



ECON 1A — Macroeconomics
PROFESSOR
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Required Text: Principles of Economics
by : N. Gregory Mankiw

ISBN-10: 0324589972
Publisher: Thomson Learning

Required Software: NONE

All students must have their own book and materials at all times.

Contract Statement: Please Note: This syllabus is NOT a legal covenant or contract between the instructor and student. It is an informal publication designed to provide the student with general guidance during the semester. The schedule and procedures for this course are subject to change at the discretion of the instructor. This schedule may change as circumstances warrant.

PLEASE CHECK www.iTSensi.com daily.

SUPPLEMENTAL READING: Supplemental reading is **required!** Magazines, News papers articles, press releases, Internet Magazines, Television News, etc. (Student choice) are required outside reading in addition to the required text. Learning strategies (include, but not are not limited to;) readings from textbooks, journals, magazines, white papers, and online Internet sources, writing assignments such as written responses to discussion questions. Conceptual presentations to demonstrate a level of understanding on material(s) presented via classroom discussions and presentations.

COURSE DESCRIPTION: Economics 1A emphasizes macroeconomics introduction to economics of the firm, resource allocation, current domestic economic problems and international economics. (AA, CSU, UC)

COURSE OBJECTIVES: Economics 1A provides an overview of the role of markets and prices in the allocation and distribution of goods and services. The course begins by analyzing the forces of demand and supply and the establishment of equilibrium prices and quantities. Consumer responsiveness to changes in income and prices is than studied. The course then focuses on production decisions, the costs

of production, and profit maximization in the four major types on product market structures – pure competition, monopoly, monopolistic competition, and oligopoly. We then look at the markets for labor and capital, and if time permits, we explore a variety of policy issues which are in current headlines. In addition, Econ 1A provides an introduction and overview of basic macroeconomic theory – the study of how individuals and households make decisions and how they interact in markets. The course develops a student's ability to think analytically about economic forces at work in society. It incorporates analytical tools and their application to current policy issues.

COURSE OUTLINE: ECON 1A is composed of nine (9) weeks – meeting online minimum of 3 separate days per week for approximately 30-45 minutes. This class will be a lecture class. Class will cover a wide range of topics and applications, new concepts, small group discussions & presentations, laboratory demonstration & step-by-step sequencing to demonstrate techniques.

COMMUNICATION: All student contact **MUST** be done in the following manner: e-mail me at mrpaden@itsensei.com and montepaden@whccd.edu unless otherwise directed All e-mail must include the following information in the subject line of the e-mail each and every time that you communicate with me: Also include your personal address when sending.

1. Your name (first and last)
2. Class you are enrolled in (ECON1A)
3. Reason for e-mail (question, homework, etc.)

An Example Will Look Like This: **Super Student ECON1A - Assignment #1 – Chapter 1 – Week #1**

Although e-mail will not be graded, I do expect all students to use correct grammar and spelling. No chat room slang. Please be brief and to the point. In addition please do not send jokes, funnies, Spam, get thin quick type of e-mails. I receive and respond to numerous messages each and every day, such items are time consuming and tend to carry viruses. Your cooperation is appreciation.

STUDENT LEARNING OUTCOMES:

1. Students will be able identify and explain differentiate between the short, medium and long run as well as have basic knowledge of important macroeconomic concepts and its applications, such as supply and demand, rationality, elasticity, consumer behavior, and production.
2. Students will be able to identify the historical background of certain macroeconomic theories and create their own macroeconomic theory using historical as well as current macroeconomic data.
3. Students will be able to read primary independent sources of economic based articles and grasp their importance and how they relate in the history of macroeconomic thought.

Student Learning Objectives:

1. The basic methods of economic analysis
2. The market system model of supply and demand
3. The efficiency of the market system
4. Problem areas for the market
5. Government policies to deal with market failure
6. Competition, monopoly, and the organization of industry
7. The markets for economic resources
8. The distribution of income

STUDENT EXPECTATIONS: Students are expected to use critical thinking methods to solve problems and implementation. Students are required to participate in satisfying, creative, and intellectual activities and discussions. Students will achieve a basic working understanding of the following:

- Improve economic literacy.
- Improve critical thinking and problem solving skills by using economic models to explain and predict economic relationships.
- Improve student's abilities to evaluate views and opinions related to economics and develop their own perspectives based on sound reasoning.
- Improve student's understanding of economic issues and events.

Student Requirements

1. Internet access is highly recommended (high speed recommended) on any computer with a web browser
2. Purchase courses text book, calculator, and note book
3. Willing to read various business publications
4. Personal e-mail account/address
5. Five to ten hours per week to devote to course

Student Knowledge Base Expectations - Students are expected to have a basic understanding of computing.

Classroom Rules:

1. Do not engage in private discussions with others while someone else is speaking.
2. Without prior approval, the use of electronic recording devices is not permitted.
3. Silence all cell phones and other electronic devices before entering the classroom.
4. Do not text, chat, instant message, surf the web, or listen to mp3s or other media in class.
5. Do not ask instructor for legal advice

PRODUCTION ASSIGNMENTS: If production assignments are assigned the following process for productions assignments must follow this format to be accepted for grading. Production assignments where appropriate must be typed. Production assignment completion dates will be announced in class.

Late assignments will not be accepted for grading.

The forgoing criteria are required for any and all assignments/work physically turned in to the instructor for in class assignments only.

HOMEWORK ASSIGNMENTS: All homework assignments are due at the beginning of the first class meeting of the following week or on the date announced in class. **Late homework will not be accepted.** Neatness counts!! Spelling, grammar, punctuation, and complete sentences (where appropriate) are important. Homework assignments that cannot be read will not be graded. All homework must be typed (typed, double-spaced, 12 pt. font either Arial or Times New Roman and saved in an .rtf file format). Each assignment(s) must be identified by the above criteria and e-mailed to the instructor for credit. ***All other instances must be approved by the instructor.***

WRITING ASSIGNMENTS: When assigned students will be required to submit all their work typed, double spaced, 1 inch margins, 12 point Arial or Times New Roman (readable) font. Short essay style assignments still require demonstration of proficiency in construction complete sentences and paragraphs. Writing assignments will be in the students own words and sources must be sighted. Assignment will be due the first day of the class week (typed, double-spaced, 12 pt. font either Arial or Times New Roman and saved in an .rtf file format) **No late papers will be accepted.**

ASSIGNMENTS: Typical assignments will require the evaluation of an average business or personal situation in which the appropriate selection will be determined by the student. This must be communicated both in writing, and in demonstrations of the appropriate skills or use of the software. Students are highly encouraged to be as creative as his/her abilities allow. Viruses are a nuisance to say the least. You are required to have and utilize a virus protection program to help ensure that you do not spread a potentially infectious file to me and/or to your fellow classmates. Please check your vendor on a weekly basis for virus definition and other various updates. If at any time a virus is submitted (may it be with your work or just an e-mail) that item will be immediately destroyed and you will not be able to send me any other work and/or messages unless you can assure me that you have taken the responsibility to

rectify the situation. It will be your responsibility to contact me in order to have any further assignments accepted. The forgoing criteria is required for any and all assignments/work turned in to the instructor. There will be no formal exam(s). Although, students will have a final project due on the last day of class which will be explained prior to the end of the semester. **There will be NO make up for late work.**

All homework assignments are due at the beginning of the week on or before the date on your assignment sheet or announced in class. **All assignments are subject to change at any time. Late homework will not be accepted.** Neatness counts!! Spelling, grammar, punctuation, and complete sentences are important. Assignments that cannot be read will not be graded. All assignments must be typed. There will be weekly production assignments. Not all assignments will be graded. You will have one week to hand in an assignment. (There may occasionally be multi-week assignments.) (typed, double-spaced, 12 pt. font either Arial or Times New Roman and saved in an .rtf file format)

Submission of Assignments should be in the following manner:

(FOR IN CLASS ASSIGNMENTS Does Not Apply to this Section) ~ In other words this is an emergency to submission plan for your assignments if the college learning management system fails anytime during the semester.

The submission of completed assignments is a two-step process. Both steps must be completed in order for an assignment to be accepted for grading.

Step One: Upon completion of each assignment, you must submit your assignment **via your college email account**, additional please take under advisement that you should also cc your assignments to your own personal email account as well.

Step Two: In addition the student must send an e-mail to course instructor at mrpaden@itsensei.com and montepaden@whccd.edu with the attached assignment(s). Assignments are posted on the assignment sheet included with this document. One week after the class/week has begun your assignment is due. Each assignment is the following week. Thus week 1 assignment is due the first class meeting of week 2, and will remain thus until the last week of class. **Late homework will not be accepted at any time for any reason.**

It is not enough to hand in correct assignments that merely produce the expected output. You will be graded on elegance, legibility, maintainability, and other such important factors. I will generally not give full specifications of the problem. I highly suggest that when sending your assignments to the above email addresses you carbon copy yourself to an outside email address that is not provided by the college.

GRADING: I will not argue with you about grades. **Students must show continuous progress through the course or you will be dropped. Continuous progress is defined as maintaining weekly contact with the course instructor and turning in of weekly assignments. Logging in to your LMS (learning management system) a minimum of 3 separate days. You will have exactly 1 week, and/or 7 day and/or 168 hours to complete your weekly assignments. Therefore, please pay close attention to due dates. Don't always trust your computer. Check and double check so nothing is missing.**

ATTENDANCE POLICY: Attendance is taken every time you logon to your course during the class duration. Students are to log on to their learning management system no less than 3 different times per assignment week (i.e. Week #1, Week #2, etc...) Students are highly encouraged to attend each and every class due to the technical nature of the subject matter. A student is not allowed to miss more than 2 weeks for the entire class duration. Excessive absences will result in the students having his/her overall semester grade dropped by one grade level. (Excessive is defined as more than 2-week absences). It is the **student's responsibility** to withdraw from the class if s/he no longer wishes to attend. (The instructor will **NOT** drop a student from class because of lack of attendance). If a student does not complete the class or withdraw, the student will receive a grade of "F".

EXAM POLICY: Tests and Exams are all delivered via the LMS. If other exams are added for lectures sections, the exam may be essay, fill in the blank and/or multiple choice. Essays will be graded for proper grammatical structure, spelling, punctuation and creative thinking in the application of concepts taught in class. All assessments will be delivered via WHCCD LMS. Exams may also be a production style exam and class notes are permitted. There will be **NO** make up for missed exams.

The initial assignments are very simple, and fundamentally easy to understand. Later homework will be more complex, and thus count more heavily toward your final grade. Students will have to provide the instructor with his/her student identification number for the posting of grades online.

Students may be required to submit multiple one-page synopsis, when and if assigned, (typed, double-spaced, 12 pt. font either Arial or Times New Roman and saved in an .rtf file format) explaining their weekly outside reading (see synopsis). A photocopy of the entire article/source(s) must be scanned with the worked that is turned in. (1. Your one page synopsis, 2. copy of article scanned and/or e-mailed link) Short essay style assignments still require demonstration of proficiency in construction complete sentences and paragraphs. Writing assignments will be in the students own words and sources must be sighted. Assignment will be due the first day of the class week. Students must proofread and grammar checks all work before turning assignment into instructor. For more specifics on what is expected please view the standards. **No late papers will be accepted.**

Typical assignments will require the evaluation of an average business in which the appropriate selection of analytical and educated choices will be determined by the student. This must be communicated both in writing, and in demonstrations of the appropriate skills for use of the material covered. Students are highly encouraged to be as creative as their abilities allow. **Note: Extra assignments (i.e., written assignments, homework, production assignments, etc...) may be added at any time.** It is the student's responsibility to take accurate notes as to what assignments are due and the date that it is to be turned in. It is not the instructor's responsibility to reiterate an assignment if a student misses the class in which the assignment was given. It is the student's responsibility to ask if any assignments were assigned during the nonattendance period. **Students must show continuous progress through the course or you will be dropped. Continuous progress is defined as maintaining weekly contact with**

the course instructor and turning in of weekly assignments.

POP QUIZZES: There may be a pop quiz of the material at any time. You may use any written material you have such as class notes, chapter outline, etc. during a pop quiz. There is no make-up for a pop quiz.

EXTRA CREDIT: Students will be given a limited chance to utilize extra credit to bring up their grade at any given time. The amount of extra credit is limited to 10% of the total possible class points. Students will be given a limited chance to utilize extra credit to bring up their grade at any given time. The amount of extra credit is limited to 10% of the total possible class points.

EVALUATION METHODS: Evaluation methods for this class includes but is not limited to lecture and laboratory exercises to demonstrate an understanding of the material presented and will include laboratory production assignments, skill demonstration assignments, homework assignments, written assignments, pop quizzes, and module exams. Evaluation methods for this class includes but is not limited to lecture and laboratory exercises to demonstrate an understanding of the material presented. This will include (but is not limited to) laboratory production assignments, skill demonstration assignments, homework assignments, written assignments, pop quizzes, assignments, and module exams.

Percentages and Letter Grades:

Score $\geq 90\%$ = **A**
90% $>$ score $\geq 80\%$ = **B**
80% $>$ score $\geq 70\%$ = **C**
70% $>$ score $\geq 60\%$ = **D**
60% $>$ score & below = **F**

E-MAIL: is fast becoming the means to rapid business/personal communication. For the benefit of the student an e-mail address is need to participate on the online environment. If you do not currently have an e-mail address you are required to establish one in order participate in this format of instructional delivery. Note: E-mail will be used frequently to communicate with the instructor and/or other students. Basic familiarity with a web browser, an email account and a site for posting student work. For this reason I strongly suggest getting use to using your college email account provided to you for the duration of this course.

STATEMENT ON VIRUSES: West Hills College determines to the best of its knowledge and abilities the computer systems under their control are virus free. Due to multiple users and the problems that may arise from them, students are strongly encouraged to virus check their personal storage media before and after each use in a college computer system. In no case shall West Hills College be held liable for any damage or loss of information, which may occur by using media on college and non-college machines.

Statement of the use of Internet Access: Internet access is provided to facilitate communication in

support of research and higher education using high-performance networking technology and wide area of telecommunications utilities, and to promote educational collaboration, sharing in research educational information, and wide access to computer resources for the advancement of educational studies. All use the Internet as provided by West Hills Community College must be consistent with the above purpose. Any use which adversely affects the operations of the WHCCnet or jeopardizes the use or performance for other members will result in the users dismissal from the class. **Accessing, downloading, disseminating, and/or participation in any pornographic or sexually explicit material and/or discussion(s) (i.e. chat rooms) shall be deemed a volition of the WHCCnet and grounds for immediate dismissal from the class.**

SPECIAL ASSASTANCE: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

STATEMENT OF ACCESSIBILITY: If you have a verified need for an academic accommodation or materials in alternate media (ie: braille, large print, electronic text, etc.) per the Americans With Disabilities Act or Section 504 of the Rehabilitation Act, please contact your instructor as soon as possible.

HONESTY POLICY: Any student found copying or attempting to copy any work from another student (without permission from the instructor) will receive an "F" in this class. Any student allowing another student to copy (without permission of the instructor) will also receive an "F" in this class. Any student found cheating or attempting to cheat will receive an "F" in this class and their name will be given to the Dean of Instruction for further action, as deemed necessary.

PLAGIARISM: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the college. For more information refer to the "Academic Dishonesty" policy in the student handbook. The act of plagiarizing. 2. To steal and use (the ideas or writings of another) as one's own. 3. To appropriate passages or ideas from and use them as one's own.. 4. To take and use as one's own the writings or ideas of another is a Plagiarizer. Definition from: The American Heritage Dictionary

WEST HILLS COLLEGE'S STUDENT HONOR CODE: All students agree to abide by the following student honor code by signing the admissions application, which provides: "I will be academically honest in all of my academic work and will not take part in academic dishonesty of others."

GOALS: The goals of this academic honesty policy are to:

- Foster a culture of academic honesty in the college community.
- Maintain the integrity and academic reputation of the colleges and district.
- Process fairly and consistently matters related to academic dishonesty.

DEFINITIONS: For purposes of this policy, the following definitions are used:

- **“Academic Honesty”** means performing all academic work without plagiarism, cheating, lying, tampering, stealing, or receiving unauthorized or illegitimate assistance from any other person.
- **“Academic Dishonesty”** means knowingly performing, attempting to perform, or assisting any other person in performing any academic work that does not meet the above standard of academic honesty.
- **“Academic Work”** means any act performed in connection with work required to be submitted, being prepared to be submitted, or actually submitted for academic advancement in connection with courses and programs offered by the college. Academic work includes, but is not limited to, examinations, exercises, quizzes, term papers, reports, performances, presentations, artwork, laboratory work, and scientific experiments. Academic work includes, but is not limited to, written and oral work presented or recorded in any media including magnetic or electronic. Academic work includes, but is not limited to, work in connection with regular college courses, whether conducted at an on campus or off campus location), independent study courses at any location, courses offered through the college's continuing education and distance learning program at any location.

Contract Statement: "Please Note: This syllabus is NOT a legal covenant or contract between the instructor and student. It is an informal publication designed to provide the student with general guidance during the semester. The schedule and procedures for this course are subject to change at the discretion of the instructor." and then I also put a note that "This schedule may change as circumstances warrant"....this way there is no legal way that anyone can say that the syllabus is a contract

Important Notice

Data Loss: *Memory Stick and information thereon are not the responsibility of the instructor or West Hills College. All information put on your disk (i.e. flash drive, HDD) is your responsibility. You are highly encouraged to make multiple backups copy of all of your work. If any information is lost prior or after an assignment and/or test that information is the student's responsibility. If information is lost/destroyed due to natural or unnatural means it is still the student's responsibility to turn a given assignment on time.*

There are no exceptions.

Video/Audio Recording: In this class, students may not make audio or video recordings of any course activity. Students may not post any such recording to any social media, text, email or any other form of communication electronic or non-electronic. The only exceptions are those students permitted to record as an accommodation. If this accommodation is needed the instructor must have a perfect copy of what has been recorded. Those students who are permitted to record are not permitted to redistribute audio or video recordings of statements or comments from the course to any individuals and/or social medial sites, text, email or any other form of

communication electronic or non-electronic. Students found to have violated this policy are subject to discipline in accordance district policies, Local, State and Federal Law.

MORE INFORMATION LOCATED AT WWW.MONTEPADEN.COM

MORE INFORMATION LOCATED AT WWW.ITSENEI.COM

MORE INFORMATION LOCATED AT WWW.WESTHILLSCOLLEGE.EDU



MY ONE PAGE SYNOPSIS

(This is where your title goes)

INTRODUCTION: (do not write this on your paper)

The (first line of the paragraph is always tabbed over) introduction is used to introduce your 1) Topic, 2) The Author(s) Full Name, 3) Magazine Name, Date, Issue and Page(s). 4) Describe in brief what it is that you will be writing. Use a lead-in sentence for a smooth transition into the next section: The Body.

BODY: (do not write this on your paper)

The body of the synopsis must consist of a concise review of the material covered. This will consist of an in-depth look at what the author is trying to convey to his/her reader, in other words; "THE MAIN IDEA." This section allows some input by the writer of the synopsis, yet, the extent of the opinion is not thoroughly expressed until the conclusion.

CONCLUSION: (do not write this on your paper)

The conclusion allows the writer of the synopsis to bring all that was read and researched to an end while expressing how it could apply to various situations and/or personal applications. The conclusion is brief yet thoroughly thought-out and presented.

FINAL

EXAMPLE

ECON 1A MACROECONOMICS**Writing Economics Research Papers** (www.itsensei.com)

I. Introduction

The single most common failure of students in writing research papers is to misperceive what is expected in a quality research paper. The normal system of teaching what is expected is generally to have you do one, more or less in the dark, and then grade you. High grades provide positive reinforcement and low grades provide negative reinforcement; after a number of papers, the vagaries of individual instructor grading aside, everyone hopefully gets the hang of it.

Our purpose in this missive is to short circuit this process by providing as much information to you in advance of your writing as we can. It presents a number of ideas we have gathered over the years from a number of sources.

A more extensive source of information on writing papers in economics is Donald N. McCloskey, *The Writing of Economics* (Macmillan Press, 1987) which also appears in condensed form as "Economical Writing" in the April 1985 issue of *Economic Inquiry*.

II. The Research Process

- **1. Choose your topic.** This topic should have an economic dimension. It should be narrow enough to permit a sharp focusing of ideas, but not so narrow as to make the acquisition of information unreasonably difficult. It has to be manageable in the time allotted.
- **2. Acquaint yourself with the existing literature.** At this stage previous work on the topic is identified and read. The chief bibliographic source in economics is the Journal of Economic Literature, a quarterly subject-classified listing of all recent articles in economics and related journals. An extensive list of other sources, including computer searches, is provided at the end of this handout.
- **3. Think critically about the material and the topic and identify,** if it hasn't already been identified, the specific focus on your inquiry. In economics this frequently takes the form of framing a hypothesis or limited set of hypotheses which are to be explored in the paper. A hypothesis is a tentative theory or supposition which is provisionally adopted to provide a focus for the research (e.g., inflation helps the younger poor but hurts the aged poor).
- **4. Organize the research to assess the validity of the hypothesis or hypotheses.** Hypotheses can be tested either theoretically (i.e., can they be deduced from accepted axioms?) or empirically (i.e., by confronting them with data) or both. Econometrics provides the standard techniques for empirical work, but , if you have no background in econometrics, other more descriptive forms of data presentation and analysis may be used.
- **5. Make an outline.** We cannot over emphasize this. Although your outline will probably have to be revised several times as the writing proceeds, this is a worthwhile investment of time. The surest way to spend a large amount of time on a poorly organized paper is to start writing without an outline. A tentative outline is also useful during the research stage. You will be surprised at how much discipline a well constructed outline will impose as you do the research and the

writing. An outline will also greatly facilitate consultations with faculty on the progress of your research.

- **6. Draw your conclusions and write a rough draft.** This is the toughest step, but it will force you to put all your ideas together. At this stage weaknesses in the argument will become apparent and frequently you will gain some additional key insights during the writing. You will discover that you can improve on this rough draft a great deal if you put it aside for awhile and come back to it later.
- **7. Write the final paper.** If the other steps are done well, this step is relatively easy. You can concentrate mainly on style, organization and the elimination of weaknesses uncovered while writing the rough draft. Be sure to draw out the implications of your conclusions. An author must always be prepared to answer the "so what?" question!

III. Criteria for Grading Papers

There are four dimensions we consider in grading papers:

- **1. Economic Content.** Does the paper contain some substantive economic content? Although it may seem obvious that one should write an economics paper for an economics course, you would be amazed at the papers we have received which are political science, physics, chemistry, etc., with an occasional dollar sign thrown in. Interdisciplinary papers are fine (even encouraged) but one of the disciplines has to be economics and its representation must be more than token.
- **2. Analytical Depth.** Has the author analyzed the important issues in some depth or is the treatment superficial? Has the author sought out and included relevant facts? Does the research reflect a reasonable awareness of the relevant literature? Does the paper make clear how all the facts fits together?
- **3. Organization and Style.** Is the paper organized into coherent subsections which, when integrated, form a logical sequence of arguments leading directly to the conclusions? Is it well written? Does the introduction provide an overview of the paper and the role of each section? Are the conclusions summarized and clearly specified? Is the paper grammatically correct?
- **4. Originality.** Has the author exhibited some degree of originality or has he/she simply regurgitated readily accessible materials? Has the author clearly identified the nature of the original contribution for the reader?

IV. Rules for Papers

- **1.** The papers should be in a publishable format. Each one should contain a title page, the body, the footnotes or end notes (if any) and a bibliography. A table of contents is not required, but should be considered. Usually the construction of a table of contents facilitates the organization of the paper.
- **2.** A paper which is done jointly for an economics course and another non-economics course will be acceptable only when the two faculty members involved have cleared the topic and method of approach in advance. (See below on how to acknowledge that the paper is being done for two courses.) In general a single paper for two economics courses will not be acceptable, but exceptions are possible when it makes clear educational sense.

- **3.** If you do not want the comments to be written on your original, enclose a photocopy with it. In this case, comments and the grade will be written on the photocopy.
- **4.** Discussions about your paper with the faculty member supervising your research are encouraged throughout the research process. It is not necessary to "go it alone." For these discussions to help they should be initiated early in the research process.
- **5.** Each professor will have his/her own rules for penalizing late papers. You are responsible for knowing the rule.

V. Acknowledging Sources

Be particularly careful to acknowledge all the sources you consulted during the preparation of your paper. Any conventional work such as Kate Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations* (Chicago: University of Chicago Press, 1955) spells out the conventional rules of scholarship, but for economics classes you must acknowledge the following sources as well:

- **1. Unpublished work, including that of other students.**
- **2. Previous papers of your own, if written on a closely related topic.**
- **3. Significant guidance received from other faculty members or students.**

This last requirement is not meant to discourage discussions about paper topics with other faculty members or students, just as requiring footnotes and bibliographies is not meant to discourage the use of written sources.

Previous papers of your own and help you have received from other faculty and students are best acknowledged in an unnumbered footnote immediately preceding footnote #1. For example:

This paper is an extension of an earlier paper, "The Role of the Propeller in European Economic History," written for Economics _____ during the spring term 1988. I wish to thank Professor _____ for suggesting this topic, helping me clarify the issues, and showing such remarkable self-control when he heard of my conclusions.

Don't acknowledge the help (however modest) you may get from the faculty member supervising your research. Flattery will get you nowhere.

VI. Footnotes and Bibliography

Plagiarism, the dishonest use of another's intellectual labor, is a serious offense and will be treated as such. While the Student Handbook fully describes the policies of the College in cases of plagiarism and cheating, an additional handout on how to avoid plagiarism by proper acknowledgment of sources is available from the Economics Department. If you are in doubt about what is plagiarism and what isn't, pick one up.

You are urged (but not required) to simplify your life and ours by using the author-date method of acknowledging sources. In this method, each written source is identified in the text (rather than in a footnote) by the author's last name and the year of publication. Footnotes are then needed only for material not considered important enough to be included in the text.

The rules given below for using this method are similar to those in *A Manual of Style*, 12th edition, published by the University of Chicago Press (1969, pp. 384-388).

- 1. Both author and date of publication are typically enclosed in parentheses:
My conclusions differ from those of an important earlier study (Friedman and Schwartz 1963).
- 2. The citation should stand just before a punctuation mark. If this is impractical, it should be inserted at a logical break in the sentence:
Since the Arab oil embargo at the end of 1973, numerous papers (Bergstein 1974; Krasner 1974; Varon and Takeuchi 1974) have assessed the probability of successful cartelization of other primary commodities.
- 3. If the author's name has just been mentioned, it need not be repeated in the citation:
According to Armington (1969), products distinguished by place of production are not perfect substitutes.
- 4. Refer to a particular page, section, or equation as follows:
(Keynes 1936, p. 156) (Tobin 1963, sec. 3) (Kemp 1969, eq. 6.12)
- 5. For works with more than one author, use the full form of citation for two or three authors, but an abbreviated form of four or more. A work by three authors would be cited:
(Little, Scitovsky, and Scott 1970)
- 6. But instead of: (Sneezy, Dopey, Happy, Grumpy, Sleepy, Bashful, and Doc 1988)
use: (Sneezy, et al. 1988)
- 7. If you refer to two or more works by the same author published in the same year, distinguish the work as follows: (Armington 1969a) (Armington 1969b) etc.
The *Journal of Political Economy* uses the author-date method. Check it for further examples.

Your bibliography should list all references cited in the text plus other sources you consulted but did not cite.

SPECIAL ACKNOWLEDGEMENT: This material has been adapted from Colby College

Department Economics: http://www.colby.edu/academics_cs/acaddept/economics/papers.cfm