**Requirements for working papers**

1. Working papers are publishing in electronic form in English.
2. A working paper’s volume cannot exceed 1.5 typing pages (60,000 characters, including spaces). As an exception and at the editor’s request, a working paper’s volume can exceed the above mentioned maximum.
3. The cover of a working paper consists of the NRU HSE logo, the authors’ full names, the title of the working paper, and the edition’s serial number. The author sends all necessary information to the working papers manager at the following E-mail: preprint@hse.ru.

The Disclaimer is also to be placed on the cover as follows:

|  |  |
| --- | --- |
| 1. On the cover of each working paper prepared in the framework of a research project implemented within NRU HSE’s Annual Thematic Plan for basic and applied research in accordance with state assignment | This Working Paper is an output of a research project implemented within NRU HSE’s Annual Thematic Plan for basic and applied research. Any opinions or claims contained in this Working Paper do not necessarily reflect the views of HSE. |
| 2. On the cover of each working paper, if it is prepared beyond a research project implemented within NRU HSE’s Annual Thematic Plan for basic and applied research in accordance with state assignment  | This Working Paper is an output of a research project implemented at the National Research University Higher School of Economics (HSE). Any opinions or claims contained in this Working Paper do not necessarily reflect the views of HSE. |
| 3. On the cover of each working paper, if it is prepared beyond a research project implemented within NRU HSE’s Annual Thematic Plan for basic and applied research in accordance to the state assignment but was presented at a NRU HSE workshop or a conference  | This Working Paper is an output of a research project presented at a workshop or conference at the National Research University Higher School of Economics (HSE). Any opinions or claims contained in this Working Paper do not necessarily reflect the views of HSE. |

1. The first page of а working paper includes the following information: the authors’ last names and initials, the footnote giving the authors’ affiliation details (job, position, title, and E-mail), the title of the working paper, the abstract in English of no more than 600 characters, keywords (5-8 words and expressions), and JEL Classification codes. The author can also use another classifier (optional). Furthermore, the author’s acknowledgments can be mentioned as footnote to the title of the working paper on the first page.

 Additionally, it is necessary to point out information on the research as part of which the working paper was prepared as another footnote of the first page.

1. The working paper’s structure must comply with the basic requirements (recommendations) of international journal typography.

The list of references must be in accordance with one of the international bibliography standards (APA, ASA, MLA, BSI, Harvard Style, etc.).

1. The text should be prepared in “.doc” or “.pdf” format[[1]](#footnote-1).
2. When typing text, it is necessary to use Times New Roman font, 12 point. Other font sizes may be used as follows: for headings - 16 point (bold), subtitles - 14 point (bold), author’s affiliation - 12 point, footnotes - 9 point.
3. A text should be prepared on a standard A4 sheet of paper and printed with a 1.5 line spacing. Text fields are as follows: top - 2 cm, bottom - 2 cm, right - 1.5 cm, left – 3 cm.
4. Pages should be numbered, with numeration starting on the third page. All page numbers are put in the bottom right-hand corner.
5. Formula numbers are put to the right in parentheses. With a large number of formulas, it is recommended to use individual numeration for each section. Formulas should be typed using the Equation Editor.
6. Under each picture should be placed its number and title (for example, Pic. 1). If necessary, underlines should be used.
7. Above each table should be placed its number and title (for example, Tab. 1). The sources of the data are put under the table.
8. The last page should contain the author’s affiliation (last name and initials of the author-contact person if there are several authors, his or her title, E-mail address and phone number). The author should provide the working papers manager with these data.
9. The last page of a working paper should contain the following:

**- Any opinions or claims contained in this working paper do not necessarily reflect the views of HSE.**

**- © NAME, YEAR** (for example, © Ivanov, 2014)

1. Please note that only DOC files can be accepted for proofreading [↑](#footnote-ref-1)