

MUNI
ECON

Mechanics of Academic Style

Spelling of plural forms

The plural forms of some words of Latin or Greek origin can be troublesome

Singular:

Appendix

Criterion

Curriculum

Datum

Hypothesis

Phenomenon

Plural:

Appendices

Criteria

Curricula

Data

Hypotheses

Phenomena

The data indicate

The data indicates

- “data base” has become “database,” and “e-mail” has become “email”

Capitalization

Capitalize

1. The first word in a complete sentence
2. Names of racial and ethnic groups (“We interviewed 25 Black women”)
3. Nouns Followed by Numerals or Letters (Figure 2.4, Chapter 5)
4. Job Titles and Positions when the title precedes a name
“Executive Director of Marketing Carolina Espinoza....”

Do not capitalize

1. A personal name that begins with a lowercase letter when the name begins a sentence; alternatively, reword the sentence
“... after the test. **van** de Vijver et al. (2019) concluded ...”
2. Statistical terms (t-test, p-value)
3. A proper noun that begins with a lowercase (iPad, eBay)

Use of italics

– Do not use *italics* for quotations.

– Use *italics*

- for words in other languages (the first use of a word)
- for titles of works (book titles, journal names, films, poems)
- to provide emphasis

Ex: The word *very* is often unnecessarily added to academic writing.

- for scientific and technical terms (names such as *Homo sapiens*)
- for key terms/phrases
- In the reference list, journal and book titles use italics:

Borjas, G. J. (1995). The Economic Benefits from Immigration. *The Journal of Economic Perspectives*, 9(2), 3–22.

<https://apastyle.apa.org/style-grammar-guidelines/italics-quotations/italics>

Use of Abbreviations

- Use abbreviations to save space and avoid repetition
- If you use the abbreviation only one or two times, readers may have difficulty remembering what it means (better do not abbreviate).
- There is no limit for the use of abbreviations but do not overuse
- Text is generally easier to understand when most words are written
- Define all abbreviations used in all tables and all figures

Compare sentences written with and without abbreviations:

- “The advantage of the LH was clear from the RT data, which reflected high FP and FN rates for the RH.”
- “The advantage of the left hand was clear from the reaction time data, which reflected high false-positive and false-negative rates for the right hand.”

Latin Abbreviations

- Avoid e.g. and i.e., instead use **for example** and **for instance**.
- Avoid etc. (and so forth)
- Avoid vs or v, instead use **versus** or **against**
- abbreviation “et al.” is a short form of et alia (and others)

It is acceptable when giving in text citations with multiple authors. The full stop should always be included afterwards to acknowledge the abbreviation. It does not need to be italicised as it is in common usage.

- **Vis-à-vis** is from French and its meaning is “face-to-face”

It is used to compare things, or as synonym for “opposite” or “facing.”

Ex: Upgrading immigrant integration policies reduces the gap in unemployment and thus improves immigrants’ labor market position **vis-à-vis** the natives.

Use Numbers expressed in Numerals

- Numbers **higher than nine** can be written in numerals
- Numbers that represent **statistics, percentages, ratios, percentiles**
Ex: In January 2022, car production fell by 11.4% to 92,657 vehicles.
- **Time, dates, ages, scores** and **points** on a scale, **exact sums of money**
Ex: Monday 6 March, 2023, was 2 years old, scored 4 on a 7-point scale, 3 years ago, GDP per capita US\$15,027, price increased by \$5.
- Number after a noun vs. Number before a noun
Ex: Table 2, Column 8, but the second table, the eighth column
- Use **commas** between groups of three digits in most figures of 1,000 or more
Ex: \$200,000 but “about two hundred thousand dollars”
- Most data can be effectively presented with two **decimal digits** of accuracy

Use Numbers Expressed in Words

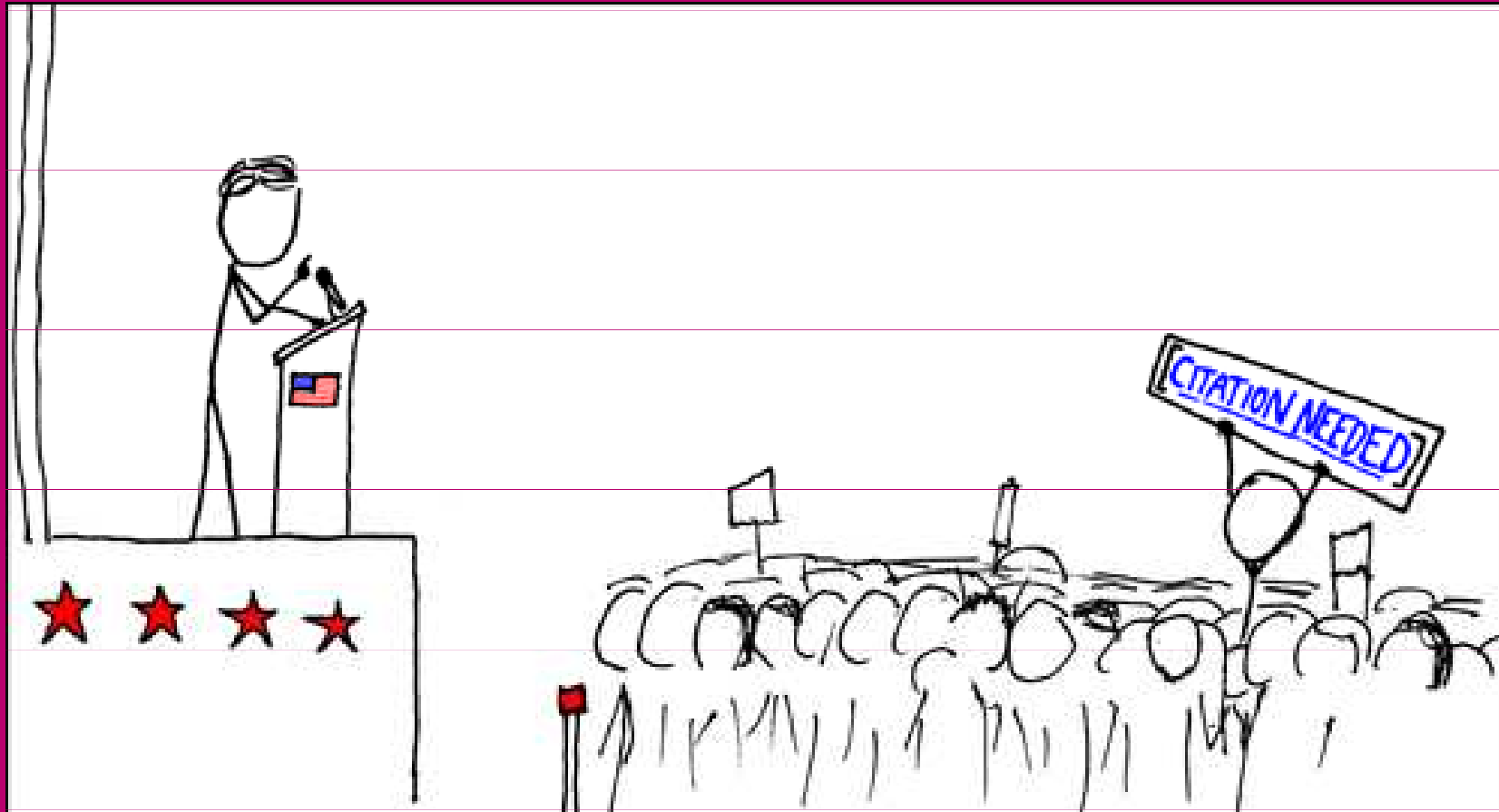
- Numbers **zero through nine** should be written in words
- Ordinal numbers less than 10th (e.g., fourth, second)

Exceptions for number usage:

- Any **number that begins a sentence**, title, or heading (or reword the sentence)
Ex: Twelve students improved, and 12 students did not improve.
- **Common fractions**, Ex: Three fourths of the population...
- **Common phrases**, Ex: Seven Wonders of the World, Twelve
- It is acceptable to use either numerals or words depending on the context
Ex: a thousand people or 1,000 people
- **Vague numbers**, and less precise large numbers
Ex: half of the population, several thousand, around eight o'clock
- **Rounded numbers**, Ex: four hundred, two thousand, six million.

- Out of 18 students in the group, 12 were women.
- One in three engineering students is from China.
- Twice as many women as men study business law.
- There was a fivefold increase in the price of oil.
- The rate of infection halved after 2001.
- The unemployment rate doubled after 2008.
- A fifth of all employees leave every year.
- More than 80 per cent of British students complete their first degree course; in Italy, the figure is just 35 per cent.
- The course fees rose from \$1,200 to \$2,500 in two years.
- Since 2008, the number of prisoners has risen by 22 per cent.

References and Quotations (APA 7th ed.)



RESEARCHING



Your paper should refer to a variety of current, high quality, professional and academic sources. You will use your research to support your own ideas; therefore, it must be integrated into your writing and not presented separately. This means that source material will be introduced, analyzed, explained, and then cited.



You can conduct a research through the following sources:

- Journals
- Books
- Newspapers
- Publications
- Primary sources
- The Internet
- Government

Why use references?

Reasons for providing references and citations:

1. To show that you have read some works of experts on the subject, which will give added weight (and quality) to your writing.
2. To allow readers to find the source, if they wish to examine the topic further
3. To avoid plagiarism.

Decide if you need to give a reference in the following cases.

Academic situation	Yes/No
(a) Data you found from your own primary research	No
(b) A graph from an internet article	Yes
(c) A quotation from a book	Yes
(d) An item of common knowledge	No
(e) A theory from a journal article	Yes
(f) An idea of your own based on reading several sources	No

Basic principles

- Cite only works that you have read
- Cite primary sources when possible
- All sources that are cited in the text must appear in the references at the end of the paper
- Ensure the spelling of author names
- Avoid using online sources that cannot be retrieved
- If an idea or theory is in a textbook and does not carry a specific citation there, then you probably do not need to cite anyone.
- BUT empirical work is nearly always specific and must be cited.
- If in doubt – cite it!

In-text citations have two formats: parenthetical and narrative

- Friedman (1991) pointed out that inflation is effectively a kind of taxation. narrative citation
- It could be also said that that inflation is effectively a kind of taxation (Friedman, 1991). parenthetical citation
- Friedman (1991) pointed out that "inflation is the one form of taxation that can be imposed without legislation" (p. 93).
- It could be also said that "inflation is the one form of taxation that can be imposed without legislation" (Friedman, 1991, p. 93).

parenthetical citation
with a page number because
of a direct quotation

References

Friedman, M. (1991). *Monetarist Economics*. Basil Blackwell.

Six Steps to Proper Citation

1 **READ** the work you want to cite.

2 Identify an **IDEA** you want to put in your paper.

3 Write a **SENTENCE** about that idea.

4 Write a **REFERENCE LIST ENTRY** for the work.

5 Add the corresponding **IN-TEXT CITATION** to the sentence.

6 **REPEAT** as needed for more works and ideas.

Use of quotation

- When you use the work of others as primary data
- When you want to appeal to their authority
- When the original is more concise than your summary could be
- To avoid any ambiguity or misrepresentation of source material
- When the original version is well known
- You dispute your source and you want to state her case fairly
- The words of the source are especially vivid or significant

Direct quoting from a work

- Short quotations appear in double quotation marks
- Long quotations (40+ words) appear in the block quotation format
- Include the author, year of publication, and page number
- Use the abbreviation “p.” (for one page) or “pp.” (for more pages) before listing the page number(s). Use en dash for page ranges.
- For example: (Jones, 1998, p. 199) or (Jones, 1998, pp. 199–201)
- Do not use *italics* for quotations.

According to Jones (1998), "students often had difficulty using APA style, especially when it was their first time" (p. 199).

Jones (1998) found "students often had difficulty using APA style" (p. 199).

She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

Mindfulness is defined as "the act of noticing new things, a process that promotes flexible responding to the demands of the environment" (Pagnini et al., 2016, p.91).

Place long quotations (40+ words) in a free-standing block of typewritten lines and omit quotation marks.

Short quotation

Parallel to the process of the devaluing savings, communist leaders of the former socialist countries prepared for privatization. Enterprise reforms starting in the 1980s and in some countries even earlier were aimed at “lightening the amount of control of planners” (Nellis 2002, 3). The stated goal was to create incentives through more autonomy, but these measures had a serious side effect observed by Estrin, which was probably intentional.

Long quotation

Under communism, the monitoring of management and the incentives for efficiency were already weak. But with the collapse of central planning and the lack of any other external constraints, managers and insiders in transition economies gained almost total discretion to follow their own objectives, leading to “asset stripping” by managers, job and wage guarantees for workers and rent absorption by all parties. This pattern was exacerbated in countries with [a] well-entrenched black economy and sometimes led to a virtual “capture” of the state-owned apparatus, including the natural resource and utility sectors, by unscrupulous managers. (Estrin 2002, 107)

Text highlighting

The word *rent* in the preceding quotation is used in the economic sense—a payment in excess of the amount necessary to keep the resource in its current use. Given that

Correct	Incorrect	Rationale
Effective teams can be difficult to describe because “high performance along one domain does not translate to high performance along another” (Ervin et al., 2018, p. 470).	Effective teams can be difficult to describe because “high performance along one domain does not translate to high performance along another.” (Ervin et al., 2018, p. 470)	The period marking the end of a sentence should follow the citation, not precede it.
“Even smart, educated, emotionally stable adults believe superstitions that they recognize are not rational,” as exemplified by the existence of people who knock on wood for good luck (Risen, 2016, p. 202).	“Even smart, educated, emotionally stable adults believe superstitions that they recognize are not rational (Risen, 2016, p. 202),” as exemplified by the existence of people who knock on wood for good luck.	The citation should be outside the quotation marks, not within them.
Biebel et al. (2018) noted that “incorporating the voice of students with psychiatric disabilities into supported education services can increase access, involvement, and retention” (p. 299).	Biebel et al. (2018) noted that “incorporating the voice of students with psychiatric disabilities into supported education services can increase access, involvement, and retention.” (p. 299)	The period marking the end of the sentence should follow the page number, not precede it.
“Some people are hilarious, others are painfully unfunny, and most are somewhere in between,” wrote Nusbaum et al. (2017, p. 231) in their exploration of humor.	“Some people are hilarious, others are painfully unfunny, and most are somewhere in between,” (p. 231) wrote Nusbaum et al. (2017) in their exploration of humor.	The page number should be within the same parentheses as the year when the quotation precedes the narrative citation.
The item read, “What were the best aspects of the program for you?” (Shayden et al., 2018, p. 304).	The item read, “What were the best aspects of the program for you?” (Shayden et al., 2018, p. 304).	The question mark that ends the quotation should appear within the quotation marks.
In 2018, Soto argued that “more similar stimuli, such as those coming from the same modality, produce more configural processing” (p. 598).	In 2018, Soto argued that “more similar stimuli, such as those coming from the same modality, produce more configural processing” (Soto, 2018, p. 598).	It is not necessary to repeat the author and year within parentheses when they already appear in the narrative.

Paraphrasing Sources

Paraphrase as much as possible, rather than quote

- when you are more interested in content, findings or claims
 - to summarize or acknowledge another author's ideas
 - when you want to explain difficult material in a way which is easier for your reader to understand
-
- You cannot write a paper out of a series of quotations. You must make your own arguments with your own claims and evidence

Paraphrase citations

- Include the author and date in every in-text citation
- In parenthetical citations (Author, year) there is a comma between the author and year
- In narrative citations Author (year), there is the date in parentheses after the author
- For a work with three or more authors include the name of only the first author plus “et al.” in every citation. Ex: (Author et al., year)
- All works in the reference list need to be cited in the text
- Avoid undercitation = it can lead to plagiarism
- Avoid overcitation = for longer paraphrases use one citation when introducing the idea and not repeated the citation

<https://apastyle.apa.org/instructional-aids/in-text-citation-checklist.pdf>

Basic In-Text Citation Styles

Author	Parenthetical citation	Narrative citation
One author	(Luna, 2020)	Luna (2020)
One author with a quote	(Luna, 2020, p. 37)	Luna (2020) (p. 37)
Two authors	(Salas & D'Agostino, 2020)	Salas and D'Agostino (2020)
Three or more authors	(Martin et al., 2020)	Martin et al. (2020)
Group of authors	(OECD, 2020)	OECD (2020)

- In parenthetical citations, use an ampersand (&) between names
(Salas & D'Agostino, 2020)
- In narrative citations, spell out the word “and”
Salas and D'Agostino (2020)
- Works with the same author and same date
(Judge & Kammeyer-Mueller, 2012a)
(Judge and Kammeyer-Mueller, 2012b)
- If multiple authors within a single reference share the same surname
(Chen & Chen, 2019)

Parenthetical citation

- Include citation in the sentence = put the period after the closing parenthesis

Many Americans fail to vote (Hobolt et al., 2006).

- When citing multiple works in parenthesis, place the citations in alphabetical order, and separate them with semicolons.

... (Hobolt et al., 2006; Westinghouse, 2017).

- Multiple sources in narrative citation can appear in any order

Suliman (2018), Gutiérrez (2012), and Medina and Reyes (2019) examined...

- Arrange works by the same authors by year of publication

(Carraway et al., 2013, 2014, 2019)

- You can cite specific parts of a source

(Armstrong, 2015, pp. 3–17), (Kovačič & Horvat, 2019, Table 1)

For decades, organizational stress researchers have focused on how work in general and job stressors in particular affect workers' well-being, health, and performance behaviors (Bliese et al. 2017).

Bliese et al. (2017) noted that “mobile devices enabled employees in many jobs to work ‘anywhere, anytime’ and stay electronically tethered to work outside formal working hours” (p. 391).

Reference

Bliese, P. D., Edwards, J. R., & Sonnentag, S. (2017). Stress and well-being at work: A century of empirical trends reflecting theoretical and societal influences. *Journal of Applied Psychology*, 102(3), 389–402. <https://doi.org/10.1037/apl0000109>

References (Bibliography)

- List of references is placed at the end of a work.
- Each entry provides the author, date, title, and source of the work.
- The reference allows readers to identify and retrieve the source.
- Sources are listed in **alphabetical order** by the author last name.
- You should have a reference entry for **every source you cite**.

Organizing the list of references

- Use a citation manager like [Zotero](#) or [Citace PRO](#) to organize your research and to easily create a bibliography
- Always check the reference list for mistakes
- Use the most recent 7th APA style

References

Esping-Andersen, G. (1990). *The Three Worlds of Welfare Capitalism*. Princeton University Press.

Foltýnek, T., Mach, J., Kozmanová, I., Holeček, T., Vorlová, H., Henek Dlabolová, D., Vorel, F., Válková, A., Tesaříková Čermáková, K., & Gojňá, Z. (2021). *How to Avoid Plagiarism: Student Handbook*. Karolinum - Charles University Press.

Giovannetti, G., & Lanati, M. (2016). Migration and Development. A focus on Africa. In *Routledge Handbook of Immigration and Refugee Studies*. Edited by Anna Triandafyllidou (pp. 236–242). Routledge.

OECD. (1992). *The Employment Outlook*. OECD.

Stark, O., & Bloom, D. (1985). The New Economics of Labor Migration. *The American Economic Review*, 75(2), 173–178.

Notice differences:

Book with one author

Book with many authors

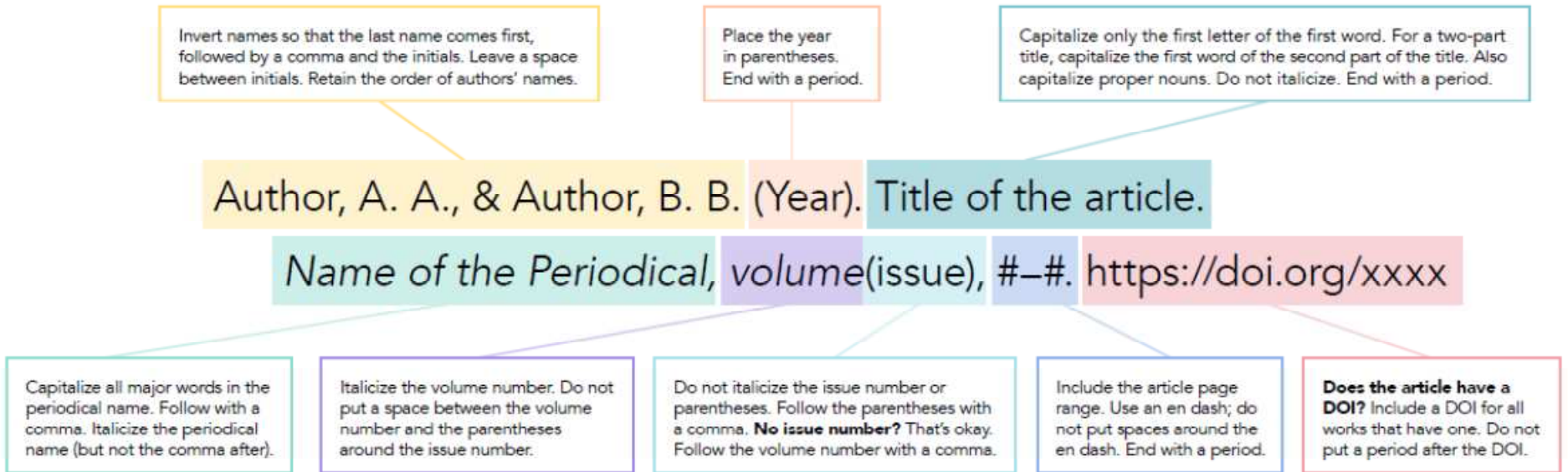
Book chapter

OECD report

Journal article

<https://apastyle.apa.org/style-grammar-guidelines/references/examples>

Journal Article



Book

