

# Instructions Formatting Assignment

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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. Convert the document including all text, tables, graphs, and other relevant information 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. In general, the pdf-file should have the following characteristics:

1. All pages should be in portrait mode and numbered.
2. The document should be single-spaced and use a font size of 12 points.
3. The font should be either Times New Roman or Arial.
4. A title page is not necessary but rather a short title on top of the first page, e.g., Homework 1. Include your name on the first page, the date of submission, and the assignment number.
5. Dollar values over \$100,000 should be rounded to the nearest integer. Anything below \$100,000 should be reported using two decimal places. For percentage changes, report one decimal place.

## 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 and descriptive title
- Clearly labeled  $x$ -axis and  $y$ -axis with the  $y$ -axis starting at 0 if only positive or negative values are reported.
- A clearly defined legend and maybe notes, which explain less obvious aspects of the graph.
- An indication of the data source for the information portrayed in the graph.

## Table

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

| Year | Outlays  | Receipts |
|------|----------|----------|
| 2010 | 4703.681 | 2942.565 |
| 2011 | 4803.181 | 3070.709 |
| 2012 | 4615.166 | 3206.269 |
| 2013 | 4445.796 | 3571.050 |
| 2014 | 4434.763 | 3821.595 |
| 2015 | 4626.379 | 4072.544 |
| 2016 | 4782.466 | 4056.707 |
| 2017 | 4855.766 | 4044.222 |
| 2018 | 4898.828 | 3969.933 |
| 2019 | 5214.215 | 4060.914 |
| 2020 | 7584.999 | 3959.571 |

## Graph

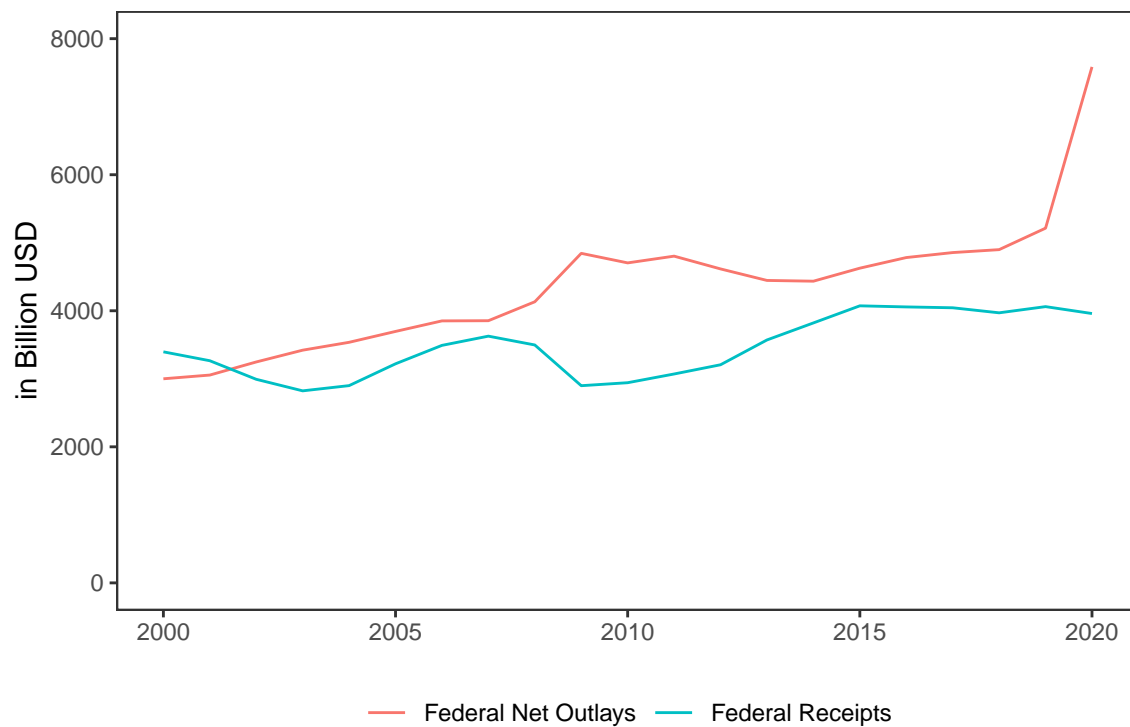


Figure 1: Revenues and Outlays of the Federal Government. Source: Office of Management and Budget.

## 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.