

MINISTRY OF EDUCATION OF THE REPUBLIC OF BELARUS
BELARUS STATE ECONOMIC UNIVERSITY
Institute of Master's Training

World Economy Department

GUIDELINES FOR WRITING TERM PAPERS

For graduate students, major 1-25 80 02 «World Economy»

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Guidelines for writing term papers: for graduate students, major 1-25 80 02 «World Economy» / V.V. Ozhigina, Yu.V. Chaikouskaya, E.A. Martinovich V.V. Ozhigina, Yu.V. Chaikouskaya, E.A. Martinovich; translation from Russian by Yu.B. Vashkevich, E.A. Garashchenko. – Minsk: Belarus State Economic University. – Minsk: BSEU, 2023. – 31 p.

The guidelines were compiled based on STP 20-04-2008 "General requirements for the content, execution and rules of formatting student papers" and STP 20-05-2008 "Formatting rules for student papers", Regulations on the rating system for assessing knowledge of BSEU, Regulations on the final verification of BSEU.

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1 General Provisions

The term paper is an original research undertaken by a master's student. It focuses on the current theoretical and practical aspects of the world economy. Preparation and defense of the term paper serves as an interim step towards the submission of a properly written and formatted master's thesis.

The purpose of the term paper is to prepare the student for writing the second chapter of the master's thesis. The student is expected to gain practical skills in conducting independent research in the area of economics, working with scientific sources (including reports published by international organizations) and statistical data; running an analysis and summarizing results; presenting information in a logical, consecutive and coherent way; drawing conclusions and suggestions; defending research results publicly.

The second chapter of the master's thesis is analytical. It is therefore crucial here that the student undertakes an in-depth analysis of the research subject, evaluates its current state, reveals tendencies and outlines problems associated with it.

The term paper may cover the following aspects:

- global experience in addressing the challenges of the world economy related to the research area;
- policy, regulation and institutional frameworks for the research area at national and international levels;
- analysis of the world markets of goods and services;
- assessment of export opportunities for national products;
- dynamics and effectiveness of the international economic cooperation among countries / regions;
- dynamics and effectiveness of the international economic cooperation within specific markets or industries;
- foreign economic activity management systems at the enterprise / industry / country / regional level.

The data must cover a minimum of 5 years in case of countries or regions' level analysis or 3 most recent years – for the enterprise-level study.

The analysis should result in clearly defined tendencies and features of the enterprise / industry / country / regional experience, its positive and negative factors, challenges and opportunities associated with the adoption of international experience.

2 Steps to Prepare and Defend a Term Paper

2.1 Topic selection, writing paper outline, data collection

The process of writing a term paper starts in parallel with the preparation of the Master's thesis plan. The topic and plan of the second chapter of the Master's thesis automatically becomes the topic and plan of the term paper.

Term paper is an independent student research written under the guidance of a supervisor from the department. The list of supervisors is approved by the department in accordance with the faculty workload plan.

The supervisor conducts regular consultations. The first consultation is particularly important, since it provides a student with an introduction to the methodology of the research and some guidelines on the selection of sources and preparation of the plan.

An elaborated plan of the paper as well as the preliminary list of sources are to be approved during further consultations.

The main steps for writing a term paper:

- A) choose a topic for the Master's thesis;
- B) identify and evaluate relevant sources of information on the topic;
- C) write an outline of the Master's thesis and its second chapter;
- D) collect, process, analyze statistical and economic data on the chosen industry, country, region or on the world economy in general;
- E) write and format the paper in accordance with the academic requirements;
- F) defend the term paper.

The paper outline should reflect the content of the second chapter of the Master's thesis.

It should be consistent and coherent to allow for proper selection of material. The text of the paper must be divided into sections listed in the outline.

The process of writing a paper outline starts with the preliminary review of the existing sources on the topic.

When conducting the search for sources use various types of search tools and data sources (alphabetical databases, databases by category, monographs, scholarly articles, statistical datasets, legal and regulatory acts, etc.).

The use of multilingual sources (Russian, English, Chinese, etc.) as well as specialized reports and databases of the international economic organizations is highly encouraged.

2.2 Writing and Reviewing a Term Paper

A term paper should be written and submitted in accordance with the plan and schedule set forth by the Department of World Economy. The paper supervisor provides guidance and advice through regular consultations helping graduate students to structure the term paper outline, identify relevant sources, resolve research related problems.

According to the curriculum for major 1-25 80 02 “World Economy” writing a term paper is estimated at total of 90 hour over the course of the term which corresponds to 3 credits.

The term paper must be submitted to the department within the announced schedule. The student must date and sign the title page and abstract of the paper. The supervisor then has 10 days to review the paper.

The supervisor evaluates the level to which the paper meets the following criteria:

- topicality of the paper and the degree of research independence;
- relevance between the text and the stated topic;
- strengths of the term paper (high degree of research independence, originality, novelty and strength of conclusions and suggestions, the quality and relevance of the sources used, quality and thoroughness of the literature review, the quality and adequacy of academic and professional literacy, the knowledge of the legislature on the topic of the study, the reliability of calculations and the results of the study, etc.;
- weaknesses of the term paper related to poor content, structure, lack of proportionality and logical coherence between the parts of the paper, as well as other negative aspects regarding the quality and relevance of the sources used, quality and thoroughness of the literature review, the quality and adequacy of academic and professional literacy, the knowledge of the legislature on the topic of the study, the reliability of calculations and the results of the study, etc.;
- formatting, referencing and academic style requirements.

The review concludes with the paper being recommended either for revision or for defense. A ten-point scale is used for the preliminary assessment of the paper.

It is often the case that the first review ends up with a recommendation for revision. The student then should consider making the suggested corrections.

The revised paper along with the previous review(s) are to be resubmitted to the supervisor.

Students who do not submit the term paper within the deadlines will not be permitted to defend it.

2.3 Term paper defense

After a paper (or one of its revisions) receives a positive feedback from a supervisor, it needs to be defended. The student must attend the defense procedure on the date and time scheduled by the department. The following list of documents needs to be submitted for the defense: initial and final copies of the term paper signed by student and supervisor, supervisor review(s), student's credit book.

The department approves and announces the members of the paper defense committee 10-15 days prior to the defense. The committee consists of at least 2 faculty members, including paper supervisor.

During the defense a student shall outline the topicality of the research conducted, its objectives and tasks, research results and conclusions in about 5 minutes. The student should be ready respond to the comments of the supervisor and questions from the committee members.

The paper shall be assessed on a 10-point grading scale. The corresponding mark is made on the title page of the term paper (with the date and signature of the supervisor), in the examination paper and in the student's credit book.

3 Term Paper Structure and Formatting Requirements

The length of the term paper should be 25-30 pages, excluding appendices (font Times New Roman, size 14 pt, single line-spacing, margins: left – 3 cm, right – 1 cm, bottom and top – 2 cm). All pages must be numbered. Numbering must be pervasive and include every page from the title page until the last page of appendices. Page numbers are presented at the bottom of the page (in footer) and aligned centered. The paper should be placed in a folder.

Definitions, terms, formulas which need highlighting can be presented in different font styles (italic, bold, underline, etc.). Misprints and minor graphic mistakes in the paper may be corrected by erasure or the use of correction fluid (no more than 3 corrections on a page). No corrections on the title page are allowed.

The structural parts of the term paper are arranged in the following order:

- title page (there is no number on the title page; still it is counted in the numbering, Appendix A); the words “signature”, “date”, “mark” are not printed (in Appendix A these words are typed in grey to indicate the location for the corresponding handwritten signs);
- abstract (1 page); the word "signature" (Appendix B) indicates the place for a student to hand-sign before submission;
- contents (1 page);
- list of terms and abbreviations (1 page – optional, included if necessary);
- introduction (1-2 pages);
- the main body (up to 16-22 pages, each chapter of about 5-8 pages long including a paragraph summarizing each chapter);
- conclusion (1-2 pages);
- references (not less than 30 sources, including at least 5 sources in a language other than the main language of the term paper);
- appendices (A, B, C, D, E, F, G, etc. included if necessary).

The headings of the structural parts “**ABSTRACT**”, “**CONTENTS**”, “**TERMS AND ABBREVIATIONS**”, “**INTRODUCTION**”, “**CONCLUSION**”, “**REFERENCES**”, “**APPENDIX A**”, “**APPENDIX B**”, etc. should be placed on a new page. Settings: centered, font bold, 14 pt, all Caps, no dot at the end.

The headings of chapters (sections) are to be typed in bold, with only the first capital letter, indented, no dot at the end, justified alignment. Headings font size - 16 pt for chapters, 14 pt for sections. All headings must be single sentenced. Word wrapping in headings is not allowed. Each chapter starts on a new page. Sections, however, do not break pages, unless there is no room left for any section text to fit on the same page. While the use of sections is highly recommended in Master’s thesis, it is discouraged in a term paper.

The chapters are numbered throughout the whole paper. *Example* — 1, 2, 3, etc. Sections are numbered within each chapter. Each section number consists of the chapter number and the section number separated by a dot. *Example* — 1.1 There is no dot after the number. Neither the word “Chapter”, nor the section sign “§” are to be used in the headings.

Use double line spacing after headings and triple line spacing before headings when they follow text on the same page.

Example —

INTRODUCTION
¶ ¶ Introduction text, introduction text, introduction text, introduction text, introduction text, introduction text ...

..... Page break

1 Newly industrialized countries: models of social and economic development
¶ ¶ 1.1 The concept and factors of a country's economic development in modern world economy
¶ ¶ Section text, section text, section text, section text, section text, section text, section text, section text ...¶
¶ ¶ 1.2 Economic development trends of the newly industrialized countries in digital economy
¶ ¶ Section text, section text, section text, section text, section text, section text, section text, section text ...

3.1 Abstract

The abstract (Appendix C) is a short (one page long) synopsis of the paper. The heading **ABSTRACT** is centered and typed in bold capital letters, font size 14 pt, followed by double line spacing.

The abstract is written in the language of the main text and contains the following elements:

- the total number of pages (including references and appendices), figures, tables, sources, appendices;
- list of keywords (5-10 words (including up to 3-word phrases) separated by comma, all caps);
- object, subject, purpose, methods of research (see section 3.4 –Introduction);
- list of original research results presented in the paper;
- elements of scientific novelty (if any);
- range of potential practical application (fields, enterprises, institutions which can benefit from the research);
- approbation of research results (published articles or abstracts, participation in conferences or research paper contests);
- implementation of research results (certificates of implementation issued by enterprises or educational institutions);
- economic and social significance (separate statements on how research results might contribute to the economic and social development).
- author's signed declaration of originality.

3.2 Contents

The table of contents (Appendix B) is an organized listing of the chapters and major sections of the paper. All headings in the table of contents should be typed with the first letter in uppercase and the rest in lowercase. Use dot leaders to connect headings to their corresponding page numbers.

The heading **CONTENTS** is centered and typed in bold capital letters, font size 14 pt, followed by double line spacing.

3.3 Terms and abbreviations

This section is optional and shall be used in case the paper contains unconventional abbreviations, acronyms, specific symbols and terms repeated more than three times.

The heading **TERMS AND ABBREVIATIONS** is centered and typed in bold capital letters, font size 14 pt, followed by double line spacing. The list (sorted alphabetically, font size 14 pt) is preceded by the following text: “The paper uses the following terms and abbreviations: ...”

Example -

1 foreign exchange reserves (official reserves): a country's holdings of gold reserves, special drawing rights, and tradable foreign currency.

2 import coverage ratio; ICR: the share (or percentage) of a country's own imports that is subject to a particular non tariff barrier, or any one of a specified group of non tariff barriers. They are calculated by attaching actual values to bilateral trade flows between various exporters and the importing country.

Conventional, commonly used abbreviations can be used without prior explanation. *Example - p. - page, i.e. - id est, meaning, "that is."; etc. etcetera, meaning "and other things.", mln – million, bln – billion, trln – trillion, BYN - Belarusian ruble, USD - US dollar, kg – kilogram, t – ton.*

Abbreviations that are used less than 3 times should not be included in this section's list. They can be used (up to 3 times) in text but must be preceded by their full name when mentioned for the first time (with the abbreviation in parentheses). *Example – International Economic Integration (IEI).*

3.4 Introduction

The heading **INTRODUCTION** is centered and typed in bold capital letters, font size 14 pt, followed by double line spacing. The introduction should include:

1 The justification of *the relevance of the topic*. The author reveals the current state of research on a selected topic indicating the names of the leading scientists and researchers in this field, clearly formulates the core of the problem situation, lists the resolved and unresolved problems, justifies the importance and the urgency of the investigated problem, the novelty of the research.

2 The definition of *the object and subject* of the term paper (identical to those stated in the abstract). The object of research to a large extent echoes the title of the paper, the subject – is based on the wording of section titles.

The *object* of research is a particular phenomenon chosen to be explored, researched or discussed in the term paper. In the realm of the world economy, the object of research can be defined as a system of economic relations arising in the process of

economic activity embracing the research problem. The research object may be an enterprise, an international company, a country's economy, a group of countries, the global economy in general.

The *subject* of research is the properties and relationships of the object recorded in the experience and included in the process of a person's practical activity, investigated for a definite purpose under the given conditions and circumstances. The research subject is a part (aspect, subsystem, property, process, system-specific phenomenon, etc.) of the object, but it is narrower and more specific.

A key challenge for the researcher is to define which part of the object has the potential to be explored.

Example — the object of the research – the process of economic globalization, the subject – stages, directions, subjects, contradictions of the globalization process, etc.; the object – the world price system, the subject — transfer pricing in multinational corporations; the object – an enterprise, the subject - the global competitive strategy of the enterprise.

3 The statement of *purpose* (identical to the purpose stated in the abstract) *and research objectives*.

A purpose statement conveys the overall intent of the research in a single sentence. It indicates what is intended to be accomplished and establishes the central direction for the research. Purpose statements are realized through a set of research objectives. They serve to narrow the purpose statement and are linked directly to research findings in each chapter. The number of objectives usually corresponds to the number of chapters. The statements should contain infinitive phrases that clearly describe the intent and anticipated results (but not the process) of the research. It is therefore suggested to refer to the use of such infinitives as “to develop”, “to reveal”, “to discover”, “to characterize”, “to determine”, “to establish”, “to show”, “to justify”, etc. (but to avoid the use of – “to research”, “to consider”, “to analyze”, “to study”).

4 Description of *the research methodology*.

Methodology is the general research strategy that outlines the way in which a research project is to be undertaken and, among other things, identifies the methods to be used in it. These methods define the means or modes of data collection or, sometimes, how a specific result is to be calculated. Research methods in economics include analysis and synthesis, induction and deduction, the method of scientific abstraction, the historical method, the logical method, the method of combining logical and historical, positive and normative analysis, economic modelling, economic experiment, econometric and statistical methods, etc.

5 A brief overview of *the sources*.

This part discusses published information in the subject area, specifying the range of sources used in the paper, including books, scholar articles, websites, theses, conference papers, government documents, international reports, company data.

The typical length of introduction is about 1-2 pages.

3.5 Main body

The final structure of the paper should be approved by the paper and master's thesis supervisor(s). The term paper typically includes *two or three chapters*. The chapters of the term paper (in contrast to Master's thesis chapters) should not be divided into sections or subsections and should be approximately equal in size (about 5-8 pages long).

Chapter titles should be short and succinct (a phrase or a single sentence) and should not repeat the title of the paper. Each chapter should address a research objective stated in introduction section and conclude with a summary of the key points. Below is a list of possible summary paragraph starters that may be useful: **Conclusion.** ... *In summary*, ... *To review*, ... *In conclusion*, ... *In brief*, ... *To summarize*, ... *To sum up*, ... *To conclude*, ... *Thus*, ... *Hence*, ... *It has been shown that*, ... *In short*, ... (in **bold** or *italics* font styles).

An important element of the body of the text is giving examples, working through them and analyzing them. All the arguments should be based on the observations made in the investigated material. Conversely, avoid excessive use of quotations. The body of text should not be an accumulation of examples and citations, but a development of an original argument. The author is, therefore, expected to identify trends; reveal contradictions and problems; identify shortcomings and reasons that caused them; compare different points of view; show contradictions and inconsistencies; draw evidence-based conclusions; outline potential ways of problem solving and applying the world experience.

The term paper should be analytical (not narrative) in nature. The author should demonstrate the ability to present the material in a sharp, clear, accurate and concise manner, to analyze different points of view, to state his/her position, to support it with solid evidence and economic calculations, to illustrate it with tables and figures (Appendix D).

Term paper requires deep research on the topic. It goes far beyond summarizing trivial textbook information. Therefore, textbooks are not recommended as primary sources of information. The author is also discouraged from using overly wordy language, clichéd reasoning or ready-made statements borrowed from the sources.

Each chapter of the paper should contain *figures* and *tables* illustrating the contents. *Tables* and *figures* are used for visualization and enhancement. All figures and tables must be referred to in text and appropriate explanations provided. Insert a figure after the paragraph in which it is first mentioned. When a figure cannot be accommodated in the space remaining on the page, continue the text to the bottom margin, placing the figure at the top of the next page. All tables and figures should be referenced within the text with the word "*table*" or "*figure*" followed by a number. Numbering of figures and tables must be separately pervasive. If the document has many tables and figures, begin a new numbering sequence for each chapter (or appendix). *Example* – Table 1.1, 1.2,...3.1,..., Figure A.1, etc.

Tables and figures must be understandable and easily interpretable. All variables included in tables and figures must be clearly defined along with the units of

measurement. All figures and tables should have clear and descriptive titles, figure axes and table columns/rows should be properly labeled. Use the dash “-” to indicate missing values in tables. Table text font size – 11-13 pt.

The caption of each table (appendix D) is placed above the table. Leave one blank line before the heading, align left, use no indent, font size 13 pt, bold, single line-spacing. Use an en dash “ – ” to separate table number and title (no dot at the end of the title).

Notes that make references to specific rows, columns, or cells of the table are given a superscript Arabic number followed by a right parenthesis. Specific footnotes must be placed at the bottom of the page separated from the text by a solid line. General notes providing information relating to the table as a whole, including table sources are placed immediately below the table (font Times New Roman, size 12 pt, indented, justified, with a dot at the end, single line-spacing, no spacing before, single blank line after the footnote).

Example –

Table 1 – Trade structure of the Republic of Belarus by partner, %

... ¹⁾	...
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Note – Source: author’s calculations based on [3, p.25], [8, p.35], [12, p.67, table 8].

Body text. Body text. Body text. Body text. Body text. Body text. Body text. Body text. Body text.....

¹⁾ Preliminary data

.....Page break

If a table spans across multiple pages, a heading (in bold, 13 pt, aligned left, no indent) **Table 1 continued** (if the table proceeds to the next page) or **Table 2 concluded** (when the tables ends on the current page) need to be included. The headings should be followed by a subheader row with column numbers duplicated at the beginning of each page where the table appears.

Example —

Body text. Body text. Body text. Body text. Body text. Body text. Body text. Body text. Body text.....

Table 1 – Trade structure of the Republic of Belarus by partner, %

Column Title	Column Title	Column Title
1	2	3
...

.....Page break

Table 1 continued

1	2	3
...

.....Page break

Table 1 concluded

1	2	3
...

Note – Source: author’s calculations based on [3, p.25], [8, p.35], [12, p.67, table 8].

Body text. Body text. Body text. Body text. Body text. Body text. Body text. Body text. Body text.....

Figure captions (appendix D) are placed below the figures. Use no indent, font size 13 pt, bold, single line-spacing, centered. Use an en dash “ – ” to separate figure number and title (no dot at the end of the title). Leave single blank lines before the figure and after the figure notes to separate it from text. No word wrapping is allowed in table or figure captions.

Example —



Figure 2.1 — Government expenditure on education in the EU, bln Euro

Note — Source: [2, p. 45, figure 2].

Create *formulas* and *equations* with the equation editor in the word processor. Use font size 14 pt. The equations are written on separate lines and are either indented or centered, but done consistently throughout the paper. Leave a single blank line both above and below the formula. The equation should be followed by a comma and explanation of all the abbreviations and symbols not explained before.

Example — the trade intensity index is calculated using formula (2):

$$TII = 100 * \left(\frac{\frac{x_{ijk}}{X_{ik}}}{\frac{x_{wjk}}{X_{wk}}} \right), \quad (2)$$

where *TII* — the trade intensity index;
x_{ijk} — the value of exports of product *k* from origin country *i* to destination *j*;
X_{ik} — total exports of product *k* from origin country *i*;
x_{wjk} — the value of exports of product *k* from *w* the world to destination *j*;
X_{ik} — total exports of product *k* from the world *i*.

Formulas, like tables and figures, should be numbered consecutively (or chapter-based) through the whole paper. The equation numbers should be enclosed by parentheses and placed at the right-hand side of the page.

All *formulas*, *tables* and *figures* in the text should be referred to and placed as close as possible to the original text reference. When referring to a figure, a table, or a formula in the text the words are not abbreviated. **Example** — ...table 2.1; ...(appendix A, table A); ...figure D.2 appendix D...;(figure 2.6); ...formula (8), ...formula (2.5).

Numbered *lists* and bullet points can both be used to present information in an academic paper. Use Arabic numerals and lowercase letters, followed by a right parenthesis in referenced lists.

Example —

- 1) tariff measures;
- 2) non-tariff measures;
 - a) quantitative;
 - b) hidden;
 - c) financial;
- 3) domestic economic policy measures.

Use a hyphen as a bullet point in non-referenced lists.

Example —

- raw material and supplies - 0-5%;
- semi-finished products and components - 5-15%;
- finished products - 15-25%.

Textual examples and notes are placed just after the corresponding text.

Use font size 12 pt for the header Note(s). Use bold italics 12 pt font for the header *Example(s)* –. Both headers should be indented and followed by an en dash “ – ”. The text of the note (or the text of the example) is typed using font size 12 pt, first letter capital, with a dot in the end. In case of multiple notes (examples), indented Arabic numerals are used to enumerate them (a number without a dot).

Example —

Note — Industrial production zones are a type of free economic zones in which industrial enterprises produce export goods and take advantage of financial and fiscal benefits.

Example — For importing metal products the enterprise uses a delivery condition DAF (the border Ukraine and Belarus, Khorobichi station) (contract No. LU/BEL-190107 of 19.01.2007, Donetsk).

Notes

- 1 Negotiation is the purchase and sale of bills of exchange and other securities on the market.
- 2 Reimbursement is loan repayment request.

Examples —

- 1 FEZ “Minsk”.
- 2 FEZ “Brest”.

Notes can also be arranged as footnotes at the bottom of the page. Arabic numerals (or asterisks) with a bracket are used to number footnotes.

Example —

For importing metal products OJSC Belmetal uses the delivery condition DAF (the border of Ukraine and Belarus, Khorobichi station)¹⁾. Contracts of sale apply flexible prices²⁾.

¹⁾ Contract No. LU/BEL-190107 dated 19.01.2007, Donetsk.

²⁾ Flexible price is fixed at the time of signing the contract or indicated in contract specifications. It may be revised in the future depending on the changes in market prices for products or raw materials. The contract specifies the source by which the change in the market price can be judged.

The language and style of the term paper should meet the requirements for scientific writing. The scientific approach focuses on objective reasoning and is aimed to prove the research claims. Spelling, grammatical, stylistic mistakes and inaccuracies decrease the value of the scientific document. The use of first and second person personal pronouns is discouraged. On the other hand, the use of impersonal passive constructions and nominalization helps to create formality, focus on the object and develop an impersonal stance.

Example – “It is reported that”, “it is claimed that”, “there is a claim that”, “it is reasonable to suggest”, etc.

Logical connection and consistency between the parts of the term paper are critical. While clear writing is mostly achieved through the deliberate sequencing of the ideas across the paper, it is a good practice to use transitional words in individual sentences. Transitional words and phrases can create powerful links between the ideas and can emphasize the paper’s logic. The list of some transitional words includes: accordingly, as a result, and so, because, consequently, for that reason, hence, since, therefore, thus, additionally, finally, moreover, in contrast, nonetheless, on the contrary, though, for example, specifically, to demonstrate, chiefly, critically, primarily, likewise, wherever, to clarify, to explain, granted, in conclusion, in the end, to conclude, to sum up, to summarize, etc.

Avoid informal language in academic writing: first and second person pronouns, contractions, interrogative and exclamatory sentences, etc.

3.6 Conclusion

The heading **CONCLUSION** is centered and typed in bold capital letters, font size 14 pt, followed by double line spacing. The conclusion gives a chapter by chapter overview of the main findings presented in the paper. Findings and recommendations should be specific, factual, reasonable, based on the results of the study. They should have a form of an enumerated list of concise statements. For enumeration use plain (without a dot) or half-parenthesized numbers only.

Example – The analysis of the regulation of international trade in digital services showed that (or ... allowed to draw the following conclusions):

- 1)
- 2)
- 3)

The conclusion of the term paper echoes the results of the second chapter of the Master's thesis. Therefore, this part of the paper is expected to include identified trends and specific features of the enterprise / industry / country / regional experience, its positive and negative factors, challenges and opportunities associated with the adoption of international experience.

In conclusion the author presents the main goal of the paper and provides answers to problems stated in the introduction. The length of the paper conclusion should be approximately 1-2 pages.

3.7 References

The heading **REFERENCES** is centered and typed in bold capital letters, font size 14 pt, followed by double line spacing. The sources should be arranged in alphabetical order and referenced using the GOST 7.82-2001 style. Each source starts on a new line, indented, numbered, no dot after the number (Appendix E).

Each student should undertake an independent search for sources. While conducting the search, one should refer to subject catalogs, including electronic and bibliographical reference books, special research paper repositories, etc. To ensure the research is cutting-edge, the referenced material should have been published mostly within the last 3-5 years (with at least 70% of sources published within the last 3 years). All exceptions as well as the ultimate reference list must be approved by the paper supervisor.

Russian- and Belarusian-language sources should be references in Russian and Belarusian, any foreign language sources - in English.

All sources must be referred to in the text. Each reference number should be enclosed in square brackets at the end of the sentence, before the dot, with a space before

the first bracket. When referring to a specific part of the source, provide page (table) numbers

Then the number of the source and the page are written, the table is also included – if necessary. After that a closing bracket is placed. ***A period (comma) is placed after the closing bracket!***

Example — [11, p. 23], [2, p. 21, table 3].

The sources should be acknowledged every time when the text, formulas, tables, figures are directly quoted, paraphrased, summarized, or synthesized.

In case of tables or figures reference notes should have the following format.

Example —

- 1 Note — Source: [7, p. 8, figure 1].
- 2 Note — Source: [10, p. 45, table 8].
- 3 Note — Source: author's elaboration.
- 4 Note — Source: author's elaboration based on [9, p. 30].
- 5 Note — Source: compiled by the author.

The list of references must contain at least 30 sources, including:

- primary sources, at least 2-3 monographs on the topic;
- at least 5 multilingual (other than English) sources as well as specialized reports and databases of the international economic organizations;
- scientific articles and other publications published within the last 2 years;
- national and international laws and regulations.

Self-citation, or referencing author's previously published work is allowed. Company's business documents may also be included in the list of references (with document title and date) if paper focuses on the company's activities.

References to documents and information posted on the official web sites of state authorities of the Republic of Belarus and other countries; regional and international organizations and their subdivisions; enterprises; periodicals are allowed. In this case source is expected to contain the following information: the author's name (if known) or screen name/alias; the full title of the document; source title (if applicable); the full http address (URL); date and mode of access to the document (detailed electronic address) (Appendix E).

3.8 Appendices

Supplementary material (instructions; methodology; calculations; documents and data tables underlying the calculations; case studies that reinforce the paper) is included in the appendices. Appendices appear in the order in which they are introduced in the text. All appendices must be referred to in the body of the text.

Example – as seen in appendix A, ... (appendix B), ... (appendix C, figure C.1).

Each appendix starts on a new page. The heading **APPENDIX** is centered and typed in bold capital letters, font size 14 pt, followed by double line spacing. Appendices should be designated with letters(A, B, C, D, E, etc.). Appendices headings is centered symmetrically to the contents (book-oriented or album-oriented), first letter capital, bold, font size 14 pt. All appendices must be listed in the table of contents.

The page numbering in the appendices must be numbered continuing in sequence from the last page of the body text (references).

If multiple tables or figures need to be included in one appendix each of them should be labeled separately. The table or figure number should be preceded by the letter of the appendix in which it appears.

Example — **Figure A.2** (the second figure of the first appendix), **Table B.3** (the third table in the appendix B). If the appendix contains only one figure or table, there is no need to add a number to the appendix letter.

Example — **Figure D** (the only figure in the appendix D), **Table B** (the only table in the second appendix).

The appendix title repeats the title of a table (figure) if it is the only table (figure) in the appendix.

APPENDIX A

Term paper title page sample

MINISTRY OF EDUCATION OF THE REPUBLIC OF BELARUS
BELARUS STATE ECONOMIC UNIVERSITY

World Economy Department

TERM PAPER

on the topic: Multilevel regulation of international trade in digital services

Master Student
IMP, 1-st year, DUZ-2

(signature)
(date)

K.V. Sidorova

Supervisor
PhD in Economics,
Associate Professor

(signature)
(mark)
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MINSK 20XX

APPENDIX B

Abstract sample ABSTRACT

Term paper: 34 p., 3 fig., 4 tables, 30 sources, 2 append.

INTERNATIONAL TRADE, SERVICES, DIGITAL SERVICES, REGULATION

Object of research – international trade in digital services.

Subject of research – specific features of the regulation of international trade in digital services regulation at international, regional and national levels.

Purpose of research: to identify specific features of the multi-layered regulation of the international trade in digital services and to develop options to apply global experience in the EAEU.

Research methods: analysis and synthesis, induction and deduction, the method of scientific abstraction, the historical method, the logical method, the method of combining logical and historical, positive and normative analysis, economic modelling, economic experiment, econometric and statistical methods

Research results: the paper has identified specific features of the regulation of the international trade in digital services within the frameworks of the WTO, other international economic organizations, free trade agreements, exporter- and importer-countries of digital services; defined key problems in the area; introduced options to apply global experience in the EAEU.

Scientific novelty elements: the identified trends in the regulation of the international trade in digital services in free trade agreements.

Range of potential practical application: activities of the Eurasian Economic Commission in the field of the regulation of international trade in digital services within the EAEU and with other countries.

Approbation of research results: the recommendations were tested in the process of internship, presented at a conference and published.

Implementation results: certificate of implementation issued by Company X, certificate of implementation into the educational process.

Economic significance: author's recommendations might result in the increase of the volumes of international trade in digital services and improve the efficiency of its regulation in the EAEU.

Social significance: the recommendations might result in the creation of new jobs in the digital service sector.

The author confirms that all of the analytical data underlying this research is adequate and reliable and that all materials from reference sources have been properly acknowledged.

(signature)

APPENDIX C

Contents sample

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2 Specific features of the regulation of international trade in digital services within free trade agreements on services.....	15
3 National characteristics of the regulation of international trade in digital services in major exporter- and importer- countries.....	21
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APPENDIX D

Sample Tables and Figures

Table D.1 — Foreign trade in goods of the Republic of Belarus, USD mln

Indicator	2017	2018	2018, % to 2017
Foreign trade in goods – total			
turnover	63474,9	72135,0	115,8
exports	29240,0	33726,1	117,5
imports	34234,9	38408,9	114,4
CIS countries			
turnover	38564,4	43018,3	113,3
exports	17493,4	18723,1	170,4
imports	21071,0	24295,2	118,3

Note — Source: [6, p. 1].

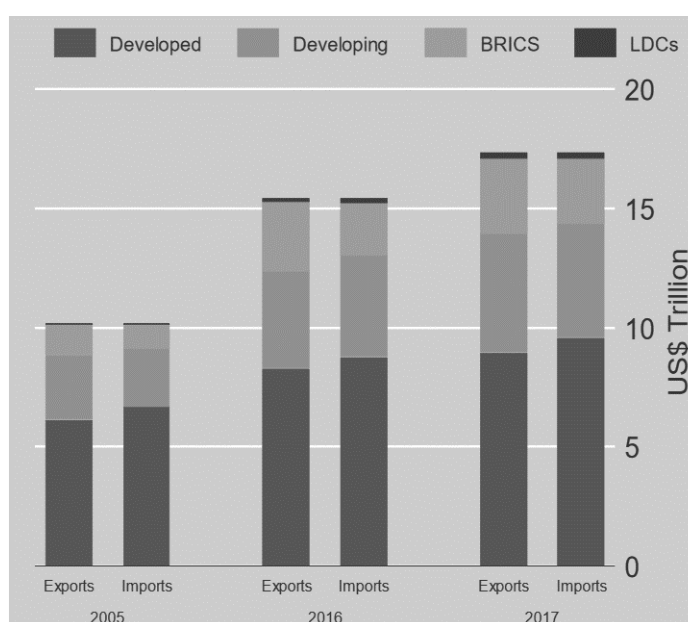
Table D.2 – Index of Economic Freedom 2018

Country	Business Freedom	Trade Freedom	Fiscal Freedom	Government Spending	Monetary Freedom	Investment Freedom	Financial Freedom	Property Rights	Freedom from corruption	Labor Freedom
Belarus	75,0	76,4	89,4	85,4	67,0	30,0	10,0	55,2	37,7	75,3

Notes

1 Source: [8].

2 According to the Index of Economic Freedom countries are rated from 1 (lack of freedom, repressed economies) to 100 (free).



Picture D.1 — Value of world trade in goods by region, USD trln

Note — Source: [3, p. 35].

APPENDIX E

Examples of bibliographic description of the literary and electronic sources

Table E.1 - Examples of bibliographic description of literary and electronic sources

Source type	Reference example
<p>One, two or three author (books, teaching materials)</p>	<p>Ozhigina, V.V. International economic integration: textbook / V. V. Ozhigina, O. N. Shkutko, E. N. Petrushkevich; under. ed. V. V. Ozhigina. - Minsk: BSEU, 2017. - 431 p.</p> <p>Baldwin, R. The Economics of European Integration / R. Baldwin, C. Wyplosz. — London: McGraw Hill Higher Education, 2009. — 560 p.</p> <p>Crawford, J.A. Mapping of Safeguard Provisions in Regional Trade Agreements / J.A. Crawford, J. McKeagg, J. Tolstova // [Electronic resource]. — Geneva: WTO, 21.10.2013. – 45 p. — Mode of access: https://www.wto.org/english/res_e/reser_e/ersd201310_e.pdf. — Date of access: 01.05.2019.</p>
<p>Four or more authors (books, teaching materials)</p>	<p>Trade cooperation. The Purpose, Design and Effects of Preferential Trade Agreements / World Trade Forum / A. Dür [et al.]; ed. by A. Dür, M. Elsig. – Cambridge: Cambridge University Press, 2015. – 598 p.</p> <p>Globalization and the new regionalism / B. Hettne [at al.]; ed. by B. Hettne. — N.Y.: St. Martin's press, 1999. — 270 p.</p>
<p>Collective author (books and informational publications)</p>	<p>UNCTAD Handbook of international statistics 2017 / UNCTAD. — N.Y. and Geneva, 2018. — 107 p.</p> <p>Key figures on Europe. Statistics Illustrated / Eurostat. — Luxembourg: Office for Official Publications of the European Communities // Official site of Statistical Office of the European Communities [Electronic resource] / Eurostat. — Brussels, 2018. — Mode of access: https://ec.europa.eu/eurostat/documents/3217494/9309359/KS-EI-18-001-EN-N.pdf/0b8d8b94-541d-4d0c-b6a4-31a1f9939a75. — Date of access: 02.04.2019.</p>

Multivolume edition	The Origins of International Economic: in 10 vol.; ed. by R.W. Dimand. — London; New York: Routledge, 2003. — 10 vol.
Volume of the multivolume edition	The Origins of International Economic: 10 vol.; ed. by R.W. Dimand. — London; New York: Routledge, 2003. — Vol. 1: Pre-classical views of trade. — 400 p.
Laws and regulations	<p>On normative legal acts of the Republic of Belarus: Law of the Rep. Belarus dated 17 Jul. 2018 No. 130-Z // Nat. legal Internet portal Resp. Belarus [Electronic resource] / Nat. legal information center Rep. Belarus. - Minsk, 2019. - Mode of access: http://pravo.by/document/?guid=12551&p0=H11800130&p1=1&p5=0. — Date of access: 04/14/2019.</p> <p>Treaty on the Eurasian Economic Union: Law Rep. Bela-Rus from 9 Oct. 2014 // Nat. legal Internet portal Resp. Belarus 14.10.2014, 2/2191 [Electronic resource] / Nat. center of legal information Rep. Belarus. - Minsk, 2014. - Mode of access: http://pravo.by/document/?guid=3871&p0=F01400176. — Date of access: 04/14/2019.</p> <p>On marking goods with a control (identification) mark: Decree of the President of the Republic of Belarus, 10 June. 2011, No. 243: ed. Decrees of the Rep. Belarus dated July 28, 2014, No. 380, November 17, 2015, No. 462, June 3, 2016, No. 118, January 31, 2017, No. 30, June 6, 2017, No. 204 [Electronic resource] / YurSpektr LLC, Nat. center of legal information. Rep. Belarus. - Minsk, 2019. - Access date: 04/10/2019.</p> <p>Commission Implementation Decision amending Decision 2009/766/EC on the harmonisation of the 900 MHz and 1 800 MHz frequency bands for terrestrial systems capable of providing pan-European electronic communications services in the Community as regards relevant technical conditions for the Internet of Things (notified under document C(2018) 2261), 20 April 2018, № 2018/637 // Official Journal of the EU. — 2018. — Vol. 61, L105. — P. 27-30.</p>

Collection of articles, works	<p>Children and the law / Controversies in constitutional law: coll. of doc; ed. by J.W. Steverson. — New York; London: Routledge, 2002. — 464 c.</p> <p>Problems of modern economics and institutional theory: scientific. tr. / Donetsk Scientific and Technical University; ed. R.M. Nureeva [Electronic resource]. - Donetsk: DonNTU, 2008. - Series: Economic. Issue 34-2. — Mode of access: http://www.maii.donntu.edu.ua/?page_id=54. — Date of access: 04.01.2019.</p>
Materials, abstracts of the conference, seminar	<p>Regionalism and development: Report of the European Commission and World Bank Seminar, Brussels, 2 June 1997 / European Commission. — Luxembourg: Office for Official Publications of the European Communities; Lanham: Barman Associates, 1998. — 86 p.</p>
Deposited scientific work	<p>Raquel, F., Portes, J. Returns to regionalism: an evaluation of nontraditional gains from regional trade agreements / N.Y. University. — Washington, DC.: World Bank, International economics department, 1998. — 34 p. — Policy research working paper 1816 // World Bank econ. review. — 1998. — Vol. 12, № 2. — P. 197-220.</p>
Web site	<p>Andean Community (ANCOM) General Secretariat [Electronic resource]. — Lima, Peru, 2019. — Mode of access: http://www.comunidadandina.org. — Date of access: 21.12.2019.</p>
Component: a) newspapers	<p>Blas, J. World faces lasting food crisis and instability, warns G8 report / J. Blas // Financial times [Electronic resource]. — 2009. — 7 April. — Mode of access: http://www.ft.com/cms/s/0/730d9de4-2309-11de-9c99-00144feabdc0.html?nclick_check=1. — Date of access: 09.04.2019.</p>

b) magazines	<p>Scott, B.R. The Great Divide in the Global Village / B.R. Scott // Foreign Affairs. — 2001. — Vol. 80, № 1. — P. 160–177.</p> <p>Fontagné, L. Market Access Liberalisation in the Doha Round: Scenarios and Assessment / L. Fontagné, J. Guérin, S. Jean // CEPII [Electronic resource]. — 2003. — № 12. — Mode of access: http://www.cepii.fr/anglaisgraph/news/accueilengl.htm. — Date of access: 02.04.2019.</p>
c) abstracts and conference proceedings	<p>Toi, A. For further development in the Computer Related Services / A. Toi // Seminar on Liberalisation in Computer and Related Services, Geneva, 28 sept. 2005 [Electronic resource] / World Trade Organization. — Geneva, 2005. — Mode of access: http://www.wto.org/english/tratop_e/serv_e/computer_e/sym_sept05_e/sym_sept05_e.htm. — Date of access: 14.02.2019.</p>
d) collection	<p>Higgott, R. The international political economy of regionalism. The Asia-Pacific and Europe compared / R. Higgott // Regionalism and global economic integration: Europe, Asia and the Americas: coll. of articles; ed. by W.D. Coleman, G.R. Underhill. — London, N.Y.: Routledge, 1998. — P. 42–67.</p>
e) books, teaching materials	<p>Suranovic, S.M. Measuring Protectionism: Average Tariff Rates Around the World / S.M. Suranovic // International Trade Theory and Policy [Electronic resource] / S.M. Suranovic. — 2007. — Chapter 20-1. — Mode of access: http://internationalecon.com/Trade/T-toc.php. — Date of access: 14.05.2019.</p> <p>Dashkevich, E.A. International economic relations: texts of lectures for students of specialty 1–26 02 02 "Management", specialty 1–26 02 02–05 "International management" / E.A. Dashkevich, D.G. Malashevich. — Minsk: BSTU, 2018. — Chapter 8. — 143 p.</p>

f) website	<p>EU by topic. Foreign and security policy // European Union [Electronic resource]. — 2019. — Mode of access: https://europa.eu/european-union/topics/foreign-security-policy_en. — Date of access: 09.05.2019.</p> <p>Baldwin, R. 21st Century Regionalism: Filling the gap between 21st century trade and 20th century trade rules / R. Baldwin [Electronic resource]. — 2019. — Mode of access: https://ideas.repec.org/p/zbw/wtowps/ersd201108.html. — Date of access: 09.05.2019.</p>
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APPENDIX F

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