragraph / Interline).

- European English (UK / Royaume Uni) unless requested to use American English. Don't mix the two! (ctrl A – rather than using the mouse)
- Number the pages not including the Cover Page and Contents Page
- Cover page
 - Your Name (English style. David Rees, not REES, David)
 - Your student number
 - The ESSCA logo
 - The course title and teacher's name
 - The date (or month and year)
 - The title of your Policy Paper

Correct English

Use your computer to avoid language errors. Select all the document (written or to be written) by using ctrl A.

Different software have different ways of correcting the language and punctuation.

If a word is incorrect, it will be underlined in red. Click right on the word to see the possible corrections.

If a word is underlined in blue, there is a grammatical or punctuation error.

If the word is not in the computer's memory, you can add the word to the memory for future use.

To add a link, select Insertion / Hyperlien (useful for your bibliography)

For language and grammar correction, see the guidelines from [Microsoft](#)

Example of a Cover Page

David Rees

01 234 567 89

Course 'Economics Workshops'

Teacher: Dr David Rees

March 2024



Government Use of Fiscal Policy to Adapt Consumer Behaviour for a Green Economy

Contents Page

After the Cover Page, you should have a separate **summary of the contents** which would normally include: Introduction, Content (divided into different parts) and a Summary or Conclusion (which should include your personal opinion / thoughts about the subject) and a bibliography. Each part of the Summary should indicate the page number concerned. For example:

Contents

Introduction	1
Karl Marx and Cultural Hegemony	2
Cultural Hegemony in the 21 st Century	4
Media Control in France	6
Conclusion	8
Bibliography	9

References

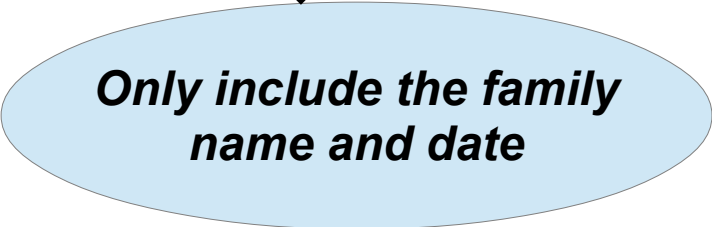
When you make a statement, the reader needs to know where the information came from.

For example:

He was also a great speaker – most notably in his speech to the House of Lords in 1945 (Keynes, 1945) concerning the lamentable terms of the American loan to the British government.

The reference (Keynes, 1945) will refer back to the bibliography where the reader can find the full reference with the editor etc.

NB. ChatGPT does not reference unless asked to do so!



Only include the family name and date

References

When you make a statement, the reader needs to know where the information came from.

Typically, when you use AI (ChatGPT) it will provide statements without referencing.

I do not sanction the use of AI since it can be very useful – especially for collecting data or summarising a text, however I will sanction non-referencing severely since this is the basis of academic writing.

References

Any confirmation needs referencing.

Spot where referencing is needed.

The UN estimates 60% of cereal production losses in 2023. This could provide another wave of emigration to Europe adding to the increase of EU immigration in 2022. The French political reaction is already vocal in the press.

The UN estimates 60% of cereal production losses in 2023 (UN, 2023). This could provide another wave of emigration to Europe adding to the increase of EU immigration in 2022 (European Commission, 2022). The French political reaction is already vocal in the press (Monde Diplomatique, January 2023).

FootNotes

Insert a footnote to provide further information, a definition or an explanation. (Insertion, note de bas de page). Not 'Insertion, pied de page). The number will change automatically.

For a Policy Paper, the note is at the bottom of each page, not at the end of the paper. It is inserted automatically by the computer.

For a chapter in an academic book, the note is provided at the end of the chapter.

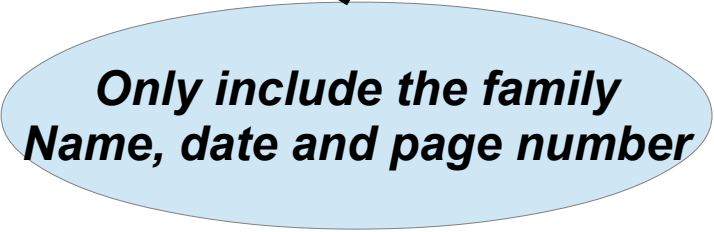
Quotations

Make it easy to see that you are quoting someone, so that it is not seen as plagiarism

"We had no respect for traditional wisdom or the restraints of custom. We lacked reverence... for everything and everyone". (Rosenbaum, 1995, p. 95).

The reference to Rosenbaum, 1995, p.95 will be found in the bibliography.

When **quoting**, make the quotation easy to identify. This is often done by indenting (left margin moved to the right) and / or by using italics. This is important so that the reader can see that it's not plagiarised, but a quotation from someone else. **For example.**



Only include the family Name, date and page number

Quotations. Example.

Keynes did not believe that a Smithian 'invisible hand' would automatically correct the economy – invisible, perhaps, because it does not exist. Keynes understood that market forces will not provide the economy and hence society with what it requires.

“It is the well-being of human beings and human society that lie at the heart of Keynesian economics. This comes very close to the socialist belief that the economy should serve men, not men the economy... It should be not the greed of the few but the needs of the many that are the driving rationale for economic decisions” (Hoerber, 2017).

But, although convinced of the social, political and economic importance of full employment, and a somewhat unhappy member of the Liberal Party, he opposed the Labour Party of the day as much as he opposed the Conservatives.

(from Rees, 2019)

Bibliography

The bibliography should be in alphabetical order (for an Assignment / Policy Paper) or can be in chronological order for a book or book chapter with different sections.

Do **not** simply provide a link such as:

<https://www.nytimes.com/2011/03/25/opinion/25krugman.html>

since the reader doesn't know what is the content or the author, so do it like this:

Krugman, Paul. *The Austerity Delusion*. New York Times, 2011.

<https://www.nytimes.com/2011/03/25/opinion/25krugman.html>

Bibliography

There are different protocols for making your bibliography. You can choose the protocol that you like, but always use the same protocol for the whole bibliography.

I recommend using Google Scholar. Once you have found your reference, go to 'citer' to choose the protocol you are going to use

Bibliography with Google Scholar

The screenshot shows a web browser window with a Google Scholar search for "Mao's Great Famine". The search results are displayed in French. A citation popup window is open over the first result, showing the citation in APA, ISO 690, and MLA formats. The popup also includes buttons for BibTeX, EndNote, RefMan, and RefWorks.

Reasonomics (1 non lu) - daviddaibach@yahoo.com Google Calendar - Week of 11 Google scholar - Yahoo Search Mao's Great Famine - Google S

https://scholar.google.fr/scholar?hl=fr&as_sdt=0%2C5&q=Mao's+Great+Famine&btnG=#d=gs_cit&t=1710237752547&u=%2Fsch

Reasonomics Yahoo Mail Google Calendar Top Documentary Fil... Facebook Marketplace Radio Swiss Jazz Boursorama BPGO ESSCA Microsoft Offic... Mail Orange : boîte m... Imbach Musique Other Bookmarks

Mao's Great Famine

Scholar Environ 20 800 résultats (0,09 s) ANNÉE

[LIVRE] Tombstone: The untold story of the Great Famine in China
Y Jisheng - 2012 - books.google.com
... More people died in **Mao's Great Famine** remains substantially untold. ... The

☆ Enregistrer Citer Cité 109

[LIVRE] **Mao's great famine: the history of China's most devastating catastrophe, 1958-62**
F Dikötter - 2010 - books.google.com
... court of **Mao**, based on new research, shows how the country into a frenzy with the **Great Famine**

☆ Enregistrer Citer Cité 136

[LIVRE] Forgotten voices of **Mao's great famine, 1958-1962: an oral history**
X Zhou - 2013 - books.google.com
... **famine**, and many people died of starvation." "The three difficult years" is the local expression

Citer

APA Dikötter, F. (2010). *Mao's great famine: the history of China's most devastating catastrophe, 1958-62*. A&C Black.

ISO 690 DIKÖTTER, Frank. *Mao's great famine: the history of China's most devastating catastrophe, 1958-62*. A&C Black, 2010.

MLA Dikötter, Frank. *Mao's great famine: the history of China's most devastating catastrophe, 1958-62*. A&C Black, 2010.

BibTeX EndNote RefMan RefWorks

Bibliography with Google Scholar

The screenshot shows a window titled 'Citer' with a close button (X) in the top left. It displays three citation styles for the book 'Mao's great famine: the history of China's most devastating catastrophe, 1958-62' by Frank Dikötter, published by A&C Black in 2010. The styles are APA, ISO 690, and MLA. Below the styles are four buttons: BibTeX, EndNote, RefMan, and RefWorks. Three black arrows originate from a single point at the bottom center and point to the APA, ISO 690, and MLA labels.

Style	Citation
APA	Dikötter, F. (2010). <i>Mao's great famine: the history of China's most devastating catastrophe, 1958-62</i> . A&C Black.
ISO 690	DIKÖTTER, Frank. <i>Mao's great famine: the history of China's most devastating catastrophe, 1958-62</i> . A&C Black, 2010.
MLA	Dikötter, Frank. <i>Mao's great famine: the history of China's most devastating catastrophe, 1958-62</i> . A&C Black, 2010.

[BibTeX](#) [EndNote](#) [RefMan](#) [RefWorks](#)

Choose one of these protocols and always use the same. 'Harvard' is not available on Google Scholar.

Bibliography for a webpage

Google Scholar might not find articles from the web or the press, so use Scribbr

The screenshot shows a web browser window with the URL <https://www.theguardian.com/world/2024/mar/12/haiti-pm-ariel-henry-resignation-details-update>. The browser's address bar and tabs are visible at the top. Below the browser, there is a dark blue banner for 'The Guardian' with a 'Support the Guardian' campaign. The main content area features a news article titled 'Haiti PM Ariel Henry says he will resign, and appeals for peaceful transition of power'. The title is highlighted in yellow. Below the title, a sub-headline reads 'Henry urges people to remain calm while his government is replaced by a transitional council'. To the left of the article, there is a section for 'Haiti' and a video player showing a video titled 'Luke Taylor in Bogotá' with a duration of 00:01:29. To the right of the article, there is an advertisement for 'Hesperide' featuring a tree. The bottom of the image shows a Windows taskbar with various application icons and the system clock displaying 11:10 on 12/03/2024.

Reasonomics (1 non lu) - daviddaibach@... Google Calendar - Week of ... the guardian newspaper - Y... Haiti PM Ariel Henry says he ... Mao's Great Famine - Goog...
https://www.theguardian.com/world/2024/mar/12/haiti-pm-ariel-henry-resignation-details-update
Reasonomics Yahoo Mail Google Calendar Top Documentary Fil... Facebook Marketplace Radio Swiss Jazz Boursorama BPGO ESSCA Microsoft Offic... Mail Orange : boite m... Imbach Musique Other Bookmarks
Advertisement
-10% avec le code BIENVENUE J'en profite the Greenstore CBD
Print subscriptions Sign in Search jobs Search Europe edition
Support the Guardian Fund independent journalism with €10 per month Support us → The Guardian
News Opinion Sport Culture Lifestyle More
World Europe US Americas Asia Australia Middle East Africa Inequality Global development
Haiti
Haiti PM Ariel Henry says he will resign, and appeals for peaceful transition of power
Henry urges people to remain calm while his government is replaced by a transitional council
Advertisement
Hesperide
Luke Taylor in Bogotá 00:01:29
Tue 12 Mar 2024 07:03 CET
Recherche 11° 12/03/2024 11:10

Bibliography for a webpage (Scribbr)

The screenshot shows the Scribbr website interface. At the top, there is a navigation bar with the Scribbr logo and menu items: "Relecture et correction", "Logiciel anti-plagiat", "Citation de sources", and "Ressources". Below the navigation bar is a search bar with the text "Recherchez par titre, URL, DOI, ISBN ou mots-cles". To the right of the search bar are buttons for "Citez avec Chrome NOUVEAU" and "Citez manuellement".

The main content area is titled "Bibliographie (2)". It features a "Récent citée" (Recently cited) section. The first entry is "Haiti PM Ariel Henry says he will resign, and appeals for peaceful transition of power", categorized as "Article en ligne". Below the title are buttons for "URL", "Modifier", and "...".

Below the "Récent citée" section is a "Citer" (Cite) section with a "Note" tab. Underneath is the "Entrée de la liste de références" (Reference list entry) section, which displays the citation: "Taylor, L. (2024, 12 mars). Haiti PM Ariel Henry says he will resign, and appeals for peaceful transition of power. *The Guardian*. <https://www.theguardian.com/world/2024/mar/12/haiti-p-m-ariel-henry-resignation-details-update>". Below the citation is a button for "Copier dans le presse-papiers" (Copy to clipboard).

On the left side of the page, there is a sidebar with a "Bibliographie (2)" section. It includes a preview of a citation tool interface showing a "Cite" button and a "Summarize" button. Below the preview is the text "Citez et résumez une page ou un article en un éclair." (Cite and summarize a page or article in a flash). Below this text are buttons for "Citez avec Chrome", "Logiciel anti-plagiat", "Relecture et correction", and "Citation de sources". At the bottom of the sidebar is the text "Dernières mises à jour" (Latest updates).

The bottom of the image shows the Windows taskbar with various application icons and the system tray displaying the time as 11:12 and the date as 12/03/2024.

Bibliography for a webpage (Scribbr)

Haiti PM Ariel Henry says he will resign, and appeals for peaceful transition of power

Article en ligne

URL ↗

Modifier

...

Citer

Note

Entrée de la liste de références

Taylor, L. (2024, 12 mars). Haiti PM Ariel Henry says he will resign, and appeals for peaceful transition of power. *The Guardian*. <https://www.theguardian.com/world/2024/mar/12/haiti-p-m-ariel-henry-resignation-details-update>

Be careful. In this case Scribbr is using French.

Check it carefully to
convert it to English

Policy Paper Exercise

Write a short text with a title, your name and group (2 or 3) (without a cover page and contents list). Following these guidelines:

UK English

- Size 12
- Interline 1.5
- Include 2 footnotes
- Include 2 references
- Include 1 quotation
- Include page numbering
- Include a bibliography (including the references and quotation) using one of the protocols proposed by Scribbr or Google Scholar
- Include at least one web reference in the bibliography
- Record it as a pdf
- Send it to me david.rees@essca.eu