

Guidelines for Writing the Essay

- I. The essay should be presented in Microsoft Word. The line-space must be 1.5, the Font used must be Times New Roman with Font size 12. Margins should be symmetric and 2.5cm from the page.
- II. There should be page numbers at the top of the page. Any footnotes should be at the bottom of the page.
- III. On the first page of the document please include: title, date, full name of the student(s) and email addresses of all students. Please also include the name of the subject and the professor of the course.
- IV. On the second page please include a list of contents. For example:

1. Introducción	1
2. El marco conceptual	7
3. Datos y estrategia empírica	11
4. Resultados de las estimaciones	15
4.1. La probabilidad de recibir formación en la empresa	16
4.2. El rendimiento de la formación	23
4. Resumen y conclusiones	27
5. Bibliografía	30
6. Anexos	32
- V. Any figures and graphs should be numbered with a title explaining their content. Acknowledge the data source and add clarifying notes explaining exactly where the data can be found. For instance:

Cuadro 1. Worker occupation by sector in Spain in 2012

	Trabajadores ocupados	
	Miles de personas	%
Total	19.191,1	100
Agricultura	992,2	5,1
Industria	3.311,0	17,3
Construcción	2.396,3	12,5
Servicios	12.491,7	65,1

Source: Encuesta de Población Activa (EPA), second quarter of 2012.

Notes: Data has been taken from the (EPA) available on the following website: www.ine.es

VI. Bibliography: References should be at the end of the text following alphabetical order of the authors. Style A should be used for books, and style B should be used for articles:

A) Style for books: Last name. Comma. Initials of first name. Year of publication in brackets. Colon. Title. Comma. Publisher. Comma. Place of publication.

□ Example of a book reference (when book has one author):

López Li, Sebastián. (2002): *Economía y política*, Pirámide, Madrid.

□ Example of a book reference (when book has multiple authors):

Sáez, José y Raúl Tena. (1999): *Empleo y educación*, Ariel, Barcelona.

B) Style for articles: Last name. Comma. Initials of first name. Year of publication in brackets. Colon. Title of the article in quotation marks. Comma. Title of journal in italics. Comma. Volume and number. Comma. First and last page.

□ Ejemplo de referencia de artículo publicado en una revista:

Ruiz, Manuel. (2004): “El mercado de trabajo en España”, *Papeles de Economía Española*, núm. 900, 127-170.

VII. Citations in the text will indicate the last name of the author and the year of publication. If referencing a particular passage, citations should also include the page number. For example: (Ruiz, 2004: 129).

VIII. At the end of the document include any supplementary information which is relevant but not written in the main text (appendices etc)