**GUIDELINES FOR TERM PAPER**

**I. Term Paper Workflow Stages**

1. Adoption of term paper topic. Student receives a working title that has been authorized by the supervisor. Students are free to choose the final title in accordance with their supervisor. Topics of term paper are finally approved by the Head of the Department.
2. Bookwork and discussion of term paper context with supervisor.
3. Students in accordance with their supervisor should define research objective, tasks, methods of research.
4. Elaboration of paperplan.
5. Working on the term paper.
6. Finalizing the term paper according to the recommendation made by supervisor.
7. Term paper grade is put into the examination record sheet on the term paper intermediate attestation by student’s academic supervisor and transferred to the Study Office of the faculty prior to the last week of the module when the course work was evaluated.

**II. Structure of paper**

1. Title page
2. Table of contents
3. Introduction includes:

* research design (research goal, tasks, variables and hypotheses, methods and data)
* methodology and approach
* literature review and research questions
* structure of the paper, brief outline of each chapter showing the logic flow of the work.

1. Main body

Devise a provisional structure of the main body (chapters and sub-chapters). As for the chapters, be sure to include the overall aim of each chapter, i.e. what part of your argument it deals with, how it will contribute to the overall argument. Additionally, provide information on which authors/ theories the chapters will be based. As regards the sub-chapters, it will be really helpful if you include notes about the main focus of sub-chapters, as again this will guide you further on. However, at the stage of outline, this is not necessary and only recommended.

1. Conclusion

Summary of all the findings, reinforcing the main argument. At this point you do not need to write it extensively

1. Bibliography
2. Appendices and Annexes

**III. Technical requirements**

Length of term paper should be about 40 pages. All the pages of the file should be counted and listed. Margins: Left - 3 cm, Right – 1.5 cm, Bottom - 2 cm, Top – 2 cm. Page numbers start from the Table of Contents (page 2) and end with the Bibliography. They should appear at the bottom of the page, centered.

1. Title page: Times New Roman 14, upper case letters, bold, centered, no full stop (.) at the end.
2. Table of contents should be done automatically, by using appropriate Word option. It should contain: Introduction, Chapters, Sub-chapters, Sub-sub-chapters (if applicable), Conclusion, Bibliography, and Appendices and/or Annexes (if included). It should include the page number for each section: Times New Roman 14, spacing 1.15, justified
3. Introduction: Times New Roman 14, spacing 1.15, justified
4. Main body: Times New Roman 14, spacing 1.15, justified

**4.1**. Headings of sections

*Table of Contents, List of Abbreviations, Introduction, Conclusion, References, Appendiхes, and Annexes*: Times New Roman 14, bold, aligned left, not numbered.

*Headings of chapters*: Times New Roman 14, bold, center alignment, line spacing 1.15,

numbered (1, 2, etc.).

*Headings of sub-chapters and sub-sub-chapters***:** Times new Roman 14, bold, center alignment, line spacing 1.15, numbered (1.1, 1.1.1, 1.2, etc.).

**4.2**. Block quotations: Times New Roman 11, single-spaced, justified, each line indented left.

**4.3**. Footnotes: Times New Roman 11, single-spaced, aligned left, no first line indentation.

1. Conclusion: Times New Roman 14, spacing 1.15, justified
2. Bibliography: Entries should be categorized and alphabetized, Times New Roman 14, aligned left, single-spaced with spacing between each entry and the next one, no first line indentation, no numbering, no bullet points.
3. Appendices and Annexes

**National Research University Higher School of Economics**

**Faculty of Business and Management**

Department of [Innovation and Business in Information Technologies](http://bi.hse.ru/en/innov/)

**TERM PAPER**

**TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor\_\_\_\_\_\_\_\_\_\_\_**

**Submission date\_\_\_\_\_\_**

Moscow 2015