**Formal requirements to the term paper**

The term paper submitted to the defense at the “Master in Finance” Master’s Programme should be written in English. The length of the term paper is between 40.000 and 60.000 characters (including spaces), appendices are not counted.

Titles of the bibliography entries should appear in their original language, however, titles in Cyrillic should be transliterated according to the Library of Congress style in parentheses (you can use the <http://www.translit.ru> website).

Sections of the thesis should be ordered in the following way:

1. Title page
2. Abstract (between 300 and 500 words), including a statement of the problem, the methodology used, and the major findings
3. Key words (up to six words or phrases)
4. Introduction
5. Body of the paper containing literature review, methodology, preliminary results, discussion and conclusion
6. References
7. Appendices if necessary
8. List of Abbreviations (where applicable)

The term paper should be computer printed on white A4 paper in Times New Roman 12pt, 1.5 space intervals, single-sided. Single spacing should be used for footnotes and references.

Margins should be 2.5 cm on all sides. Paragraphs should be indented. Pages should be numbered at the bottom in the centre using Arabic numerals starting with the first page of the first page of the introduction.

Format your paper, using bold and italics as appropriate. Do not use any formatted styles other than bullets or numbers where required for lists. The text may contain appropriate figures and tables.

Figures should be numbered consecutively throughout the paper and not numbered according to the section in which they appear. Figure captions should appear below the figure.

Tables should be set as ”Autofit to contents” and centred on the page. If your table runs over two pages, please ensure that headings are also carried over. Do not allow rows to split across pages.

Use footnotes if necessary (Times New Roman 11 pt), endnotes are not permitted.

The ***title page*** should have the full title of the thesis, the student’s name, the department and name of the university, the supervisor’s name, the place of submission, and the year of submission

The term paper should be ***structured*** into logical parts. Each part should have an appropriate heading. All headings should use initial capitals only.

**Template for a Title List**

**The Government of the Russian Federation**

**Federal State Autonomous Institution for Higher Professional Education National Research University Higher School of Economics**

**St. Petersburg Branch**

**St. Petersburg School of Economics and Management**

**AUTHOR’S NAME[[1]](#footnote-2)**

**TERM PAPER’S TITLE**

Term paper

Area of studies *38.04.08 «Finance and Credit»*

Master Programme “Finance”

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| Reviewer[[2]](#footnote-3)academic degree, position, department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name Board members\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and signature)Grade for the defense \_\_\_\_\_\_\_\_\_\_\_Overall grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Research Supervisoracademic degree, position, department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name |

Saint Petersburg - 2018

**Provisional Template for References**

**References**

**Journal articles**

1 Langetieg, T. (1978), “An Application of a Three-Factor Performance Index to Measure Stockholders Gains from Mergers”, *Journal of Financial Economics*, vol. 6, pp. 365-384

2 Agrawal, A., and Jaffe, J.F. (2003), “Do Takeover Targets Underperform? Evidence from Operating and Stock Return”, *Journal of Financial and Quantitative Analysis*, vol. 38, no. 4, p. 721-746.

**Books or chapters:**

3. Auerbach, A. (1988), *Corporate Takeovers: Causes and Consequences*. University of Chicago Press, Chicago, United States.

4. Chen, K.C.W., Chen, Z., Wei, K.C.J. (2003), “*Disclosure, corporate governance, and the cost of equity capital: evidence form Asia’s emerging markets*”, Proceedings of the 3rd Asian corporate governance conference, Korea University and the Hong Kong University of science and technology.

**Sources in Russian language[[3]](#footnote-4):**

5. Ovchinnikova T. I., Pakhomov A. I., Bulgakova I. N. Sovershenstvovanie organizatsionnoi struktury pishchevykh predpriiatii na osnove otsenki deiatel'nosti personala [Improving the Organizational Structure of Food Companies Based on the Evaluation of Staff]. *Kadry predpriiatiia*, 2005, no. 8, pp. 10–12. (In Russian).

6. Monitoring «Ob itogakh sotsial'no-ekonomicheskogo razvitiia Rossiiskoi Federatsii v 2014 godu» [Monitoring “On the Results of Socio-Economic Development of the Russian Federation in 2014”]. *Minekonomrazvitiia Rossii*, 2015, 6 February. Available at: http://economy.gov.ru/minec/ activity/sections/macro/monitoring/monitoring2014 (accessed 07.07.2015). (In Russian).

1. Full name [↑](#footnote-ref-2)
2. If any [↑](#footnote-ref-3)
3. For transliteration use special websites as <http://www.translit.ru/> [↑](#footnote-ref-4)