

## **Amherst College Department of Economics Official Thesis Deadlines Spring 2024**

Please note the following departmental deadlines in connection with your senior honors thesis.

### **Thesis Prospectus**

Due: Tuesday, April 9, 2024

Details: One-page double-spaced summary of the thesis. Approx 100-300 words, following guidelines.

Format: Single PDF emailed to [econ@amherst.edu](mailto:econ@amherst.edu) titled "<Name> Prospectus April 2024"

Purpose: Basis for assigning two faculty readers.

### **Final Thesis**

Due: Friday, April 12<sup>th</sup>, 2024

Details: Your final scholarly work. Max 50 pages, double spaced, following detailed guidelines.

Format: Single PDF emailed to [econ@amherst.edu](mailto:econ@amherst.edu) titled "<Name> Thesis April 2024"

Purpose: Read by faculty readers and advisor(s) in preparation for presentations.

### **Presentations**

Due: Wednesday, April 24, 2024 and Thursday April 25, 2024 between 4:00 and 6:45 pm.

Details: Your final presentation of your scholarly work, plus your defense of that work.

Format: You will give a 13-minute presentation of your honors work to faculty, interested economics majors and guests. After each presentation, the floor will be open for general discussion and questions.

Purpose: Presentation, discussion, evaluation, and defense.

### **Official College Copy of Thesis**

Due: Thursday, May 9, 10:00am

Details: Your final scholarly work. Max 50 pages, double spaced, following detailed guidelines.

Format: Please see the Registrar's Thesis Guide for college requirements for thesis submission:  
<https://www.amherst.edu/mm/67016>

### **Full Thesis Files for the Department Archives**

Due: Thursday, May 9, 10:00am

Details: All thesis related files, all hard and e-copies submitted to the economics department

Format: Per the [Economics Thesis Material Submission Guidelines](#) doc

*Note that you may make minor edits after the presentation and before this final submission.*

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**Give yourself plenty of time to avoid potential problems.**

**DO NOT WAIT UNTIL THE LAST MINUTE.**

**DEADLINES WILL NOT BE EXTENDED.**

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# Economics Thesis Material Submission Guidelines

## Spring 2024

### Final Economics Thesis: Due to the Economics Department by May 9, 10:00am

- Upload a single copy of your final thesis to your own folder in the shared Google Drive Honors Thesis 2024. This drive can be located by looking in the left-hand column of your **Google Drive/Shared Drives/Honors Thesis 2024**.
- **Title:** <Your Name> Thesis May 2024
- **Format:** 50-page pdf, double spaced, see detailed formatting instructions.
- It is important to check your ability to access this folder NOW. If you have any access issues or problems then contact ADC Amy Johnson to work it out prior to your May 9, 10:00am deadline.
- Send a PDF copy of your final thesis to your thesis advisor(s) directly

### Additional Thesis Materials: Due to the Economics Department by May 9, 10:00am

- Upload the following items to your personal folder in **Google Drive/Shared Drives/Honors Thesis 2024**
- A README file listing the files you are submitting and what each file includes. This file should be named "YourName Readme.doc"
- Thesis: A clean PDF copy of your entire thesis. You may make minor corrections in preparing this version.
- Abstract: A one-page abstract (prospectus) of your thesis, in a Word document. After the abstract, please include a list of JEL subject areas and keywords you think relate to your thesis (e.g. development, institutions, health, discrimination, labor). You can find a useful list of subject areas at <https://www.aeaweb.org/jel/guide/jel.php>
- Data: Please include copies of your data. This would include the raw data, as well as the reformatted or merged data that you used for your analysis. Please put these in STATA format (unless that is incredibly difficult). Also, put in variable labels, label the data set, and make it so that someone else could use it in the future. To label a variable or data in STATA, you just type something like:
  - label var income "Per capita income, 2000 dollars, from BLS"
  - label data "Crime data from the FBI UCR April 05 Doug Norton 2005"
  - *Note: If your data is proprietary or you believe it should be kept confidential, just let Prof. Reyes know and we won't need to include it. However, barring such privacy concerns, we would like to have all of this material on file.*
- Documentation: please include documentation for your data. This involves the original source, where you got it from, what it measures, the sample size, how things were calculated, anything weird or notable, etc. If you have a variable that is some kind of index, please indicate where it comes from and what each level indicates (i.e. a small table showing 0 means terrific institutions, 1 means so-so, etc.). It would be a good idea to include such information in the variable label as well.
- Analysis programs: Please include a few analysis programs, such as STATA do-files, and comment them as extensively as feasible. Put in information about what tables they create, what is done at different points, and why. Please make section breaks, use comments, and make them readable and useful.
- A list of "what I wish I knew before I started my thesis," even including details like using Stat/Transfer or how to format things in Excel.
- Any other information you think would be useful to future thesis writers!

THESIS TITLE HERE

STUDENT NAME HERE

Advisor(s): Advisor Name(s) Here

Type your prospectus here. Should fit on this one page, 1.5 spacing with 12 point Times New Roman font or something similar. Need not be done in Word, but should be in this format if you do it in some other program.

Paragraphs should go like this. It is basically a long abstract. Include JEL codes at the bottom in the manner you see in journals and working papers.

### **Honors Thesis Format**

1. The manuscript should be typed double-spaced, on one side only, on good quality bond paper (not corrasable) of regular size (8-1/2" x 11").
2. Length: may **not** exceed 50 total pages (including text, tables, figures, bibliography.)
3. Minimum margins: left = 1.25 inch, right = 0.75 inch, top = 1 inch, bottom = 1 inch.
4. Font size: no smaller than 12 pt.
5. Notes: Numbered consecutively, single spaced, placed at the bottom of the page, in font no smaller than 10 pt.
6. Citations: follow Chicago formatting, the standard in most economics journals.  
Guidelines and examples here:  
[http://www.chicagomanualofstyle.org/16/ch15/ch15\\_sec009.html](http://www.chicagomanualofstyle.org/16/ch15/ch15_sec009.html)  
<https://www.aeaweb.org/journals/policies/sample-references>
7. Tables should be numbered consecutively. Tables should include detailed notes at the foot of the table. Fonts in tables should be no smaller than 10 point.
8. Figures should be numbered consecutively. Figures should include detailed notes at the foot of the figure. Fonts in figures should be no smaller than 10 point.
9. Data citations: be sure to include citations for your data. (Sometimes people forget these.)
10. In general, style should follow the standard conventions of the economics literature. When in doubt, look at a paper from a top journal like the AER or QJE. You are encouraged to use Zotero or similar software to format these consistently, but make sure to proofread it by hand.