

PAPER FORMATTING GUIDELINES FOR POLITICAL SCIENCE COURSES

VANDERBILT UNIVERSITY

Your paper should begin with a *cover page*. Put your name on it, and a title, at least. *Number your pages*, (but don't number the title page), use headings, and perhaps even subheadings. Citations of articles and books, as well as the list of references at the end of your papers, should adhere to the format described below.

1. Titles

Title, subtitles, and text subheadings should be chosen for succinctness and interest. Primary (an "A Head") and secondary (a "B Head") text headings in **bold** print should be left justified. Primary headings should be typed in capitals; secondary headings should have initial capital letters.

2. Quotations

Quotations must correspond exactly with the original in wording, spelling, and punctuation. Short quotations within the text should be noted by quotation marks; longer quotations or extracts should be indented from the left margin and require no quotation marks. Changes and additions to quotations should be identified by bracketing; ellipses (...) should be used to identify omissions; emphasis added should also be indicated.

3. Citations

All citations should be specified in the text in the following manner:

(a) If the author is named in the text, cite by year of publication:

... Emile Durkheim (1966) has suggested...

(b) If the author is not named in the text, cite by last name and year of publication:

Some experts disagree (Zinnes 1979).

(c) If necessary, such as when a source is directly quoted, pagination should follow the year of publication, separated by a comma:

"All my critics are idiots" (Modelski 1983, 22).

(d) Dual authors should be joined by "and"; multiple authors should be listed in full on first citation and indicated by "et al." thereafter:

... Other approaches (Snyder and Diesing 1977, 392-97) concede...

... Many assume (George et al. 1971, 71-72) that...

(e) If an author has multiple references for any single publication year, indicate specific works by use of lower case letters:

... On the one hand (Lacan 1974a, 45; Derrida 1977b, 22) it is...

- (f) Series of references should be enclosed chronologically within parentheses and separated by semicolons with multiple works in the same year listed alphabetically by author:

... Proponents of the position (George1982; Holsti 1983; Starr 1983) and many...

- (g) Citations from electronic sources: Citations for information found on the World Wide Web, an e-mail message, a listserv message or other electronic forms should follow the common in text pattern of author, year and, if available, the page number.

If the electronic source does not have page numbers, it is appropriate to use internal divisions such as section numbers or chapter heading to assist the reader in finding the original information.

4. References

The reference section should be double-spaced and begin on a new page following the text.

Works should be listed alphabetically by author, or by institution or title of any material not attributed to a specific author or authors. References should conform to the following format: (Please note that the entries are **indented** after the first line. Word will do this automatically if you click on "Format," then "Paragraph," "Special," and "Hanging.")

- (a) References to **books** should list author(s), year, title, place of publication, publisher:

Von Mises, Ludwig. 1983. *Nation, State, and Economy: Contributions to Politics and History of Our Time*, translated by Leland B. Yeager. New York: New York University Press.

Strunk, William, Jr., and E.B. White. 1979. *The Elements of Style*, 3rd ed. New York: Macmillan.

- (b) References to **journal articles** should list author(s), year, and title of article, *journal name*, volume, issue month or season, and inclusive pages:

Lipset, Seymour M. 1983. "Radicalism or Reformism: The Sources of Working-class Politics." *American Political Science Review* 77 (March):1-18. References to **works in edited volumes** should list author(s), year, essay title, volume title, volume editor(s), place of publication, publisher, and page numbers:

Weber, Max. 1984. "Legitimacy, Politics and the States." In *Legitimacy and the State*, ed. W. Connolly, New York: New York University Press, 32-46..

- (c) Reference to **monographs** in a series should list author(s), year, title, series title, place of publication, and publisher:

Fromkin, Morris S. (1968) *The Limits of Recognition*. Singer Series on Law and International Society. New Haven, CT: Sanger.

(d) References to **newspaper and magazine articles** should list author(s), date of the article, title, and magazine or newspaper.

...Authored article:

Wicker, Tom. March 4, 1975. Energy Plan in Sight. *New York Times*, 23.

...Anonymous author:

“Why Vote at All?” June 20, 1980. *Time*, 14-15

Use the in-text citation: (Why Vote at All? 1980, 14)

(e) References to **English Translations** should list author(s), date, title, and translator’s Name etc. (see example below):

Freud, Sigmund. 1961. “The Ego and the Id.” In John Strachey, ed. and trans. The Standard Edition of the Complete Psychological Works of Sigmund Freud. Vol. 19, London: Hogarth Press. (Original work published in 1923.)

(f) References to **sources in foreign languages** should list the translated titles of books and long articles (in brackets, not underlined); do not translate the names of well-known periodicals. Romanized or foreign language words after the first work (except for proper names and for nouns in German) ordinarily begin with small letters.

(g) References to **Government Documents** should list "author(s)" and date; title (underlined); the term, session, and place of publication; and publisher:

U.S. Congress. S. House. June 5, 1983. Congressional Record. 98th Cong., 1st sess. Washington: Government Printing Office.

U.S. Congress. Congress, Senate Committee on Foreign Relations. April 1984. Report on Covert Aid to Central America. 98th Cong., 2nd sess. Washington: Government Printing Office.

Reagan, Ronald. 1981. Papers of President Ronald Reagan. Washington: Government Printing Office.

(i) References for **electronic sources**:

...World Wide Web: The reference listing for a WWW citation should contain the author's name; date of publication or last revision; title of document; title of complete work (if applicable), underlined; URL, in angle brackets; and date of access, in parentheses:

Central Intelligence Agency. 1999.
Afghanistan/Government. *World Fact Book*, 1998.
<html://www.odci.gov.cia/publications/factbook/af.html> (Accessed February 21, 2007)

...Email Message: To document an email message, you need to provide the author's name; the author's email address, in angle brackets; the date of publication; the subject line from posting; the type of communication (personal email, distribution list) in square brackets; and the date of access, in parentheses:

ALBRIGHT, M. <albright@state.gov> 1999, Jan.5. Statement on Cuba [Personal email]. (1999, January 29)

...Newsgroup Message: To document a newsgroup message, you need to provide the author's name; the author's email address, in angle brackets; the date of publication; the subject line from posting; the name of the newsgroup, in angle brackets; and the date of access, in parentheses:

Stratfor. <alert@stratfor.com>, 1999, Jan.29. Thailand/Myanmar. <STRATFOR/Global Intelligence Update> (1999, January 29)

- (j) References to **television and radio programs** should list the station, date, and title of show:

...CBS News. November 18, 1984. Sixty Minutes.

...National Public Radio. September 10, 1984. All Things Considered.

- (k) References to sources found on Kindle (or other e-readers) should adhere to the instructions found here:

<http://blog.apastyle.org/apastyle/2009/09/how-do-i-cite-a-kindle.html>

5. Notes

Footnotes should be at the bottom of the page, indicated with numerical superscripts, such as the one that follows at the end of this sentence.¹Footnotes should be used only to provide commentary on the text, not to cite sources, which should instead be cited in the manner described above.