

**THE UNIVERSITY OF MICHIGAN  
Gerald R. Ford School of Public Policy**

**SPP/Economics 541**

**Format Instructions for Papers**

All papers for the course should conform to the following format instructions:

1. Papers should be printed on one side only of standard, white, 8½ by 11 paper. Text should be in a legible 11- or 12-point font, double spaced, with 1- to 1½-inch margins.
2. Be sure that paragraphs are separated, either by indenting the first line or by extra spacing.
3. A cover page should include (only) the title of the paper; the name, e-mail address, and student number of the (or each) author; the course number; and the date. The title page should not be numbered and does not count as part of the page limits.
4. Data should be presented in tables and/or graphs, with the sources of the data clearly identified. Be sure to report enough about the data so that it can be understood, including the date(s) and place(s) to which it refers and the units of measurement.
5. List all sources in a bibliography at the end of the paper. References to sources in the text, tables, and figures should be done by author, date, and perhaps page only (e.g., Krugman and Obstfeld (2000, p. 32); WTO (1999a)). Items in the bibliography should follow a consistent format of your choice, and they may be single-spaced. But do indent all lines of each entry after the first, to make it easy to see the author. And be sure to give the web address (URL) for anything from the web.
6. All text pages must be numbered. Numbering of any separate pages of tables and graphs is desirable, but optional.
7. Do not use covers or binders on the paper. Attach the pages only by a staple in the upper left-hand corner.