Style Manual for Political Science

Revised 2001

American Political Science Association
Committee on Publications

Submission Form

Title and Abstract

The title should be descriptive and short (12 words maximum, preferably fewer). On a separate sheet of paper, include an abstract of no more than 150 words succinctly describing the research problem investigated, the method for solving the problem, and the findings or conclusions presented. The abstract should summarize, not introduce, the manuscript.

Length

Use at least 11 point font for all parts of the paper. Manuscripts should be printed on one side of the paper only. Margins must be 1 ½ inches on all sides, and the right margin should not be justified. Many journals, including *APSR*, will not consider for review a manuscript that exceeds 45 double-spaced 8 ½ by 11 inch pages, including the title page, abstract, text, appendices, notes, references, tables, and figures.

Order of Contents

All parts of a manuscript should be double-spaced and should appear in the following order, each beginning on a new page, sequentially numbered from the title page:

- Title page, with abstract (identifying information on one copy only)
- Text
- Appendix, if necessary
- Notes, if necessary (for submission and review purposes, authors are encouraged to use footnotes; manuscripts accepted for publication must be submitted with endnotes)

- References
- Tables, titled and numbered, each on a separate page (for submission and review purposes, locate tables [only one to a page] approximately where they fall in the text);
- Figures, titled and numbered, each on a separate page (for submission and review purposes, locate figures approximately where they fall in the text).

Headings

Use three orders of headings in the manuscript, in both upper- and lowercase letters: Center primary headings, in boldface; place secondary headings flush left, in boldface; tertiary heads should be underlined and flush left, with headline style capitalization and a period at the end:

Primary Heading

Secondary Heading

<u>Tertiary Heading.</u> Text follows immediately.

When an article is typeset for publication, a different format may be used by the journal that accepted it.

Text Style

Acronyms and Abbreviations

Acronyms should be in parentheses at the first reference, following the spelled-out full form. In later references, the letters suffice. Two-letter acronyms for the 50 states may be used throughout the text. Names of countries should be spelled out in the text and abbreviated in tight matter. The abbreviation *U.S.* is acceptable in names of government institutions; but as a noun, *United States* is preferable.

Avoid computer acronyms when referring to variables used in, or explaining results of, statistical analysis.

Very common abbreviations like *dept.* may be used in parentheses and tight matter. Scholarly abbreviations like *e.g.* and *i.e.*–in roman, not italic, type–may be used throughout the text.

Compound Words

A compound word consists of two (or more) words in any combination of nouns and adjectives (and some adverbs that look like adjectives) that *together* form either a noun or an adjective. Hyphenation draws the elements of a compound word closer together. A compound functioning as a noun and not found in the dictionary should not be hyphenated unless it falls into the category of one of the exceptions found in *Chicago Manual of Style (CMS)* (Table 6.1). More information can be found in *CMS* (6.32-6.42, Table 6.1).

Equations and Variables

Number only displayed equations that are referred to directly in the text, notes, or appendix. The fewer numbered equations, the easier for the reader to follow explicit cross-referencing. Moreover, if all equations are numbered, the copy editors of most journals will delete some numbers and renumber the rest, with a substantial danger of confusion along the way.

All variables that appear in any tables or figures should be mentioned in the text. The first mention of each variable in the text is italicized (e.g., *age*, *gender*, *education*). In a discussion of general concepts, do not italicize the concepts. Italicization should be applied only to measured variables, and only the first time they are mentioned; thereafter,

variable names are treated as normal text. Use terminology consistently: do not refer to the same variable by different names when discussing findings. The names of variables used in tables should match those in the text.

Gender-Neutral Language

Avoid inappropriately gender-specific language, including gender-specific terms for groups of people or the characterization of groups as male or female.

The following are some ways to avoid the most common sexist language trap, the use of *he, him,* or *his* as the default pronoun:

1. Replace *his* with *the, a,* or *personal,* or simply delete it.
2. Replace the pronoun with a common noun (e.g., *this individual, this citizen*).
3. Recast conditional sentences into sentences with *who* or *which:* "If an individual votes, he participates," becomes "An individual who votes participates."
4. Convert the sentence to the plural

Three other techniques are possible but only at some sacrifice of style:

5. Replace *he* with *he or she,* and so on. (Do not alternate *he* and *she,* and do not simply use *she* instead of *he.*)
6. Convert the sentence to the passive voice.

The secret of editing to avoid sexist language is *variety*–usually a mix of the first three or four tactics. Consider the following sentence:

> The *congressman's* staff is itself intimately involved in his committee participation, keeping *him* briefed on committee activities. It looks out for *his* interests and often acts on *his* behalf. Information it provides *him* is often an important basis for *his* perception of a bill.

Edited it becomes:

> The staff is intimately involved in the committee work of its *representative*, *whom it keeps* briefed on committee activities. It looks out for *the member's* interests and often acts on *his or her* behalf. Information it provides is thus often an important basis for *the representative's* perception of a bill.

***I* or *We*?**

Individual authors should refer to themselves as *I*. Use *we* only for joint authors. Self-effacement by means of the third person (*this author*) usually sounds unnatural or affected and author's references to themselves by surname (except for purposes of anonymity) even more so.

Numbers

Spelling Out Numbers. In the text, spell out *one* through *nine* and spell out even hundreds, thousands, millions, and billions. (This means that some of the numbers will be spelled out. For example, *10 thousand*. See *CMS* 8.3n1.) Spell out all ordinal numbers through *hundredth (seventh deciles, nineteenth-century)*. Use arabic figures for other numbers (*CMS* 8.4). Percentages are expressed as figures followed by % even if the numeral is less than 10 (*CMS* 8.18). Always write out a number if it begins a sentence; if this seems awkward, recast the sentence.

Inclusive Numbers. Write inclusive numbers according to how they are spoken. Do not divide digit pairs that are expressed as single words (i.e., 11-99). Thus, forms like *11-6; 23-8; 13,998-4,001*, and so on do not work because they divide such digit pairs. (The numbers 1,100-1,999 read as "eleven hundred" and so on, so that *1,495-500* does not work either).

To write inclusive numbers, omit the initial unchanged digits of the second numbers as long as they are not part of an unbreakable pair (*3-10; 105-6; 321-25; 415-532; 11,564-68*). Should the first number be an even hundred, carry the second number at least to the hundreds place (*100-104, 600-613, 1,100-1,123*) (*CMS* 8.69).

Inclusive years can normally be treated in the same way (the words *years* being understood) unless *from* or *between* precedes the dates (*CMS* 5.115, 8.68):

> *the years 1944-47, war of 1914-18, during 1878-85, the 1878-1910 period*

but

> *from 1914 to 1918, between 1879 and 1902.*

Possessives

All one-syllable singular names and common nouns form possessives with *'s* (*sauce's, fox's, Zeus's*). All singular names and common nouns ending in an *s* or *z* sound and consisting of three or more syllables form possessives with ' alone *(Goldilocks', Achilles'*); those of two syllables take *'s* as a rule but take ' alone if *'s* would result in three *s, sh, z or zh* sounds in a row in unstressed syllables (*disease's, index's, Congress's* but *thesis', Xerxes', Bridges'*).

Roman, Italics, or Quotation Marks?

Roman, italics, and quotation marks have distinctive uses. For instance, democracy means everything we associate with that word, "democracy" means what is (rightly or wrongly) called by the word, and *democracy* means the spoken word itself (*CMS* 6.75-76. 6.78).

Use quotation marks sparingly for words used in a qualified, non-standard, or ironical sense. Overuse suggests that the author does not wish to be pinned down.

Use italics for unnaturalized foreign words (those not found in the dictionary) (*CMS* 6.65). Most Latin expressions have been assimilated and are therefore not italicized. Use italics for emphasis, but with restraint; the best way to convey emphasis is by the rhythm of a sentence (*CMS* 6.70). Use italics for letters representing mathematical quantities (for example, $3x + y$).

That or *Which*?

In choosing between the relative pronouns *that* and *which*, use *that* when the phrase in question further defines or restricts the point being made. In such cases, your ear will usually confirm the usage of *that*, because there will be no hesitation at the phrase when it is read aloud. Use *which* when the phrase, which is frequently set off by commas, simply adds information to the point being made.

> We employ an *estimation procedure that* is based on four assumptions.
>
> Equity and efficiency, *which are two primary values in modern society*, are sometimes at odds.

Use *which* whenever a preposition introduces the phrase.

Titles and Terms

Capitalize individual titles attached to a name (*President Reagan, Pope John Paul II*); otherwise, use lower case (*U.S. president Reagan, ex-president Reagan, the pope, the pope John Paul II*) (*CMS* 7.16).

Verb Tense

In surveys of literature, *Ripley showed* or *has shown* or *Ripley's study shows* are all correct uses of tense. Avoid jumping back and forth between the author as subject (acting in the past) and the work as subject (acting in the present). In contexts where chronology is not the focus, *Ripley shows* is correct. Authors should use past tense to describe their own procedures and results (*the respondents indicated*) but present tense to present findings (*the data indicate*). Consider the following example:

> Hart *was* clearly not *associated* with the black wing of the party, and we therefore *expect to see* Hart's vote share *diminish* rapidly as the proportion of black votes in a state rises.

Here, *vote share* and *proportion of black votes* refer to items in a model.

Citations

Brief notes on sources appear in the text as citations, providing immediate source information without interrupting the flow of argument. A citation usually requires only the last name of the author(s), year of publication (*n.d.* if it is forthcoming), and (sometimes) page or chapter numbers. The page or chapter numbers must appear unless the reference is to the entire work as a whole. All works cited must appear in the reference list at the end of the article, including those in notes to tables and figures.

The simple author-date citation is an abbreviated way of referring to the work itself. Think of it as a short title. No comma separates the two elements:

> "The transmogrifying of mayoral power" (Bailey 1987)
> For a lucid assessment, see Ripley 1988.

In the second example, a type that should be restricted to the notes, the "short title" is grammatically part of the sentence and hence not set off by parentheses. If the sentence were about the author, rather than, as here, about the work (we are not directed to see Ripley himself), the date alone would be set off by parentheses to indicate the work:

> Trish (1988) sharply disagrees.

Use embedded citations rather than notes for simple citations, including cases of "see," "see also," "compare," or similar brief phrases.

Chronology

Indicate a sequence of authors whose works form a progression of ideas through time in the text, rather than using a parenthetical citation. Parenthetical author-date citations remain a short means of reference, rather than a way of listing works in time, and should be given in alphabetical order, *e.g. Hare 1965, Singer 1963* rather than the reverse.

Multiple Authors and Works

With two or three authors, cite all names each time (*CMS* 16.5):

> (Kelly, Colter, and Lane 1980)

With four or more authors, *et al.* (in roman type) should follow the first author's name, even in the first reference (*CMS* 16.7):

> (Angel et al. 1986)

When more than one study is cited, arrange the references in alphabetical order and separate them with semicolons or semicolons and commas, as necessary:

> (Confucius 1951; Gurdjieff 1950; Wanisaburo 1926)
> (Confucius 1951; see also Gurdjieff 1950, Wanisaburo 1926, and Zeller 1914)

If two or more authors have the same last name, a first initial should be used to distinguish between them:

> (B. Ripley 1988; R. Ripley 1964)

Use commas to separate two works by the same author (16.14):

> (Barbarosa 1973, 1978)

If works by the same author are also published in the same year, add lowercase letters to the dates of publication and repeat these in the reference section (*CMS* 16.14):

> (Frankly 1957a, 1957b)

Pages, chapters, and so forth follow the date, preceded by a comma; *p.* and *pp.* are omitted (*CMS* 16.10):

Beaute (1975, 121-25)
(Rex et al. 1985, chaps. 6, 7)

Older Works

For reprints, both original and reprint dates should be given (*CMS* 16.94):

(Marx and Engels [1933] 1964, 25)

Classics may be cited in either of two ways. The first is to use the author-date system, providing original date, publication date of the particular edition being used, and page numbers. The second can be used when standard subdivisions of the work have been established and are used in the same way for all editions. This method commonly includes the author's name, title of the work, and a series of numbers representing decreasing subdivisions of the work:

(Thucydides, *Peloponnesian War* 2.40.2-3)

In this case, the numbers refer to book, section, and sentence. In other cases they may refer to volume, chapter, and paragraph. Citations to chapters and verses of the Bible or to numbers of *The Federalist Papers* are of the same type. Because the subdivisions are the same for all editions, no editions need be specified and the reference entry may be omitted. However, if the work exists in different translations, specify the particular edition being used and insert the year in brackets following the number series.

(Thucydides, *Peloponnesian War* 2.40.2-3 [1963])

Government Documents

Government documents may be cited in the normal author-date form. However, many have corporate authors whose names are too long to write out each time in the text. In this case, include a short form or acronym in parentheses (or in brackets in parentheses) immediately after the first reference and use the acronym thereafter. For example, a first reference might be *U.S. International Trade Commission (1978, 12; hereafter USITC)* and the second, *USITC (1978, 16).*

Legal Citations. An in-text citation to a statute or court case should include the name of the case (in italics except for *v.*) or statute and the year:

(*Baker* v. *Carr* 1962)
(Budget and Impoundment Act 1987)

Data Archived And Available at the Inter-university Consortium for Political and Social Research (ICPSR)

Citations should be modeled on the official citation provided by the ICPSR using the date of ICPSR distribution as the publication date.

For example, at the ICPSR web site the following information is given for a data set:

STUDYNO = 6805;

CITATION=Eldersveld, Samuel J., John E. Jackson, M. Kent Jennings, Kenneth Lieberthal, Melanie Manion, Michael Oksenberg, Zhefu Chen, Hefeng He, Mingming Shen, Qingkui Xie, Ming Yang, and Fengchun Yang. FOUR-COUNTY STUDY OF CHINESE LOCAL GOVERNMENT AND POLITICAL

ECONOMY, 1990 [Computer file]. ICPSR version. Ann Arbor, MI: University of Michigan/Beijing, China: Beijing University [producers], 1994. Ann Arbor, MI: Inter-university Consortium for Political and Social Research [distributor], 1996.

For an in-text citation to this study, use (Eldersveld et al. 1996) or Eldersveld et al. (1996), depending on whether the author name is part of the sense of the sentence.

Electronic Sources

In text citations of internet sites should be formatted to be as similar to normal articles or books references as possible. Citations should include the names of the author or authors and the year of publication, if available.

(Bruckman 1994)

(King, Tomz, and Wittenberg 1998)

Appendixes

If the manuscript draws on data not documented in standard sources or in the text of the article, an appendix describing these data may be necessary.

Authors are required to provide information about the extent of missing data and how missing data have been handled in the procedures used.

In general, an author must inform readers of any information necessary to duplicate or replicate the analysis in an article, using either the same or another data set. This information might include exact question wordings, experimental protocols, and lists of coding or recoding procedures, as well as decisions about handling of outliers, coding errors, index

and scale creation or other aggregation of variables, or specific options chosen in computer programs used. The goal is to present sufficient information that another scholar can understand the precise steps the author followed in going from raw data, whether they are archived, to the tables and figures in the published article. This information can be presented in the text of the article, in notes, or in appendices as appropriate (if their presence in the text interferes with the presentation of the fundamental arguments).

For manuscripts containing quantitative evidence and analysis, authors should describe their procedures in sufficient detail to permit readers to understand and evaluate what has been done and to permit other scholars to carry out similar analyses on other data sets. It is desirable for articles to be self-contained. Authors should not refer readers to other publications for descriptions of basic research procedures such as sampling methods, question wordings, or experimental protocols.

Authors should provide complete information about sources, coding, and measurement of all variables, including complete question wording for survey data. If such descriptions are brief, they may be presented in the text or in notes, but where variables are numerous, present this information in a measurement appendix.

A useful discussion of what to include appears in Thomas Palfrey and Robert Porter's "Guidelines for Submission of Manuscripts on Experimental Economics," *Econometrica* 59 (1991): 1197-98.

Notes

Notes present explanatory material and should be used sparingly. All notes should be double-spaced consecutively at the end of the manuscript (*CMS* 2.21). The corresponding note numbers in the text should be typed in superscript, preferably at the end of a sentence and at least at the end of a clause (*CMS* 15.9). The note number should follow end punctuation (except a dash) and be placed outside a closing parenthesis (*CMS* 15.8).

Journal articles require an unnumbered "author's note" that includes the author's name, title, affiliation, a short mailing address, and an e-mail address, followed by any acknowledgments. If the paper has multiple authors, this information should be given for each one. For examples, authors should refer to a recent issue of the journal to which they are submitting. Acknowledgment of significant research assistance provided by others is encouraged, but anonymous reviewers and the journal's editor should not be thanked. In a final manuscript, this note is placed above the first numbered note (*CMS* 15.51).

The names and version numbers of all computer programs used for calculations and data analyses presented in the paper, as well as the specific names of procedures used should be reported in notes. If different programs or procedures are used for data presented in various tables or figures, provide the relevant information in a note at the bottom of each table and figure. If the same program and procedure is used for all analyses, that can be reported in one general endnote.

Information on citations of newspaper articles, interviews, and personal communications should be included in the notes, not the references.

Interviews and Personal Communications

These are usually best indicated in the text or in a note. Give the name of the person, the means of communication (*telephone conversation, personal correspondence,*

interview, etc.), the date, and (if appropriate) the place (16.126). Electronic correspondence, including email messages and discussions via bulletin boards and electronic discussion groups, is cited as personal communication in the text.

Newspaper Articles

Include the author's name (unless anonymous), title of article, title of paper, day, month, year, and section if relevant. Do not give page numbers without also giving the edition (e.g., *eastern edition*) (*CMS* 16.117-18).

> Daniel F. Cuff, "Forging a New Shape for Steel," *New York Times,* 26 May 1985, sec. F.

If print and electronic forms of the article are identical, use the print version. If electronic and print versions are not the same, and the research drew on the electronic form, the note should be as similar to the print note as possible, with the addition of the URL and the date of last access, instead of the date of publication. The date of last access is used because online materials may not be permanently available:

> Loeb, Vernon, "Fallout from a CIA Affidavit," *Washington Post*, <http://www.washingtonpost.com/wp-dyn/nation/A1998-2000Apr23.html> April 24, 2000.

References

Citations direct attention to the more detailed references, which provide complete source information. Include no reference that is not actually cited. Be careful to refer to the most recent edition of each work used.

The examples that follow show proper forms for common kinds of references. List all references alphabetically by author (*CMS* 16.26). Give the full first name instead of an initial, unless the author is widely known by initials. Double-space all lines and indent all lines after the first in each entry. When citing several works by the same author, place them in chronological order, with the earliest publication first, repeating the name of the author with each new entry. (This differs slightly from *CMS* 16.26.)

If print forms and electronic forms of the material are the same, a reference for the print form is preferred, because electronic versions may not be available in all libraries or to all researchers. If electronic and print versions are not the same, and the research was based on the electronic form, the format should be as similar to that of an article or book as possible, with the addition of the full retrieval path (URL, FTP, etc) and the date of last access. Examples are included below.

Books

One Author.

Kessel, John H. 1968. *The Goldwater Coalition: Republican Strategies in 1964.* Indianapolis: Bobbs-Merrill.

The author's name and date–the bits of information in the citation–appear first, followed by the book title, place of publication, and publisher (*CMS* 16.35). If the city is well known, there is no need to identify the state (or DC) (*CMS* 16.91). Use postal acronyms for states (*MA, OH*). Chapter and page numbers should be in the citations, not the references.

Two Authors. (*CMS* 16.36)

Sorauf, Frank J., and Paul Allen Beck. 1988. *Party Politics in America.* 6th ed. Glenview, IL: Scott, Foresman.

The surname comes first for the initial author only, and a comma, followed by *and*, separates the names.

Electronic Book. Give the author's name, date of publication, full title of the work, retrieval path (Internet site, FTP site, etc), and the date of last access. If the source undergoes regular revision, use the most recent update as the date of publication. If a date cannot be determined, provide an exact date of your search. The retrieval path replaces the location and name of publisher provided for print references.

Author, I. Date. *Title of Book.* Retrieval Path. (Date of last access).

Edited Collection. (*CMS* 16.46)

Ball, Terence, James Farr, and Russell L. Hanson, eds. 1988. *Political Innovation and Conceptual Change.* New York: Cambridge University Press.

Chapter in Multiauthor Collection. (*CMS* 16.85)

Hermann, Margaret G. 1984. "Personality and Foreign Policy Decision Making: A Study of Fifty-Three Heads of Government." In *Foreign Policy Decision Making*, ed. Donald A. Sylvan and Steve Chan. New York: Praeger, 133-152.

The chapter title takes headline capitalization and quotation marks. Page numbers for the chapter cited are not necessary. If the author and the editor are the same person, repeat the name.

Crotty, William J. 1968. "The Party Organization and Its Activists." In *Approaches to the Study of Party Organization,* ed. William J. Crotty. Boston: Allyn & Bacon, 203-221.

Do not use a form analogous to this one for a chapter in a single-author book. Rather, indicate the whole book and specify the chapter in the citation.

<u>Chapter in an Electronic Book.</u>

Author, I. Date. "Title of Chapter." In *Title of Book.* Any additional information provided (e.g., month and day) URL (include full retrieval path needed to access the document. (Date of last access).

<u>Multivolume Work.</u> (*CMS* 16.82-84)

Foucault, Michel. 1980. *The History of Sexuality.* 2 vols. Trans. Robert Hurley. New York: Vintage Books

Foucault, Michel. 1980. *The Use of Pleasure.* Vol. 2 of *The History of Sexuality*. Trans. Robert Hurley. New York: Vintage Books.

If a cited work consists of more than one volume, give the number of volumes after the title. If the cited work is just one volume in a set, give its volume number after the title, followed by the more general title.

<u>Publisher's Names.</u> *The* and *Inc.* may be omitted from publisher names, as may *Press* (except for *University Press*), *Publisher,* and *Company*. (*CMS* 15.160-61)

Journal Articles

Reference format for print journal articles includes month, season, or issue number (only one, in that order of preference). The issue identification should be enclosed in parentheses and follow directly after volume number.

Aldrich, John H. 1980. "A Dynamic Model of Presidential Nomination Campaigns." *American Political Science Review* 74 (September): 651-69.

The article takes headline capitalization regardless of how it was handled in the actual journal.
Put the issue number in parentheses and allow one space between the colon and the pages.

<u>Electronic Journals</u>. Give as much of the following information as is known: author's name, document date (year), title of the article, title of the journal, any additional information provided (month and day), full retrieval path, date of last access in parentheses.

Browning, Tonya. 1997. "Embedded Visuals: Student Design in Web Spaces." *Kairos: A Journal for Teachers of Writing in Webbed Environment* 3 (1). <http://english.ttu.edu/-kairos/2.1/features/browning/index.html>. (October 21, 1997).

<u>Forthcoming Work.</u> (*CMS* 16.57)

Jacoby, William G. N.d. "Ideology and Popular Culture." *American Political Science Review.* Forthcoming.

Unpublished Works

If an unpublished work has a sewn or glued binding, the title takes italics, like a book; otherwise, place the title in quotes.

Dissertation or Thesis. (*CMS* 16.131-32)

Munger, Frank J. 1955. "Two-Party Politics in the State of Indiana." Ph.D. diss. [or Master's thesis.] Harvard University.

Paper Presented at a Meeting. (*CMS* 16.133)

Mefford, Dwain, and Brian Ripley. 1987. "The Cognitive Foundation of Regime Theory." Presented at the Annual Meeting of the American Political Science Association, Chicago.

Manuscript in Author's Possession.

Banks, Jeffrey S., and George Bordes. 1987. "Voting Games, Indifference, and Consistent Sequential Choice Rules." University of Rochester. Typescript.

Identify the material form (*typescript, mimeo, photocopy,* etc.) and the institution with which the author is affiliated.

Older Works

For references either to older literature that is reprinted or to new editions or translations of older (or "classic") works, include the original year of publication in brackets ([ ]) (unless unknown) along with the date of publication of the edition being used. (*CMS* 16.94)

Burke, Edmund. [1790] 1987. *Reflections on the Revolution in France.* Ed. John G. A. Pocock. Indianapolis: Hackett.

Madison, James, Alexander Hamilton, and John Jay. [1788] 1966. *The Federalist Papers.* Ed. Roy P. Fairfield. Garden City, NY: Anchor Books.

Marx, Karl, and Friedrich Engels. [1933] 1964. *The Communist Manifesto.* New York: Monthly Review Press.

For reprint editions, both the original date (in brackets) and the reprint date should be given; publication information for the reprint should follow.

Campbell, Angus, Philip E. Converse, Warren E. Miller, and Donald E. Stokes. [1960] 1980. *The American Voter.* Chicago: University of Chicago Press, Midway Reprint.

No reference is necessary unless a particular editor is specified, provided that the work has short, numbered sections to replace page numbers in the citation.

Government Documents

This section is a brief introduction to the treatment of government documents. For more detail and numerous examples, see *CMS* 16.148-98 and the latest edition of Kate L. Turabian's *Manual for Writers of Term Papers, Theses, and Dissertations*, chapter 12.

Congressional Reports and Documents. The reference begins with U. S. Congress, House or Senate, followed by any committee, year, title, Congress, session, and report or document number or committee print number. Include bills and resolutions and publications by commissions in this category.

U.S. Congress. Senate. Committee on Foreign Relations. 1956. *The Mutual Security Act.* 84th Cong., 2d sess., S. Rept. 2273.

U.S. Congress. Senate. 1934. *Report of the Federal Trade Commission on Utility Corporations.* 70th Cong., 1st sess., S. Doc. 92, pt. 71A.

Hearings. Provide the same information as for reports and documents but with the exact date in place of the report or document number.

U.S. Congress. Senate. Committee on Foreign Relations. 1985. *Famine in Africa.* 99th Cong., 1st sess., 17 January.

Statutes. Provide the name of the statute, source (*U.S. Code* or *Statutes at Large*), volume, section, and (if relevant) page.

Administrative Procedure Act. 1946. *Statutes at Large.* Vol. 60, sec. 10, p. 243.

Congressional Debates. The reference begins with *Congressional Record,* followed by the year, Congress, session, volume, and part.

Congressional Record. 1966. 89th Cong., 2d sess., vol. 112, pt. 16.

Presidential Proclamations and Executive Orders. Provide president's name, year, title or description, *Federal Register*, volume, number, and page.

Reagan, Ronald. 1984. Caribbean Basin Economy Recovery Act, Proclamation 5142. *Federal Register*, vol. 49, no. 2, p. 341.

Executive Department Documents. Provide corporate author, year, title, city, and publisher. If author and publisher are the same, repeat the name or use an acronym.

U.S. Department of Commerce. Bureau of the Census. 1975. *Statistical Abstract of the United States.* Washington: Department of Commerce.

Treaties. Provide corporate author, year, treaty name, date, treaty series (e.g., TIAS), volume, and part or number.

U.S. Department of State. 1963. Nuclear Weapons Test Ban, 5 August. TIAS no. 5433. *U.S. Treaties and Other International Agreements,* vol. 14, pt. 3.

National Archives. Provide corporate author, title or description, file (if relevant), record group, and *National Archives.*

U.S. Congress. Senate. Committee on the Judiciary. "Lobbying." File 71A-F15. Record group 46. National Archives.

Technical Reports. Provide author, year, title, city, publisher, and NTIS or ERIC number (if available).

Gottfredson, L.S. 1980. *How Valid Are Occupational Reinforcer Pattern Scores?* Baltimore: Johns Hopkins University. ERIC, ED 182 465.

Legal References. List full bibliographic information for court cases in the references. (This differs from *CMS.*) Give the case, year, volume, source, page on which the case begins, and (in parentheses) district of any lower federal court. If possible, use *U.S. Reports* for Supreme Court decisions, rather than *Lawyer's Edition* or *Supreme Court Reporter.*

Baker v. *Carr.* 1962. 369 U.S. 186.

Lessard v. *Schmidt.* 1972. 349 F. Supp. 1078 (E.D. Wisc.).

Early in the Supreme Court's history, cases were identified by the recording clerk's name, rather than a source title:

Marbury v. *Madison.* 1803. 1 Cranch 137.

Data Archived And Available at the Inter-university Consortium for Political and Social Research (ICPSR)

References should be modeled on the official citations provided by the ICPSR, making three changes to adapt them to APSA style: add the ICPSR study number to the full reference (omit leading zeros); use the date of ICPSR distribution as the publication date; and change the case of the study title.

For example, at the ICPSR web site the following information is given for a data set:

STUDYNO = 6805;

CITATION=Eldersveld, Samuel J., John E. Jackson, M. Kent Jennings, Kenneth Lieberthal, Melanie Manion, Michael Oksenberg, Zhefu Chen, Hefeng He, Mingming Shen, Qingkui Xie, Ming Yang, and Fengchun Yang. FOUR-COUNTY STUDY OF CHINESE LOCAL GOVERNMENT AND POLITICAL ECONOMY, 1990 [Computer file]. ICPSR version. Ann Arbor, MI: University of Michigan/Beijing, China: Beijing University [producers], 1994. Ann Arbor, MI: Inter-university Consortium for Political and Social Research [distributor], 1996.;

For the complete reference in the list of references at the end of a paper, use:

Eldersveld, Samuel J., John E. Jackson, M. Kent Jennings, Kenneth Lieberthal, Melanie Manion, Michael Oksenberg, Zhefu Chen, Hefeng He, Mingming Shen, Qingkui Xie, Ming Yang, and Fengchun Yang. 1996. Four-County Study of Chinese Local Government and Political Economy, 1990 [computer file] (Study #6805). ICPSR version. Ann Arbor, MI: University of Michigan/Beijing, China: Beijing University [producers], 1994. Ann Arbor, MI: Inter-university Consortium for Political and Social Research [distributor], 1996.

Electronic Sources

Citation of references from Internet sites is formatted to be as similar to normal article or book references as possible, with the addition of their internet addresses and the date of your last access. The latter is used because these materials may not be permanently available. To avoid citation of materials that are no longer available in this form, or incorrect internet addresses, please check, as late as possible in the production of your article, that all internet references can be found at the addresses given in your citations, and update the date of last access accordingly.

<ins>File Transfer Protocol (FTP) Sites</ins>. To cite text or data files available for downloading via ftp, give as much of the following information as is known: author's name, document date (year), full title of the work in quotation marks, any

additional date information provided (month and day), address of the ftp site including full path needed to access the document, and the date of your last access.

Bruckman, Amy. 1994. "Approaches to Managing Deviant Behavior in Virtual Communities." April. ftp://ftp.media.mit.edu/pub/asb/papers/deviance-chi94.txt (December 4, 1994).

World Wide Web (WWW) Sites. To cite text or data files that may be viewed or downloaded via the World Wide Web, give as much of the following information as is known: author's name, document date (year), title of the work in quotation marks, the title of the complete work if applicable in italics (for example, a full book title if you are citing a chapter), any additional date information provided (month and day), URL (Uniform Resource Locator or address) including full path needed to access the document, and the date of your last access in parentheses. URLs that are too long for one line should be continued on the next line without using a hyphen.

King, Gary, Michael Tomz, and Jason Wittenberg. 1998. "Making the Most of Statistical Analyses: Improving Interpretation and Presentation." September 7. http://gking.harvard.edu/ preprints.shtml (October 22, 1998).

English Translations

Duverger, Maurice. 1954. *Political Parties.* Trans. Barbara North and Robert North. New York: Wiley.

Sources in Foreign Languages

Translate titles of books and articles in brackets after the foreign title; if only the English translation is given, identify

the original language in brackets after the title. Do not translate the names of periodicals. For foreign language titles, capitalize only the first word and any proper nouns occurring in it (except for German, in which all common nouns are also capitalized):

Miyamoto, Yoshio. 1942. *Hoso to kokka* [Broadcasting and the national defense state]. Tokyo: Nihon Hoso Shuppan Kyokai.

Miyamoto, Yoshio. 1942. *Broadcasting and the National Defense State* [in Japanese]. Tokyo: Nihon Hoso Shuppan Kyokai.

(For more information on foreign language sources, see *CMS* 9.1-146, 15.118-19, 16.74,and 16.114)

Magazine Articles

References to popular magazines require the author, year, article title, magazine title, month, day (for a weekly or bimonthly), and page numbers (*CMS* 16.116).

Prufer, Olaf. 1964. "The Hopewell Cult." *Scientific American,* December, 13-15.

Tables and Figures

Tables

Tables can be a major source of confusion or can show the basis of the most important conclusions with clarity. In constructing tables, authors should be explicit about what they intend to convey to the reader. Use tables in the body of the paper to display findings, e.g., relationships or trends. Supplementary information usually belongs in an appendix. Such tables might include lists of cases included in an analysis, coding rules, question wordings, comparisons of samples and population characteristics, etc. The text must include a reference to each table, and each table presented in the main text should be discussed. Authors should study the tables in a recent issue of the journal to which they are submitting a manuscript to get a sense of the specific practices that the journal follows.

Each table should have an Arabic numeral and a title that is presented flush left, with the word TABLE in caps and the title with headline-style capitalization.

TABLE 1. Table Style in the Journal

The table title should bear no note. Any general note should be placed at the foot of the table, with the heading *Note:* or *Source:* (a source note must be given for all previously published tables or for tables that contain data not collected specifically for this project or whose origin is not fully described in this paper). Other notes should be keyed by superscripted, italicized, lowercase letters both in the table and where the note appears.

Do not use a table to duplicate what is already in the text or can easily be explained in the text. Do not let the information in one table overlap that of another. Often two tables sharing the same row or column headings can be combined into one. Plan tables to avoid extreme width, which makes them difficult to typeset and to read.

Tables should be understandable to a reader who has not yet consulted the text or who wishes to understand the major findings by reviewing the tables but not reading the text. Therefore, tables (and their legends and notes) should contain all of the information necessary to interpret them. All columns and rows should be clearly labeled and only the most common abbreviations should be used unless a legend

is provided. The exact meaning of numbers should be explained.

Column headings take headline capitalization (i.e., Headline Capitalization) and should be centered above the column, with the numbers below precisely aligned. (For numbers of grossly different magnitudes that are not being compared, e.g., Ns and percentages, align commas with decimal points.) An indication of the units used in a column may be added in parentheses just beneath the head. Place single horizontal rules across the page above and below the column heads and at the foot of the table. Do not use vertical rules and do not use horizontal rules between rows. Always provide a stub head over the left-most column. Stub heads should be flush left and take headline capitalization. Items in the stub column take only sentence capitalization. If such items have subheads, indent them approximately three spaces or ¼".

Always provide the number of cases on which percentages are calculated and indicate whether they are column, row, or total percentages. This is most efficiently done with the placement of the percentage sign, which should follow the first percentage in each column if percentages are calculated vertically, the first percentage in each row if they are calculated horizontally, or each figure in a table of total percentages (i.e., in a "three-dimensional" table where each cell is based on a different N). Supplying the figure "100%" at the bottom of each column or end of each row as appropriate is another useful visual clue for the reader. Generally speaking, it is easier for readers to interpret percentages or other figures that are presented vertically, but if the number of rows and columns in a table is such that space can be saved by presenting percentages or other figures horizontally, that should be done.

Do not carry a percentage based on samples that are small relative to their sampling frame beyond one decimal place unless absolutely necessary, as this suggests a degree of precision that such data typically cannot support. Try to round to make the rows or columns add to 100%.

Give Ns for the base number for each percentage. For columns of vertical percentages, the N for each column should be given in the bottom row of the table; for rows of horizontal percentages, the N for each row should be given in the last column of the table; for tables of total percentages (but only for such percentages), the N should be given in each cell in parentheses underneath or following the percentage figure. In the table headings or stubs, spell out the phrase *Number of cases* if space permits, although *N* is acceptable within the text of the manuscript. For statistical presentations, all figures reported should have the same number of significant digits.

Probability levels for coefficients or tests of statistical significance should be keyed by *, **, and *** in order of increasing significance (e.g., .05, .01, .001). An alternative to flagging significance is to report probability levels for all coefficients in a separate column. Report probability levels in this format even though you may have provided standard errors.

Once a manuscript is accepted or is in the final stages of revision, all tables must be collated and inserted in sequence at the end of the manuscript. Indicate the preferred placement of each table in the text (i.e. Table 5 about here). This notation should follow the paragraph containing the first text references to the table.

TABLE 1

Logit Coefficients for House Support for Clayton Act, Sixty-Third Congress, 1913–15

	HOUSE ROLL CALL VOTE ON CLAYTON ACT		
INDEPENDENT VARIABLES	MODEL 1	MODEL 2	MODEL 3
District opinion[a]	1.896* (.599)	2.071*[b] (1.065)	2.080* (.998)
Party of House member[c]	—	2.231** (.333)	2.268** (.347)
District economy[d]	—	—	1.230* (.453)
Intercept	−2.336* (1.155)	−2.455 (2.048)	−4.208* (.638)
Correctly predicted (%)	79.41	87.96	90.05

Source: Eileen Lorenzi McDonagh, "Representative Democracy and State Building in the Progressive Era," *American Political Science Review* 86:941.
Note: Figures are unstandardized logit coefficients; standard errors are in parentheses. House roll call votes coded 0 for nay, paired-nay, 1 for yea, paired-yea.
[a]For greater comparability with dichotomous variables, district issue vote coded 1 for 0–49%, 2 for 50–100%.
[b]Significance level calculated by computer program reported at .05 level; calculation based on truncated printed output falls slightly under requisite 1.96 z-score.
[c]House member's party coded 1 for Democrat, 0 for Republican.
[d]District economy coded 1 for core ($300 or more value added per capita in manufacturing), 2 for diverse ($200–$299), 3 for periphery (<$200); codes made available by Elizabeth Sanders.
*p = .05.
**p = .001.

For more details on tables with numerous examples, see *CMS*, chapter 12.

Figures

Titles and sources for figures should follow the same format as for tables:

FIGURE 1. Figure Style in the Journal

Each figure should be self-explanatory, with all parts clearly labeled using headline-style capitalization. Letters representing variables take italics.

Figures must be collated and placed after any tables at the end of the manuscript. Indicate appropriate placement [i.e. (Figure 1 about here)] following the paragraph in which the figure is referred to for the first time. Each figure, too, should be self-explanatory, with all parts clearly labeled using headline style capitalization (not block capitals). Letters representing number qualities take italics. A separate sheet should be used for each figure, and copies- not originals- should be used in the manuscript. Originals are required only after a paper has been accepted for publication.

Note to Authors of Articles Accepted for Publication in the American Political Science Review

Data Sources and Archived Data

The *American Political Science Review* does not require preparation or archiving of replication data sets for data used in its published articles, although we encourage authors to do so, especially if their data are not already available. Replication data sets include all information (such as computer program options, recoding procedures, and other steps taken in your analysis) and data necessary to replicate, or build on, your published article. Authors may archive these data sets with the Publication-Related Archive of ICPSR.

If your data are available at the ICPSR, this should be mentioned either in the author's note or in a separate note and a complete reference listing should be provided. For other archives, provide appropriate information. We will not report your data as being archived unless this can be verified at the web site or in information provided by the

archive. If you are reporting archiving of your data, please provide confirmatory information, such as study number or other identification.

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