

AGEC 693

PROFESSIONAL STUDY PAPER GUIDELINES

Guidelines for the Preparation of
Professional Study Papers



Department of Agricultural Economics
Texas A&M University

TABLE OF CONTENTS

	Page
GENERAL INFORMATION	1
Introduction	1
Presentation of Material	1
Journal Model.....	1
Style Manuals.....	2
COMPLETION GUIDELINES.....	1
Review Time	1
Signature Page.....	2
Submission to Reference Lab.....	2
Grading.....	2
GENERAL SPECIFICATIONS.....	2
Type and Spacing	2
Margins and Pagination.....	3
Photographs.....	3
Tables and Figures.....	3
MANUSCRIPT DETAILS AND SAMPLE PAGES.....	4
Font and Point Size.....	4
Margins.....	4
Page Numbers.....	4
Journal Model.....	4
Major Headings	5
Content Order	5
Title Page.....	6
Approval Page	8
Abstract	10
Dedication, Acknowledgments, and Nomenclature	12
Table of Contents	13
List of Figures and List of Tables.....	16
Text.....	18
References	20
Appendices	21

GENERAL INFORMATION

Introduction

The Department of Agricultural Economics at Texas A&M University requires an AGECE 693 professional study paper from all Master of Science - non-thesis candidates and offers it as an optional course for Master of Agribusiness students. The professional study paper should be presented in a scholarly, well-integrated, properly documented manner, reporting the original work done by the student under the supervision of the advisory committee.

This manual has been prepared by the Graduate Office to assist graduate students and their committee members in the preparation of AGECE 693 professional study papers. The primary purpose of this manual is to provide certain uniform standards regarding style and format.

Presentation of Material

The finished work must reflect a comprehensive understanding of the pertinent literature and express in clear and legible English the method, significance and results of the student's research. Full documentation and appropriate tabular and/or graphic presentation are important. The completed manuscript should be no longer than is necessary to present all pertinent information. The length will vary widely according to research topics and the style of paper written.

Journal Model

The student should use the *American Journal of Agricultural Economics* as a style guide in writing the professional study paper, including tables, figures and references.

Consistency of style and form should be the rule throughout the manuscript. The professional study paper is not expected to duplicate a published journal in typographic arrangement and display. The more sophisticated publication and layout practices, such as the use of double columns on a text page, etc., are not to be followed.

Style Manuals

The Professional Study Paper Manual does not address all questions pertaining to style and format for the preparation of a professional study paper. Many manuals and handbooks are available for this purpose. For specific questions not answered in the Professional Study Paper Manual, the current editions of the following may be helpful: Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, and *The Chicago Manual of Style*.

COMPLETION GUIDELINES

Review Time

These following time frames are approximate; review time depends upon workload. Manuscripts are reviewed by the Graduate Program Director in the order received.

Proposal submitted to committee chair or instructor of record	Due 3 months prior to graduation date
Final draft submitted to committee	Due 2 weeks prior to final oral exam
Final copy with all corrections and signatures submitted for signature of Associate Head for Graduate Programs	Due 2 weeks prior to graduation date

Signature Page

The professional study paper will not be accepted by the Associate Head for Graduate Programs until the required signatures of the committee are obtained. **Each chair, co-chair and committee member must sign for him/herself.** The Associate Head for Graduate Programs will sign for the head of the department. **Any student who is having trouble obtaining the appropriate signatures should contact the Graduate Office for guidance.**

Final Submission of Paper

After final corrections are made, the student must provide a pdf file of the final paper to the Grad Office.

Grade

The final grade for the Professional Study Paper is assigned by the committee chair (or instructor of record) under the advisement of committee members.

GENERAL SPECIFICATIONS

The finished manuscript is to be a professional effort free of typographical errors and consistent in format.

Type and Spacing

Do not attempt to copy the journal's use of various sizes and styles of typeface or font. The entire professional study paper must be of uniform font or typeface. Any standard bookface font may be used. Acceptable printers will produce solid, unbroken lines of type. Consult with the Graduate Office if there is doubt about the acceptability of a word processor or computer output.

The manuscript may be double spaced or one and one-half spaced. Mixing of spacing in the text is not acceptable. Single spacing is used only for long, blocked and inset quotations, footnotes,

endnotes, and itemized or tabular material. Any quotations of six or fewer typed lines should use the same spacing as the narrative text.

The acceptable point size for the text is 11 or 12 point. Italics or boldface print (in the same point size as the text) may be used for major headings, subheadings and for emphasis. Underlining is an acceptable alternative to italics; but, **do not use underlining and bold together**. Major headings may be up to two point sizes larger than the text (maximum size is 14 point). If this option is chosen, it must be used for major headings throughout the entire manuscript.

Reduction may be made in narrative text footnotes, tables, figures and appendix material only. The minimum size for numbers and upper-case letters is 1.5 millimeters.

Margins and Pagination

All text, figures, and tables must be within one-inch margins, except for the page number. All text should be left-justified to allow regular and consistent spacing between words in the text. Excessive variable spacing is not acceptable because it inhibits legibility. See the section entitled “Margins” for further discussion and sample margin settings.

Every page in the professional study paper except the Title Page and the Approval Page must be numbered. The Title Page is considered to be page i and the Approval Page is considered to be page ii, but no pagination numeral is shown on these two pages. The preliminary pages are numbered with lower-case Roman numerals. The first numbered page is the Abstract, which is numbered iii. The text and supplementary pages are numbered with Arabic numerals. The first page of the text has the number 1; every page following will have a page number.

Page numbers are placed in the upper right-hand corner of the page, above the margin, about one-half inch below the top edge of the paper, even with the right-hand margin. Page numbers are the only characters which may appear outside the margin.

Tables and Figures

All figures and tables should be sharp black and white, clearly readable and of professional quality. Color may be used but tables and figures should still be understandable if copied in black and white. Check all figures and tables to ensure minimum size and legibility requirements are met.

Each table and figure in the text must have a separate number and title. Each figure and table must have a unique title. Figures and tables are numbered consecutively throughout the text, and each table or figure must be mentioned by number in the text. Each table may be placed in the paper within a page and a half of its first mention in the text or on the next page of text following its appearance. Tables and figures may be included on a page with text or appear on separate pages. If a table or figure is placed on a page with other material, the table or figure should be separated from the text (or other material) by a minimum of a triple space at the top and bottom. As an alternative method of placement, all tables may be placed in consecutive order in an Appendix following the text.

Placement of titles on tables and figures is determined by the *AJAE* format. If the table or figure is placed lengthwise (landscape position), the top of the table or figure must be at the left-hand,

binding side of the page. The caption is placed in the same direction as the figure or table. The page number stays in regular (portrait) position.

Tables or figures longer than one page in length must have the complete title and the number of the table or figure on the first page only. Subsequent pages have the table or figure number and the word "Continued", plus the necessary column headings for ease of reading. The end line of the completed table appears only on the last page of the table.

Captions or titles on a facing page are to be used only when absolutely necessary. Facing page captions may be used for figures only, never tables. This format applies only when the caption cannot be placed directly on the page where the figure appears. If a facing page caption is necessary, the caption page comes first and is placed in the same direction as the figure. Both pages are consecutively numbered, with the page numbers in the standard position. In the List of Figures, the number of the page on which the figure itself appears is the only page number recorded.

MANUSCRIPT DETAILS AND SAMPLE PAGES

Font and Point Size

- Choose one font and use throughout manuscript. The font selected must be one found in a scholarly journal. The exception: appendix material, tables, and figures may be in different fonts.
- Choose one point size (11 or 12 point) and use throughout manuscript. The exception: tables, figures and appendix material can vary in point size. An option: point size of all major headings may be slightly larger (12-14 point).

Margins

- All typing must be within a minimum of one-inch margins, except page numbers.
- Sample margin settings are: 1.25 " on the left (to allow for binding), 1 " on the right, and 1" on the top and bottom.

Page Numbers

- The first two pages (Title Page and Approval Page) are unnumbered
- Preliminary pages are numbered with lower case Roman numerals
- Text pages are numbered with Arabic numerals, beginning with the first page of text (numbered 1)
- Page numbers are outside the top margin, in the upper right hand corner, approximately one-half inch below the top edge and even with the right-hand margin

Journal Model

- Model used should be the *American Journal of Agricultural Economics*
- Used for placement of figure titles, placement of table titles, and the format of the reference section

Major Headings

- All must be handled consistently regarding point size and the use of bold type
- All must be centered at the top of a new page and in all capital letters
- Point size may be either the same size as text or up to 14 point

Content Order

The following list gives the contents in the proper order of presentation. All sections marked with an asterisk (*) must be included in the manuscript.

- Preliminary Pages (with lower case Roman numeral page numbers)
 - *Title Page
 - *Approval Page
 - *Abstract
 - Dedication
 - Acknowledgments
 - *Table of Contents
 - *List of Tables (if two or more tables in text)
 - *List of Figures (if two or more figures in text)
- Text (with Arabic numeral page numbers)
 - *Introduction (as first chapter or section)
 - *Main body of text divided into various chapters or sections
 - *Summary or Conclusion (as last chapter or section)
- References and Supplemental Sections
 - *Reference section
 - Appendix material

Title Page

General Comments

- Font must match text
- Point size of title is the same as other major headings; point size for rest of the page is the same as text
- Vertical spacing must match sample page
- No bold on this page; exception, title is bold if major headings are bold
- No page number on this page

Title of Manuscript

- All capital letters, centered
- Double space if more than one line
- No period at the end of the title

Professional Study Paper Statement

- Double space
- Capitalize “Professional Study Paper”
- Student's name in all capital letters; name must be same as in official records of the university

Submittal Statement

- Single space
- Texas A&M University is on line by itself
- Double space between submittal statement and degree
- Degree is in all capital letters; full name of the degree is used

Date

- Month (May, August or December) written out with year
- No comma between month and year

AN AGRICULTURAL SECTOR ANALYSIS OF THE

Double space title.
Last line of title ~2.25" from
top of page.

UNITED STATES SUGAR IMPORT POLICY

Title is in all capital
letters.

Double space professional study
paper statement.
Begin statement ~3.25" from top

A Professional Study Paper

by

JOHN PHILLIP SMITHERS

Name is in all capital
letters.

Submittal statement is
centered on the page &
single spaced.
Begin ~5" from top
of page.

Submitted to the Department of Agricultural Economics of
Texas A&M University
in partial fulfillment of the requirements for the degree of

MASTER OF SCIENCE – NON-THESIS

or

MASTER OF AGRIBUSINESS

Type your degree title only.
Degree is in all capital
letters.

Double space between
submittal statement and
degree.

Place month and year of
graduation ~8.75" from top
of page.

Month 200X

Note carefully
vertical spacing.

Approval Page

General Comments

- Match font and point size to Title Page
- An Approval Page with **original** signatures of the committee and department head (or authorized signer for the department head) is for the student's records
- No bold on this page; exception: title is bold if major headings are bold
- No page number on this page

Title of Manuscript

- Same wording as on Title Page
- All capital letters, centered; double space if more than one line
- No period at the end of the title

Professional Study Paper Statement

- Capitalize "Professional Study Paper"
- Double space
- Student's name in all capital letters, same wording as Title Page

Submittal Statement

- Single space
- Wording is different from that on Title Page
- Double space between submittal statement and degree
- Degree is in all capital letters; must match wording on Title Page

Signatures

- **No substitute signatures for chair, co-chairs or members of committee;** head of department line may be signed by an authorized signer for the department
- Signatures must be in ink
- Names do not include Dr. or Prof. or Ph.D. title
- Name and position on committee single spaced and centered under line
- If co-chairs, then put Co-Chair of Committee (instead of Chair) under each co-chair's name
- If the department head serves as a member, chair or co-chair, he/she must sign in the signature space allotted for each position

Date

- Graduation month (May, August or December) written out with year
- No comma between month and year

(Approval Page for Master of Science – Non-thesis)

Double space title.
Last line of title ~2.25"
From top of page.

AN AGRICULTURAL SECTOR ANALYSIS OF THE
UNITED STATES SUGAR IMPORT POLICY

Title is in all capital
letters.

A Professional Study Paper

by

JOHN PHILLIP SMITHERS

Name is in all capital
letters.

Submittal statement is
single spaced.

Submitted to the Department of Agricultural Economics at
Texas A&M University
in partial fulfillment of the requirements
for the degree of

MASTER OF SCIENCE – NON-THESIS

Type your degree title
in all capital letters.

Approved as to style and content by:

Name and position on
committee (in parentheses)
centered under line.

Names do not
include Dr. or Prof.

Committee Chair
(Chair of Committee)

Committee Member #2
(Member)

Outside Committee Member
(Member)

Associate Head for Graduate Programs
(Associate Head for Graduate Programs)

Month and year
of graduation

Month 200X

Double space title.
Last line of title ~2.25"
From top of page.

AN AGRICULTURAL SECTOR ANALYSIS OF THE
UNITED STATES SUGAR IMPORT POLICY

Title is in all capital letters.

A Professional Study Paper

by

JOHN PHILLIP SMITHERS

Name is in all capital letters.

Submittal statement is single spaced.

Submitted to the Department of Agricultural Economics at
Texas A&M University
in partial fulfillment of the requirements
for the degree of

MASTER OF AGRIBUSINESS

Type your degree title in all capital letters.

Approved as to style and content by:

Name does not include Dr. or Prof.

Name
Director of Master of Agribusiness Program
and
Chair, Intercollegiate Faculty of Agribusiness

Name of MAB Director with titles centered below.

Month and year of graduation

Month 200X

Abstract

General Comments

- First numbered page, lower case Roman numeral (iii). Page numbers are outside the margin, everything else inside margin
- No bold on this page; exception, heading (ABSTRACT) is bold if major headings are bold

Preliminary Lines

- Title of manuscript appears in upper and lower case letters with a period at the end of title, wording must match title on Title and Approval Pages
- Date of graduation is in parentheses (no comma between month and year)
- Student's name must be the same as on first two pages, but typed in upper and lower case letters
- Comma after student's name
- Previous degree abbreviated, followed by comma, followed by university
- If more than one previous degree, semicolon separates degree information
- Dr. before chair's name (if chair does not have a Ph.D., use the title Prof.)
- If co-chairs, single space between co-chairs' names and align one directly under the other:

Co-Chairs of Advisory Committee:	Dr. M. Smith
	Dr. J. Wilson
- Consistently space all lines (same spacing as text)

Text

- Begin one triple space below preliminary lines
- Text may be no more than 350 words; any term with a space on each side is counted as a word
- Spacing is same as used in text

First numbered page;
outside margin.

ABSTRACT

Title in upper and lower
case with period at end.

The Development and Improvement of Instructions
for Graduate Students. (December 200X)

Date is in parentheses.

Comma after name and after
degree abbreviation.

John Phillip Smithers, B.S., Central College

Chair of Advisory Committee: Dr. Charles Doakes

Dr. or Prof. before
chair's name.

The text of the Abstract starts one triple-space below the heading. The text of the Abstract is typed double-spaced or space-and-a-half according to the spacing style followed in the narrative text; it should be limited to no more than 350 words in length.

Dedication, Acknowledgments, and Nomenclature

Dedication (Optional)

- Follows the Abstract
- Does not need the heading DEDICATION at the top of page
- If listing preliminary pages in Table of Contents, include Dedication
- Heading is bold if major headings are bold
- Limited to one page

Acknowledgments (Optional)

- Limited to two pages
- Follows the Dedication Page (or Abstract, if no Dedication)
- Heading (ACKNOWLEDGMENTS) is bold if major headings are bold
- Spacing is same as used in text

Nomenclature (Optional)

- If your paper has a large number of abbreviations and or acronyms, you can place them all in the Nomenclature page and refer the reader to this page for definitions

Table of Contents

General Format

- No bold on this page; exception, heading (TABLE OF CONTENTS) is bold if major headings are bold
- No italics on this page (except for Latin terms, titles of works, etc.)
- Need “Page” above page number column
- Need leader dots between listings and page numbers
- Double space or use same spacing as in text above and below all major headings
- Single space all subheadings or chapter/section titles more than one line long
- If more than one page, need appropriate headings at the top of page (Page above page number column; CHAPTER if new chapter listed on the page)

Content

- Must contain the major headings and the first level subheadings; subordination of subheadings should be indicated by appropriate indentation
- Major headings are in all capital letters
- Preliminary pages do not have to be included on this page; however, if included, begin with ABSTRACT and include all preliminary pages
- Check spelling of ACKNOWLEDGMENTS against spelling on ACKNOWLEDGMENTS page
- If using chapter method, chapter numbers must be Roman (not Arabic)
- If using section method, sections may be numbered or unnumbered; numbers may be Roman or Arabic
 - First major heading of text contains the word INTRODUCTION
 - Last major heading contains the word SUMMARY or CONCLUSION
 - Must show a reference section
 - APPENDIX follows References (if applies)

Consistency

- Check against text for agreement of page numbers, levels and styles of headings and subheadings and the wording of headings and subheadings (levels of subheadings are shown by indentation)
- Check for consistency in capitalization
- Check that wording of APPENDIX listing matches exactly what is in text; Appendix titles are optional, but if they are listed, they need to be in all capital letters

Examples

- Examples of chapter method and section method follow

Chapter Method

TABLE OF CONTENTS

“Page” above column.

		Page
Major headings are in all capital letters.	ABSTRACT	iii
	DEDICATION	iv
Double space or use spacing of text between major headings.	ACKNOWLEDGMENTS	v
	TABLE OF CONTENTS	vi
	LIST OF FIGURES	vii
	LIST OF TABLES	viii
Include “CHAPTER “ if using the chapter method.	CHAPTER	
	I INTRODUCTION.....	1
Indent chapter numbers.	II PROBLEM	2
	Double space	
Chapter numbers in Roman numerals.	Subheading 1	3
	Subheading 2	4
	Subheading 3	8
	Double space	
No period after chapter number.	III SOLUTION ALTERNATIVES	15
	IV SUMMARY AND CONCLUSIONS	29
	Double space	
Single space subheadings	Summary	30
	Conclusions	42
	Double space	
	REFERENCES	51
	APPENDIX A	56
	APPENDIX B	72

First chapter title must include “INTRODUCTION”.

Last chapter title must include “SUMMARY” or “CONCLUSION.”

TABLE OF CONTENTS

Section Method

"Page" above column.

Major headings are in all capital letters.

Leader dots connect listings to page numbers.

Page

Page numbers must be right aligned.

ABSTRACT iii

DEDICATION iv

ACKNOWLEDGMENTS v

TABLE OF CONTENTS vi

LIST OF FIGURES vii

LIST OF TABLES viii

INTRODUCTION 1

PROBLEM 2

Double space

Subheading 1 3

Subheading 2 4

Subheading 3 8

Double space

SOLUTION ALTERNATIVES 15

SUMMARY AND CONCLUSIONS 29

Double space

Summary 30

Conclusions 42

Double space

REFERENCES 51

APPENDIX A 56

APPENDIX B 72

Double space or use spacing of text between major headings.

Single space subheadings

First major section title must include "INTRODUCTION".

Last major section title must include "SUMMARY" or "CONCLUSION".

No words in page number column.

List of Figures and List of Tables

General Format

- Heading (LIST OF FIGURES or LIST OF TABLES) is bold if major headings are bold
- Include list if two or more figures (or tables) in main body of text
- Make separate lists for tables and for figures; either list may come first
- Include “Page” above page number column
- Place FIGURE (or TABLE) above appropriate column or include the word Figure (or Table) with each title
- Use leader dots from last word of title to page number
- Double space or use same spacing as in text between figure (table) titles, single space title if two or more lines
- If list is more than one page, need appropriate column headings on each page

Content

- Each figure (or table) must have a unique title; no two titles may be exactly the same
- If figures (or tables) in Appendix continue numbering from text, they must be included in LIST OF FIGURES (or TABLES); if numbered A-1, A-2, etc., they need not be included

Consistency

- Check against text for agreement of page numbers
- Title in the LIST OF TABLES (or FIGURES) must agree word for word with the title in the text
- Need only include the first sentence (up to the first period); parenthetical information may be excluded from the listing
- Check consistency of capitalization

LIST OF FIGURES

"Page" above column.

Leader dots connect Titles to page numbers.

Page

FIGURE

Double space or use spacing of text between titles.

1	Equipment.	14
2	Flow Chart.....	21
3	Location of Study Area	23
4	Map of Brazos County	24
5	Map of Navasota River Basin	27
6	Major Tributaries of the Navasota River between Highway 21 and Highway 6.....	61
7	Debris Collected at Bridge # 72	62

Page numbers must be right aligned.

Single space within an entry.

No words in figure number column.

No words in page number column.

Text

General Comments

- Divide into either chapters or sections; a combination of both is not acceptable
- If using chapter method, use Roman numerals as chapter numbers and in any reference to chapters
- Do not use underlining and bold together
- Each text page needs at least 4 1/2 inches of text on it unless there is a table or a figure on the page or the next text begins a new chapter or major section
- Numbering of equations must be consecutive; no two equations can be numbered the same unless identical, term for term
- No double columns in text

Major Headings and Subheadings

- Major headings in text are bold if other major headings are bold; boldface or italics may be used for subheadings
- Each new chapter or major section begins on a new page
- The chapter designation (CHAPTER I) is upper-case letters, centered at top of page; chapter title is also upper-case and centered at least one double-space (no more than two double-spaces) below chapter designation
- Section titles need not be numbered, but must follow the same format as for chapter titles
- Titles and subheadings more than one line in length must be double-spaced
- No punctuation after a heading or subheading that is on a line by itself
- Do not use centered, all capital letters for a subheading (this is reserved for major headings); first-order subheadings may be in all capital letters provided they are placed flush left
- Maintain consistency in spacing around headings and subheadings
- Use same point size as text for all subheadings
- The style used for subheadings must clearly show their various levels and must be consistent from chapter to chapter or from section to section
- Subheadings do not begin on a new page; text continues within a chapter or section
- A subheading at the bottom of a page must have at least one line of text under it

Tables and Figures

- Must be mentioned consecutively by number within text (first mention)
- First mention must be either within 1 1/2 pages of text before or on the page of text immediately following. Pages with only figures or tables on them do not count as text pages when determining distance from text mention
- Must follow journal model for placement of titles
- Title in the text must agree word for word with the title in the LIST OF TABLES (or FIGURES) in the preliminary pages; the entire title up to the first period must be included in the LIST; exception, parenthetical information may be excluded from the LIST
- Must be found on the page given in the LIST OF TABLES (or FIGURES)
- Check all tables and figures for legibility and general professional quality
- Minimum size for numbers and capital letters is 1.5 mm.
- Hand-drawn material must be of publishable quality
- Consistency is needed in formatting of table/figure titles - capitalization, boldface, italics, placement, spacing, use of period at end

- If on a page with text or other table or figure, need to be offset with a minimum of a triple space above and below where applicable
- Tables or figures longer than one page in length must have the complete title and the number of the table or figure on the first page only. Subsequent pages have the table or figure number and the word "Continued", plus the necessary column headings for ease of reading. The end line of a table appears only on the last page of the table

References

General Comments

- Each professional study paper will contain a formal reference section. A note section is not a substitute for the formal reference section
- Title section of section is **REFERENCES**; heading is in all capital letters and bold if major headings are bold
- Capitalization, punctuation and ordering of information will follow *AJAE* style
- In an alphabetized list, the system of ordering multiple entries must be consistent
- Citations should contain: volume number and page range for journal articles; publisher and city for books; city for universities, labs or corporations
- Unpublished material must contain sufficient information for retrieval
- Check for consistency in designation of state names (abbreviated or not)
- Use single space within citations and the spacing of text between citations or use the spacing of text throughout entire section
- All references must be cited in the text; all text citations must be referenced. All text citations must be from sources student has actually used
- General references consulted and used as background study may be listed under a separate subdivision of the reference section. A subheading, such as "Supplemental Sources Consulted" should be added at the end of the sources cited section. Follow the same style used in the reference section

Appendices

General Comments

- Optional, used for supplementary material
- Located after reference section
- Headings (Appendix designations and titles) in bold if major headings are in bold
- Appendix headings may either be on a separate cover sheet before Appendix material or on the top of first page of each Appendix. Be consistent from Appendix to Appendix
- Appendix designations are centered. Appendix titles are centered, all capital letters and at least one double space below designation
- Titles more than one line in length must be double spaced
- Page numbering is continued from last page of references
- Appendix tables and figures may be numbered consecutively following the text or they may be numbered with appendix designation. If numbered consecutively from the text, they must be included in the List of Tables or List of Figures
- Material may be reduced, but must conform to minimum size and legibility requirements
- Material may have mixed fonts and point sizes and may be single