

Online data and references greatly enhance our ability to discuss and present economic ideas and data. It is of course our responsibility to acknowledge the work of others and to use the best available data. Many web pages (tradingeconomics.com for example) offer all sorts of economic data, but their sources and definitions are not clear are often not well defined (levels are presented as growth rates for example). At the same time reference generating programs like google scholar many interactive data sources sponsored by the UN, World Bank or IMF (among others) make it easier to present data comparable data clearly. Part I of these guidelines outline recommended style guidelines (imitating standard Econ journal format). Part II suggest strategies for creating references and getting pdfs online. Part III focuses on new online databases, including the UN, IMF and World Bank, but also now the DHS, Penn World Tables and even satellite images of the Earth (e.g. lights at night or other “big data”) various new survey data processing and standardizing sources.¹

Part I Eleven-point check list for formatting papers, essays, slides or any form of online submission...

- 1. Type your answer right after each question, single spaced, 11-12 point, narrow margins using three fonts.
- 2. End with a list of references, including course texts and readings where possible (show you read them)
- 3. Start and end with a clear quick summary of your key points (bullet points welcome...)
- 4. Cite source of quotes, data and key ideas using author, date page number format (e.g., A&L, 2017; 238)
- 5. Number all pages/slides after the first and number Figures & Tables (F&T) e.g. see Table LAC-3 below
- 6. If you use F&T numbers from the source, they need to be unique but not necessarily in sequence.
- 7. If you end up never referring to a Figure or Table perhaps put it in an appendix for “further reading”
- 8. Include your name, course and term in the file name and on in a footer or header if possible.
- 9. Follow minimum font size rules for F&T see the [WBI VC guidelines for slides](#) (11-12 point for text)
- 10. Make F&Ts as self-contained as possible, don't take photos of interactive figures...
- 11. At most one or two digits to the right of the decimal point, our data is accurate to about 2 digits...
- 12. Paste pictures in JPEG/PNG format in windows you can select, cut and “paste special” as jpeg.
- 13: *Never use data from TradingEconomics.com, data often wrong and/or mislabeled (levels vs changes?)*

Part I: Preferred Style Guidelines for online HWs, essays and case studies

1. ***Follow the three-font rule please:*** Type single spaced 10-12 point fonts with narrow margins. Include the text of the question you are answering, **typically in Fordham maroon**, add your answer as close as possible to the question right after the question mark or pause in a **different font, say blue?** Do not answer more than one question in your section, even if you need to copy a sentence to answer the next question. Use a third font ***or italics for quotes***, cite our text (A&W, 2017, p. 138) videos and other course materials where possible. Don't hide the fact that you took ECON 3235, this number the term and you name should appear on every page and in the file name.
2. ***Credit sources of data and ideas using standard author, year, page*** format. This is tedious but essential with course assignments. Cut and paste quotes and relevant Figures or Tables, but be sure to fully cite quotes and copied Figures/Tables with page numbers where possible.
3. ***Number all Figures and Tables, you*** can use the original number, as long as they do not overlap. Alternatively create numbers that do not have to be in order (for example, P-3 or P-8). If you never refer to

¹ This February 2017 we lost Hans Rosling a dedicated public health researcher and a consummate presenter/processor of development data. Partly due to his efforts (and the agencies that heard him) we all now have access to amazingly rich high-quality development data, as well clever presentation tools, so let's honor him by referencing carefully many source of free online development data (see Part III of this document).

a numbered Table or Figure in your paper on presentation, consider deleting or moving it to an appendix (in case you need it later).

4. **Include page numbers**, your name, the class or assignment if possible, in a header or footer.
5. **Use names that communicates a files content:** e.g., ECON6470YourNameFinalexamFall2017
6. For presentations in particular, follow minimum font size rules, in papers make sure numbers are legible.
7. Interactive tables and Figures, where data points are revealed when you put the cursor over the line or point are great, but generally do not work in papers (you cannot see data points). Instead use a small Table with key points and years or a Figure like C-7 below... note the data source right in the slide and the parsimonious use of large font data points and years (and no vertical axis or horizontal lines). Legend is clear and complete and works with color or black and white viewing.
8. The list of references should be in standard format, referring the options google scholar gives you, see Figure 1, for the full reference I like a to see the first names (within limits) which means MLA or Harvard, but with the year in brackets right after the author's name as in this example from those listed in Figure 1

Cecchini, Simone, and Bernardo Atuesta (2017) Conditional cash transfer programmes in Latin America and The Caribbean: Coverage and investment trends. No. 224. Naciones Unidas Comisión Económica para América Latina y el Caribe (CEPAL). Details: Refer to this article initially as Cecchini and Atuesta (2017). The if you find yourself citing it more than twice add Cecchini and Atuesta or C&A (2017). Thereafter refer to this source as C&A (2017). You should end up referring to our text more than once. If there is just one author, write Atuesta (2017) for example. If there are more than two authors, use Cecchini et al. (2017, p. 8) for example. See Part II for even more details...

9. **Creating a Table from an interactive diagram**, see this [spreadsheet for template](#), note the format of Table LAC-3, no vertical lines, two significant digits (7.9 for example) and clear documentation of the data source just below the diagram, <http://www.worldbank.org/en/topic/poverty/lac-equity-lab1/poverty/head-count>
10. To avoid creating unnecessarily large files, paste pictures in JPEG/PNG format in windows you can select, cut and "paste special" as jpeg. If you take a picture of something with your camera, email it to your self and select the small or medium option, anything below 500k is fine, we are trying to avoid 1-2MB photos, Tables or Figures... saving your file as a pdf at the end, but the new word/excel/pptx formats are generally very efficient (if you follow the JPEG rule outlined here...).

Table LAC-3 Poverty/Opportunity middle Class Shares Selected years

S4/day Poverty rate 2005 SPPP (percent)						
	2000-01	2003-04	2009	2011	2013	2015
Latin America	43	42	31	27	24	24
Chile	26	25	16	13	7.9	7.9
Argentina-Urban*		31	16	12	11	13
Brazil	43	43	27	21	18	20

\$10-\$50/day Middle Class Share						
	2000	2003	2008	2011	2013	2015
Latin America	21	21	28	31	35	35
Chile	29	30	36	39	49	51
Argentina-Urban*		31	48	53	54	49
Brazil	22	22	32	35	40	40

\$4-\$10/day Vulnerable (informal) share						
	2000-01	2003	2008	2011	2013	2015
Latin America	35	36	39	39	39	39
Chile	42	42	45	44	39	36
Argentina-Urban*		36	35	33	33	36
Brazil	33	33	39	38	35	36

LAC Equity Lab tabulations of SEDLAC (CEDLAS and the World Bank).

<http://www.worldbank.org/en/topic/poverty/lac-equity-lab1/poverty/head-count>

Part II: Using google scholar and your syllabus to create a list of references.

Step 1: Start with your course reading list, references to our text or required readings carry great weight (because they are required readings).

Step 2: Find your publication online, preferably in pdf format. The internet is a wonderful, but it is very important to clearly cite the work of others, including the page number if it is an article or a book. When we are in a hurry we all frequently save just save the url assuming we can complete the citation later if we end up using it. For example,1

http://www.socialprotectionnet.org/sites/default/files/s1700429_en.pdf

is a working url for a pdf of this 1017 CEPAL publication on CCTs made available online by the UN Economic Commission for Latin America and the Caribbean (ECLAC-CEPAL is the Spanish acronym). This is the formal citation for the “**References**” section at the end of your answers/paper/presentation:

Cecchini, Simone, and Bernardo Atuesta (2017) Conditional cash transfer programmes in Latin America and The Caribbean: Coverage and investment trends. No. 224. Naciones Unidas Comisión Económica para América Latina y el Caribe (CEPAL).

Reminder: an url is not a reference. First, we need to know the organization and authors behind everything we cite. Second, urls change frequently. Once a url goes bad we will need the title and author to find the publication again. Third, we generally cite publications as Cecchini and Atuesta (2017) for example, giving full credit to both authors, who worked very hard to compile this report (if there are more than 2 authors Cecchini et al. (2017) is fine, list Bernardo in the full list references.

Step 2: Get your reference into a standard citation format (any will do). If it is an academic publication, as is this one, just type the title of the book/report/article into Google Scholar. In this case, there are many reports with this title so I also had to add the author Atuesta to get the 2017 version. To find the best url (there are 11

versions of this report) I picked the official CEPAL posting with the shortest url (unfortunately the citation for this url was not the best, see Step 3 below): http://www.socialprotectionet.org/sites/default/files/s1700429_en.pdf
 Then I click the quote symbol “ (meaning cite...).

Step 3 Choose your favorite format. All of the formats are fine, but I like to see first and last names so that means MLA or Chicago. But the year is at the end, so I move it to right after the names. The reference in the text then become Cecchini and Atuesta (2017). To the right is the list google

scholar produces when you click “ Note I use MLA or Chicago with the date moved closer to authors (parenthesis added). Sometimes it helps to know the full name of each author...especially for

Cecchini, Simone, and Bernardo Atuesta (2017) Conditional cash transfer programmes in Latin America and the Caribbean: Coverage and investment trends. No. 224. Naciones Unidas Comisión Económica para América Latina y el Caribe (CEPAL).

Step 4. Double check to make sure you chose the most complete reference available: In this case are 11 versions of this CEPAL publication, some official some posted by the authors. Choose the most complete citation. Again, the format does not matter as long as the authors are first and the date is near the names. Here is what you see when you click “ on the last two listings of this paper (the others are incomplete, not sure why, it does not take long to click the various versions and take the most complete reference).

Table 1: Google Scholar reference options (click ")

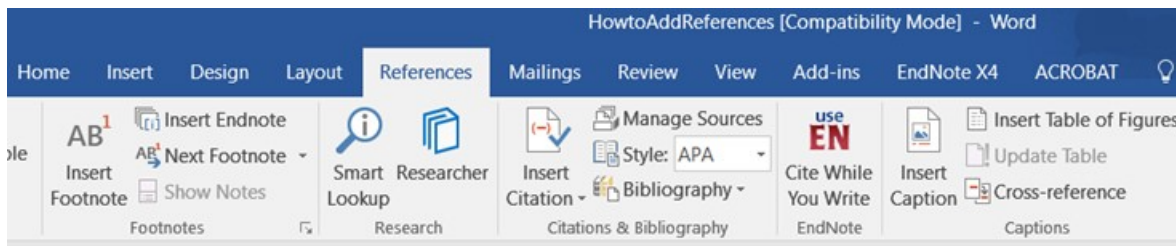
Cite	
MLA	Cecchini, Simone, and Bernardo Atuesta. <i>Conditional cash transfer programmes in Latin America and the Caribbean: Coverage and investment trends</i> . No. 224. Naciones Unidas Comisión Económica para América Latina y el Caribe (CEPAL), 2017.
APA	Cecchini, S., & Atuesta, B. (2017). <i>Conditional cash transfer programmes in Latin America and the Caribbean: Coverage and investment trends</i> (No. 224). Naciones Unidas Comisión Económica para América Latina y el Caribe (CEPAL).
Chicago	Cecchini, Simone, and Bernardo Atuesta. <i>Conditional cash transfer programmes in Latin America and the Caribbean: Coverage and investment trends</i> . No. 224. Naciones Unidas Comisión Económica para América Latina y el Caribe (CEPAL), 2017.
Harvard	Cecchini, S. and Atuesta, B., 2017. <i>Conditional cash transfer programmes in Latin America and the Caribbean: Coverage and investment trends</i> (No. 224). Naciones Unidas Comisión Económica para América Latina y el Caribe (CEPAL).
Vancouver	Cecchini S, Atuesta B. Conditional cash transfer programmes in Latin America and the Caribbean: Coverage and investment trends. Naciones Unidas Comisión Económica para América Latina y el Caribe (CEPAL); 2017 Sep.

BibTeX EndNote RefMan RefWorks

https://scholar.google.com/scholar?cluster=15254472530877139516&hl=en&as_sdt=0,33

Part IIA Citing data or articles that are not pdf publications

#1: What about citing newspapers or magazine or blog posts? Go to the References menu in Word, click references, then insert citation and choose “document from a web page” and fill in at least the required fields... (red *)



(Lustig, 2017)

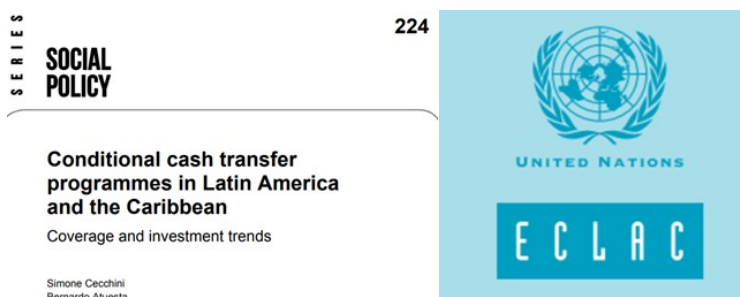
We can Professor Lustig’s Barcelona slides posted on the web. If we choose insert citation we get (Lustig, 2017). Clicking “bibliography” on the menu above creates formatted list of references that you have entered in Word (see the next 5 lines):

References

Lustig, N. (2017, May 27). Dynamics of Income Inequality in Latin America (presentation in Barcelona, Spain). Retrieved 2017, from Commitment to Equity, Tulane University:
http://www.commitmenttoequity.org/wp-content/uploads/2017/05/Lustig_Panel_Barcelona_May27_2017.pdf

I took the formatted version Word references produces and pasted an unformatted copy in my list of References.

FAQ #2 Can’t I just take a picture? Yes: two pictures in this case, converted to JPEG format (perhaps png on a Mac). But you cannot refer to this reference in the text so it is only appropriate for the first draft. Remember, if you refer to or quote or copy another publication it should be listed in author, date format (a url is nice too).

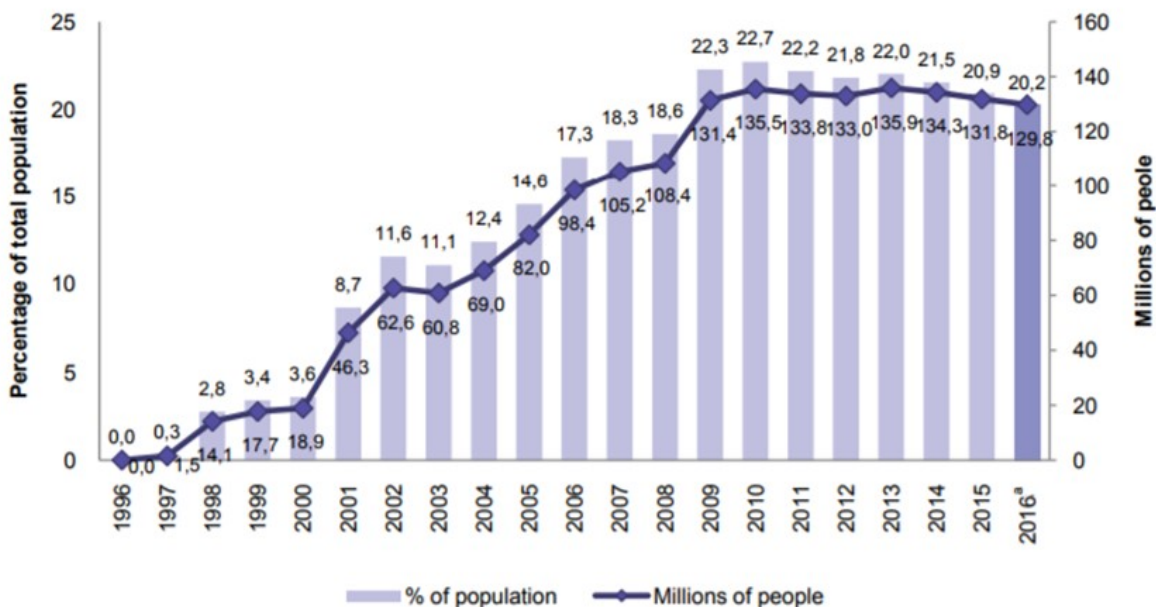


FAQ #3: How do I reference pictures of Tables and Figures I copy into my report/HW/presentation? See the “References” menu above or right click the Table/Figure image in Windows. Choose “insert caption” and add the source, which could be a page in a publication you have already cited, as in this case (see the “Source” text in blue I added). You can also add a full reference plus a url, especially if this is the only time you use this source (and you do not refer to the source again). *What if you already have a Figure 2 (every Figure needs a unique number, never add a reference or Figure you do not refer to the in the text. Crop out the Figure 2 to avoid confusion. The text I added using “caption” is in blue above and below Figure 2 from this report.*

Use Figure 2 or that is taken Figure C-2 or Figure 5 (for example)

Figure 2
Latin America and the Caribbean: Population of households participating in CCT programmes, 1996-2016

(Percentage of total population and millions of people)



Source: Prepared by the authors, on the basis of the database of non-contributory social protection programmes in Latin America and the Caribbean of the Economic Commission for Latin America and the Caribbean, Conditional cash transfer programmes [online] <http://dds.cepal.org/bdptc/>, and the CEPALSTAT database.
 Note: ^a Preliminary data.

Source: Cecchini and Atesta (2017) page 22 (reference formatted above, here is the link to the pdf, don't rely on this as it may change (http://www.socialprotectionet.org/sites/default/files/s1700429_en.pdf))