STRUCTURE

Students are expected to investigate some sort of problem during their work term. In their work term reports, students should attempt to state the nature of the problem and to explain its importance. These matters will normally be discussed in the introduction. The main body of the report should present the student’s own contribution to the investigation of the problem, and should end with a section in which the student’s conclusions are given. The work term report may incorporate a report written for your employer or a piece of work completed as part of your job requirements, but while these may be part of your report they cannot constitute the report as such. Work Reports are written for, and become the property of the University of Waterloo. They may not be withheld from the University by employers because of content that is considered classified.

A) Opening Pages

Title Page
The title page must present the title of the report, your name, I.D. number, the name of the organization at which the work term was spent and the date.

Letter of Submission
The letter of submission should take the form of a standard business letter, addressed to the Graduate Officer, Department of Economics. The letter should contain the following information: report title, acknowledgments of assistance, and a statement that the report was prepared by you and has not received previous academic credit at this or another institution.

Table of Contents

List of Tables

List of Figures
B) Abstract

The abstract is a short, self-contained paragraph stating the objectives and summarizing the main discoveries and conclusion. (It should not be more than one page in length).

Main Section
The main section consists of an Introduction, Analysis, Conclusions and Recommendations.

Introduction
The introduction should supply enough background information to help the reader understand why your report was written and how it relates to any similar work done previously.

Analysis
The analysis section of the report should explain your methodology, your findings and an interpretation of these findings. As far as possible an economist’s perspective should be adopted, and the concepts and propositions of economic theory be applied. If this is not possible, reasons should be provided in the report itself, or in the letter of submittal, as to why this is the case.

Conclusions and Recommendations
This section should provide a short summary of the report contents, their interpretation and recommendations.

C) References and Bibliography

When a source is cited without comment, the reference may be inserted in the text, using an abbreviated form, including merely the surname of the author, the date of publication, and the page reference, all within parentheses, eg. (Cassen, 1976, p. 817). Comments on references should be put in footnotes, again using the abbreviated form of the reference. The full reference should be given in a bibliography at the end of the report. The form of the full reference should follow one of the conventions described in the manuals recommended below.

D) Appendices

Material which is not essential to the main body of the report, but which helps to explain or illustrate points made, and is too long for a footnote, may be presented in an appendix or appendices, eg. the derivation of an equation used in the report; a detailed description of the sampling framework for a sample survey; a questionnaire used in a survey; lengthy tables or long lists.
Tables

Tables cannot stand on their own; they have to be explained in the text. Every table must be numbered and have a heading. The source of information in the table should be cited immediately below the table.

Footnotes

The main use of footnotes is to give the source of quotations, statistics, or the ideas of other people. It is important that you acknowledge your sources. Footnotes may also be used, occasionally, to qualify or develop a point, which if done in the text would unbalance the material, or interrupt the flow of the narrative. Footnotes should be placed at the bottom of the page to which they refer not at the end of the report.

One copy of the report of roughly 4000-5000 words long should be mailed or handed in to the Department of Economics (Graduate Assistant) by November 1. The typing should be double-spaced and on one side of the paper only. Leave clear margins on both sides of the page. Each page should be numbered.

FURTHER GUIDANCE