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FNCE 3560   Financial Markets and Instruments

Instructions for Second Midterm Paper

Here are a few instructions for the second midterm paper:

1. The title page should have the title, the name of the authors in alphabetical order by last name, and in which section each author is registered. It should also be dated with the date you hand the paper in to me.

2. The next page should be a one-page executive summary of what your paper says. Use whatever spacing is appropriate.

3. The text of your paper should take about 12 to 15 pages, not including any tables or graphs. Try not to make it too much longer, unless each page is a gem. Please use page numbers; the first page of the text should be page 1. All remaining pages should have page numbers, preferably in the center of the bottom of the page.

4. The font should be around 11 point, like this font here, Times New Roman 11 point. You can use another font if you like, but please choose one that is equally as easy to read and around the same size. (Please do not choose 10 point for your paper – it is very small.)

5. The paper should be double-spaced. You can try one-and-one half spaced if really needed, but double-spaced is better.

6. Use usual margins (about 1 inch all around).

7. Please use footnotes, not endnotes. Footnotes should be in a smaller font, like 10 point. Please use single-spacing for your footnotes.[1]

8. You can put as many exhibits, tables or graphs either in the text of the paper or at the end of the paper. I will not count these towards the total number of pages.

9. Don't forget to put in a conclusion section to summarize your paper.

10. Make sure that you have a REFERENCES section at the end of your paper (after the conclusion, but before the exhibits, tables or graphs). This section should have a complete list of every reference used to write the paper (especially those mentioned in the footnotes). This section does not count toward the total number of pages.

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[1] This is what I mean by a footnote. See how the font is smaller? This way I can see your footnote without having to turn the page, yet the single spacing and smaller font will allow many of these to fit on the same page.