Instructions for Assignment Formatting

Jerome Dumortier

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Introduction

The following formatting guidelines are suggested for reporting the solutions to the assignments, i.e., exercises at the end of the chapters and the case studies. Those instructions are a good practice for the presentation of information in a professional setting.

All responses must be typed using either Microsoft Word or some other suitable word processing software and then convert into a single pdf-document. You have access to Adobe Acrobat through the university and there is no need to purchase the software yourself. Responses must be concise. All assignments must be submitted as one (1) pdf-document containing all text, tables, graphs, and other relevant information. In general, the pdf-file should have the following characteristics:

1. All pages should be in portrait mode.
2. The document should use single spacing and a font size of 12 points.
3. The font should be either Times New Roman or Arial.
4. No title page is necessary but rather a short title on top of the first page, e.g., Homework 1. Please include your name on the first page, the date of submission, and the assignment number.
5. All pages should be numbered.

Tables and Graphs

Your tables and graphs should be self-explanatory. The reader should be able to read and fully understand what your graph is saying without reading the accompanying text. To achieve this effect, all graphs and tables should have the following information where appropriate:

- Brief descriptive title:
- Clearly labeled x-axis and y-axis
- Clearly defined legend
- Notes: as necessary to explain less obvious aspects of the graph
- Source: to indicate where the data in the graph are taken from. Both should be in a smaller font than the rest of the text.

Table

Table 1: Revenues and Outlays of the Federal Government.
Source: Office of Management and Budget.

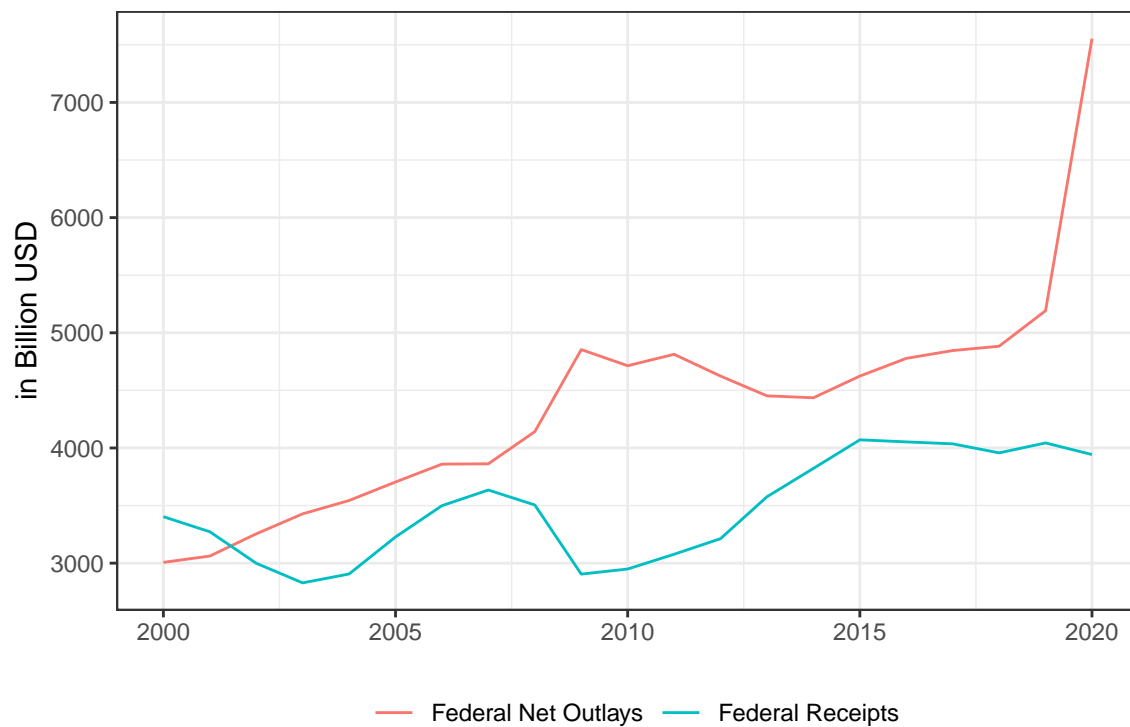| Year	Outlays	Receipts
2010	4714.097	2949.081
2011	4813.086	3077.041
2012	4624.328	3212.634
2013	4452.458	3576.402
2014	4435.826	3822.511
2015	4624.144	4070.577
2016	4777.714	4052.676
2017	4845.769	4035.897
2018	4883.366	3957.403
2019	5191.787	4043.448
2020	7553.527	3943.141

Graph

Figure 1: Revenues and Outlays of the Federal Government. Source: Office of Management and Budget.

Assumptions

While I strive to make the assignments as clear as possible, ambiguity may still arise. Except for glaring errors, you are expected to make assumptions as necessary to solve the assigned problems. These assumptions should be clearly stated as footnotes. Your results are only as credible as your assumptions; be ready to defend your assumptions.

References

Your work may be based on information you gather from multiple sources. It is important that you document these sources and give credit where appropriate. Your reference list should come at the end of your work. Do not place it in the middle or at the end of each question.