

# Style Manual for Political Science

Revised 2018 Edition

*APSA Publishing Associate Nicholas Townsend was the lead person on this significant revision of this manual. The revision process also greatly benefited from suggestions and insights by APSA Publishing Director Jon Gurstelle, APSA Senior Director of Diversity and Inclusion Programs Kimberly Mealy, APSA Executive Director Steven Rathgeb Smith, APSA Deputy Director, Betsy Super, APSR Lead Editor Thomas Koenig and Managing Editor Alyssa Taylor, JPSE Editors Victor Asal and Joseph W. Roberts, Perspectives on Politics Editor Michael Bernhard and Managing Editor Jennifer Boylan, and PS: Political Science and Politics Coeditors Phillip Ardoin and Paul Gronke and Managing Editor Celina Szymanski. We are also indebted to Barbara Walthall, APSA Publishing Director from 2014–2017, for her vision of a revised style manual and commitment to proper usage and correct style for APSA's publications.*

This manual is available digitally at [www.apsanet.org/stylemanual](http://www.apsanet.org/stylemanual).

This Style Manual was updated in July 2020 to include the capitalization of Black and Indigenous when referring to race (page 27). This Style Manual was updated in November 2022 to include age-inclusive language (page 28).

This Style Manual was updated December 2023 to better reflect the peer review process (page 7).

© 2018 American Political Science Association

All rights reserved.

ISBN 978-1-878147-62-2

# Table of Contents

Introduction	1
Manuscript Preparation	2
Manuscript Writing	10
Punctuation	10
Style	18
Parenthetical Citations	38
References	42
Reference List	56
Notes	57
Tables and Figures	59
Additional Resources	63
Online Manual	68



# Introduction

For years, APSA has published its *Style Manual for Political Science*. The first iterations of the manual were predicated on the writing style used in the association's first journal, the *American Political Science Review*. Those iterations outlined processes and procedures for preparing and submitting manuscripts to APSR under several different editors including: G. Bingham Powell Jr. (1992–96), Ada Finifter (1996–2001), and Lee Sigelman (2002–2006).

The 2018 revision broadens the scope of the manual, by including style requirements for all four APSA membership-wide academic journals: *American Political Science Review* (APSR), *PS: Political Science & Politics* (PS), *Perspectives on Politics* (PoP), and the *Journal of Political Science Education* (JPSE), as well as 24 APSA organized section journals. The 2018 revision also embraces a decade's worth of changes to the academic publishing world. A few of these changes include: manuscript tracking systems, online-only publications, open-access journals, social media, active-citation techniques, data archives, government research funding requirements, and more.

The manual remains the standard style guide in the discipline upon which students, junior faculty members, and well-established scholars authoring manuscripts, as well as editors, copyeditors, and proofreaders, can rely. While this manual can and should be used as an umbrella guide, authors are responsible for reviewing and following the specific requirements laid out by each journal prior to submission. Individual style requirements for each journal can be found on the APSA website: [www.apsanet.org/journals](http://www.apsanet.org/journals).

APSA style, in most instances, follows guidelines set forth in the *Chicago Manual of Style*, 17th edition (CMS). Throughout this manual, CMS citation numbers are included in parentheses, where appropriate, to refer readers to specific sections of CMS's 17th edition.

# Manuscript Preparation

This section outlines the process of producing a manuscript for submission to an unspecified APSA journal. Authors should prepare their manuscripts using these general guidelines alongside any journal-specific guidelines so that the journal's editor(s) can properly process them in a timely and efficient manner.

## Content

Authors must distinguish their manuscripts with original content. Authors should not submit manuscripts that are substantially similar to submitted, forthcoming, or published works. It is the author's responsibility to disclose any such related publications connections to the editor(s). Manuscripts should also be self-contained. Authors should not refer readers to other publications for descriptions of basic research procedures such as sampling methods, question wording, or experimental protocols.

## Software

For ease of use with editorial management systems and for copyediting purposes, authors should write their manuscript using a word processor that is commonly available and easily convertible to other formats, such as Microsoft Word. Online writing and content-sharing platforms can also be utilized, such as Google Docs, as long as manuscripts can be converted into the specific journal's accepted file format. Submitting manuscripts from document preparation systems, such as LaTeX, depends on each journal's guidelines.

## Layout

Authors should create their manuscript with the knowledge that when a manuscript is typeset and paginated for publication, a different format will more than likely be used. To ease this process, the manuscript should be organized in the following order, with each list item beginning on a new page:

1. Title page, with abstract
2. Anonymized manuscript text
3. Notes, if necessary (for submission, use footnotes; manuscripts accepted for publication may have footnotes changed to endnotes)
4. Reference List
5. Tables, titled and numbered, each on a separate page, followed by figures

in the same format (for submission, indicate in the text approximately where each should fall; note: this is on a case-by-case basis as some journals want them placed within the main text with editable formatting)

6. Appendix or supplementary material, if necessary

## **Title Page**

The title and subtitle of a manuscript should be descriptive and short (aim for 12 words maximum combined, preferably fewer). Subtitles always begin with a capital letter and are separated from the title by either a question mark, an exclamation point, or a colon, never by an em dash (8.164). Do not use a colon after a question mark or exclamation point.

*Publishing Political Science: APSA Guide to Writing and Publishing*  
“Whither Parties? Hume on Partisanship and Political Legitimacy”

APSA style utilizes headline-style capitalization. Headline-style capitalization refers to using upper case letters for each word in a title or subtitle, except for prepositions, conjunctions, and the articles *the*, *a*, and *an* (8.159). Sentence-style capitalization, on the other hand, refers to only capitalizing the first word, words following colons, and any proper names in the title or subtitle (8.158).

“Political Distrust and Support for Insurgent Candidates in the 2016 Primary”; *not* “Political distrust and support for insurgent candidates in the 2016 primary”

Beneath the title and subtitle on the title page, include an abstract of no more than 150 words succinctly describing the research question, methods, and findings or conclusions presented. The abstract should summarize the manuscript, not act as an introduction (2.25).

The title and the abstract of the manuscript will form the basis of promotional material and descriptive metadata. This content is also indexed by major search engines. When authors include unusual words, puns, or non-descriptive phrases, it makes it less likely that the manuscript will be indexed properly or found by researchers seeking to cite it.

## **Manuscript Text**

APSA journals will not consider a manuscript that exceeds its individualized word limit. These word limits include all aspects of the manuscript: title, abstract, text, appendices, notes, references, tables, and figures. Word limits vary greatly between journals and even within sections of specific journals. Be sure to check each journal’s general and section-specific submission guidelines.

For more on the actual writing style of the manuscript text, see the dedicated *Manuscript Writing* section within this manual.

## ***Headings***

- » Headings and subheadings should be short and meaningful as well as parallel in structure and tone throughout the manuscript. Headings and subheadings should not be repeated in the text (i.e., the first sentence underneath a heading including the heading's wording verbatim) (1.55).
- » Headings and subheadings are usually set on a separate line and differentiated by a combination of size, style, and placement. Make sure that each level is consistent throughout the manuscript. The headings and subheadings in this manual form a hierarchal example.
- » More often than not, the ultimate size, style, and placement of the type will depend on the journal's specific style.

## ***Body Text***

- » Avoid underline and boldface, as not all journals styles will accommodate them. Authors should utilize italics instead.
- » Try to use special characters, as most can now be found in newer versions of word processors or through an online search. If a special character cannot be found, indicate this to the editors (2.16).
- » Figures and tables should be numbered consecutively and must be mentioned within the text (2.28–2.30).

## ***Software Features***

- » Indent a block quote using a word processor's indentation feature. The text that follows a block quote should only be indented if it begins a new paragraph (2.19). The same rules apply to ordered and unordered lists (2.21).
- » Use the footnote function in a word processor to connect footnotes to the referenced location in the manuscript text (2.22). Avoid appending a note to a title, heading, or subheading. Notes appended to tables and figures should be numbered separately and placed below or within the table or figure itself.
- » Manually inserted word and line breaks should not be applied at the manuscript stage (7.36), as this will not align with the typesetting and pagination process. Use hyphens, en dashes, and em dashes accordingly, as described later in this manual (2.14).



- » Use indents and tabs as well as paragraph formatting in an initial manuscript as it makes it easier for the editor(s) to identify (2.11–2.12). Each entry in a reference list should begin on a new line. Do not use tab to indent runover lines, use the word processor's indentation feature (2.24).
- » Turn the hyphenation feature off during manuscript writing so that the only hyphens existing are purposeful in the manuscript (2.13).

### ***Final Check***

Authors should do a final check of the manuscript's preparation (alongside style and grammar) including (2.32):

1. Titles and subtitles
2. Figures, and tables and their captions against textual references
3. All internal and external hyperlinks
4. Quotations against original sources
5. Notes against text citations
6. Parenthetical text citations against the reference list
7. References on the reference list
8. Name and designation of author

Lastly, authors should remove draft comments from the final submitted version.

### **Parenthetical Citations, References, Notes, and Tables and Figures**

For more on constructing parenthetical citations, references on the reference list, notes, and tables and figures, see the dedicated sections within this manual.

### **Appendix and Supplementary Material**

If data are critical to the manuscript's context but cannot be properly woven into the body text, an appendix should be created. Appendices follow the same guidelines as the rest of the manuscript. Similar to tables and figures, they should be mentioned in the manuscript's body text.

If the data are not critical to the manuscript's context, but would otherwise provide missing data, supplementary material can be created. The supplementary material is submitted in the same fashion as an appendix, but does not need to be mentioned explicitly in the manuscript's body text.

## **Permissions**

Authors should get in the practice of always crediting any external sources

that are used in the writing and preparation of a manuscript (4.75). If a work is copyrighted, permissions may need to be granted from the copyright owner to use the work in a manuscript. It is the ethical obligation of the author to obtain consent. Permissions should be received by the author in writing. Furthermore, it is the author's responsibility to keep track of all copyright owners from whom they receive permissions, as the publisher will ask for them if necessary. Since the process of having permissions granted may take months, it should begin immediately after the manuscript is accepted for publication (4.76). Permission fees to use an external source will, in most circumstances, be paid by the author (4.79). If any permissions issues arise, authors should let the editor know immediately.

Request permission with the title of the original work, the exact identification of what will be reprinted, information about the publication in which the material will be reproduced, and the kind of rights requested. The rights requested are, at best, nonexclusive world rights in all languages and for all editions in print and other media (4.95).

Going to the publisher of a work may not be enough, especially for pictures. If the publisher does not have the right to sublicense something, the author must go to the original creator of the work (4.89). Stock agencies and image archives are the easiest repositories to obtain permissions from (4.99). Note: fees paid to reproduce illustrations usually cover one-time use only (4.101).

### **Creative Commons**

To avoid potential permissions issues, authors may choose to seek out Creative Commons licensed material, especially images, for use in their manuscripts. Creative Commons is a nonprofit organization that grants easy-to-use copyright licenses that give the public permission to share and use creative work—on conditions of the author's choice—from *all rights reserved* to *some rights reserved*.

Creative Commons licenses seek to extend fair use, and therefore are not an alternative to copyright. They work alongside copyright and enable authors to modify copyright terms to best suit their needs.

The Creative Commons website hosts a search engine that finds images, media, music, videos and more than utilize CC licenses. Content found through this search engine is often available for commercial usage without attribution, although specific licenses should be examined carefully: <https://search.creativecommons.org/>.

### **Fair Use**

The fair use doctrine, which has developed over time, is seen as one of the

cornerstones of free expression in the United States. Fair use limits copyright to balance the interests of copyright holders with public interest in the wider distribution and use of creative works. Fair use was for years seen as a defense to copyright infringement, but is now recognized by law to be an expressly authorized right.

Fair use is determined by (1) the purpose and character of use, whether for commercial or educational purposes, (2) the nature of the copyrighted work, (3) the amount and substantialness of the portion in relation to the whole, and (4) the effect of the use on the potential market for the copyrighted work.

Fair use must not misconstrue the original meaning of the work in any way (4.84). The use of an entire literary work in its entirety is hardly ever acceptable. Use that is not fair will not be excused by paraphrasing, as it is considered disguise copying by copyright doctrine (4.89).

Pictures, pictorials and graphics are fair use when providing “visual context” to the text. Until recently, fair use only applied to thumbnail sized images, although this has been revised (4.90). Graphs, charts, and tables are usually considered fair use, unless many pictorial elements are involved (4.91).

Attribution bolsters a claim of fair use and helps avoid any accusation of plagiarism (4.92). Fair use should be applied boldly, excessive permissions processing can slow down the publishing process. If permissions are denied or granted at an unreasonable price, authors should consider whether a sound case might exist for fair use (4.93).

## **Peer Review**

All APSA journal articles are peer-reviewed as double anonymous or triple anonymous. In a double anonymous peer review, the identities of the author and the reviewers are not shared with each other, while the identities of both the author and reviewers are known by the editor(s). In a triple anonymous peer review, the editor does not know the identity of the author.

Manuscripts must be prepared such that the author’s identity is not compromised in any way. Manuscripts with potentially compromised anonymity or that disregard the required formatting will be returned, thereby delaying the review process.

To comply with this, the title page of the submitted manuscript should not include author names, institutions, or other personal information. Editorial

Manager, the manuscript tracking system currently used by the *American Political Science Review*, *PS: Political Science & Politics*, and *Perspectives on Politics*, and Scholar One for the *Journal of Political Science Education*, anonymize files uploaded to some degree, but authors should replace labels of any figures, tables, and appendices that reference the author with generic titles (e.g., “Table 1,” “Figure 3,” or “Appendix A”). Authors should also anonymize the titles of the files that are uploaded into the manuscript tracking system.

Each journal’s manuscript tracking system will record author name(s), institutional affiliation(s), and contact information (and in the case of multiple authors, an indication of the author who will receive correspondence), as well as acknowledgments, including the names of any colleagues who have provided comments on the manuscript.

For manuscript citations, if an author’s previous publications are cited, citations should be done in a way that does not make the authorship of the submitted paper obvious. This is most easily accomplished by referring to oneself in the third person and including normal references to the work cited in the list of references. Assuming that text references to an author’s previous work are in third person, full citations should be included as usual in the reference list. Use of other procedures to render manuscripts anonymous should be discussed with the managing editor prior to submission. Authors should not thank colleagues in notes or elsewhere in the body of the paper or mention institution names, web page addresses, or any other identifying information.

## Additional Steps

After a manuscript is submitted under the proper format, style, with all permissions necessary, and peer-reviewed, expect the editor(s) to reach out in regards to a decision. The timeline of acceptance will vary depending on each journal’s peer review and acceptance, revision, or denial processes. Authors can expect, in most cases, to wait a few months between submitting and receiving a decision.

If the manuscript is accepted, the manuscript may or may not be copyedited by the editor(s), depending on the journal. If copyedited, the editor(s) may reach out to ask questions related to the manuscript at this time. While each journal has different processes for doing so, authors should be prepared to use document markup software, such as Adobe Acrobat, Google Docs, or the track changes feature in Microsoft Word to provide copyediting feedback and answer questions from the editor(s).

This is also a time for the author to prepare marketing materials, including a headshot, social media copy, blog post content, and potentially even a video.

# Manuscript Writing

Although not as comprehensive as the *Chicago Manual of Style*, this section provides editorial guidance on punctuation and style as a quick reference for writing the body text of a manuscript. *CMS* citation numbers are included in parentheses, where appropriate. For all topics that are not covered in this manual, consult *CMS*.

APSA style varies from *CMS* in the following instances: spelling out numbers one through nine in most instances and using percentage signs instead of using the word *percent*, covered more in depth in this section.

For general spelling and hyphenation, follow *Merriam Webster's Collegiate Dictionary*. All spelling, hyphenation, and punctuation should follow American English standards.

Authors are the primary proofreaders of a manuscript. The more an author focuses on both the literary and editorial style of the manuscript, the less it will be subject to copyediting.

## Punctuation

### General Rules

- » Punctuation should appear in the same font size as the rest of the body text. It should also appear in the same font style as the surrounding text, unless it is connected to a specific word or phrase that is in a different style for emphasis. This rule is particularly important, as it can be difficult to tell the font style of certain punctuation (e.g., italicized periods and commas).
- » One space, not two or more, should follow all periods, colons, question marks, exclamation points, and closing quotation marks. No spaces should precede or follow an em-dash at any point in time.
- » Periods and commas precede closing quotation marks, in traditional American English style (6.9). While this rule applies to most other punctu-

ation as well, this is not the case with semicolons, colons, question marks, and exclamation points that are not included explicitly as a part of the quoted matter.

The options available are “left,” “right,” “up,” and “down.”  
What will be the outcome of the era of “alternative facts”?

- » When an entire sentence is placed inside parentheses or brackets, the period belongs inside (6.13). When the clause is included as part of another sentence (even if it is grammatically a sentence itself), the period belongs outside.
- » Ampersands (&) should only be used in tight matter (i.e., tables and figures, notes, reference lists, appendices) and titles and headings/subheadings, never in the body of the manuscript.
- » The serial comma (also called the Oxford comma) should be used throughout manuscripts, except in the few instances before ampersands (6.19).

## Apostrophes

- » Use apostrophes to: (1) indicate the possessive case, (2) indicate a missing numeral or letter (e.g., class of ‘08), or (3) form a plural. The unidirectional apostrophe should not be used. Much like quotation marks, typographer’s directional apostrophes should be used with extreme care, and should match the font style of the surrounding text (6.117).
- » Capital letters used as words, numerals as nouns, abbreviations, and family names are made plural by adding an *s* without an apostrophe (7.15).

As, Bs; 3s and 4s; EPZs; the Hamiltons

- » Possessive forms of most singular nouns are formed by adding an apostrophe and an *s*, even when the noun ends with *s*, *x*, or *z*. For plural nouns, an apostrophe is added after the final *s* (7.16–7.17). The major exception to the rule is nouns, particularly the names of places and organizations, plural in form but singular in meaning (i.e., the singular form ends in *s*, similar to the plural). In this case, just an apostrophe is added (7.20).

Kansas’s legislature, Chicago’s mayor, Marx’s theories; Camus’s novels, Xerxes’s armies, students’ notebooks

the United States’ policy, the National Academy of Sciences’ rule

- » Watch for closely linked nouns that act as a single unit in forming a possessive. In this case, the second element takes the possessive form (7.23).

the President and Vice President's daily meeting, the President's  
and Vice President's daughters

- » If an italicized term needs to be used in its plural or possessive form, add *s* or *es* to the end without italicizing (7.12). If a quoted term needs to be used in its plural form, add *s* or *es* (and an apostrophe if possessive) to the end inside the quotation marks (7.13). For the possessive of a plural quoted term, rewrite the sentence so that the 's construction does not need to be used (7.29).

four *American Political Science Reviews*, the APSR's articles  
How many more "nuclear states" will there be?

## Brackets

- » Brackets are used to enclose material that corrects, clarifies, or does not form a part of the surrounding text. Brackets can be used to replace an original word or phrase in a quote (6.99). Brackets should also be used in place of parentheses when text is already located between parentheses (6.101).

## Colons

- » Use colons sparingly, and mostly to emphasize that the second clause amplifies the first clause (6.61). Colons usually precede a phrase, list, or series in text, or a subtitle in a title. With lists and series, only use a colon when the words that introduce it would constitute a complete sentence (6.67).

APSA announces the award winners:  
*not:* The award winners are:

- » In text, do not capitalize the first letter after a colon unless it is a proper noun, is a direct quotation, or is two or more sentences (6.63). For subtitles, however, capitalize the first word after the colon.
- » Use colons for ratios. No space should follow the colon for ratios (6.62).
- » Colons are used after *as follows*, *the following*, and similar expressions (6.64).
- » Colons can introduce dialogue or an interview within a manuscript (6.65).

## Commas

- » Avoid excessive comma use. Use commas to clarify the connections between ideas in a sentence.
- » Use a comma after a day of the week and before and after a year in text (6.38).

The historic snowstorm that hit on Monday, January 22, 2018, snarled traffic in Boston for an entire week.

- » Place a comma before and after the state when giving a location.

We went to Reno, Nevada, on August 1, 2008, to see relatives.

- » Institutional names can include place-names set off by a comma (6.39).

University of California, San Diego

- » Commas should precede quotes that are a part of a sentence, unless the quotation is introduced by a conjunction (6.40).
- » Commas should not be used in offsetting *Jr.*, *Sr.*, and roman numerals for personal names, as well as with *Inc.* or *Ltd.* for businesses (6.43–6.44).
- » Phrases that use *namely*, *for example*, and *that is*, are best set apart from the rest of the sentence by em dashes or a semicolon, not commas (6.51).
- » Include the comma in numbers more than three digits (e.g., 1,200 and 15,100).

## Capitalization

- » Follow APSA's preferred headline-style capitalization standard for titles of publications except when referencing titles in other languages. For other languages, the original title capitalization style should be followed (i.e., sentence-style capitalization).
- » In text, lowercase words are always preferred. When in doubt, opt for lowercase.
- » The names of courses and academic subjects should be capitalized if referring to the exact title of the course. However, words that describe the course or subjects should not be capitalized.



The renowned professor has taught State and Local Politics for five years.

She has taught a research seminar on state and local politics for five years.

- » In a change from previous *CMS* versions: institutions and specific academic departments are capitalized (8.68).

#### Syracuse University's Department of Political Science

- » Continents, countries, and cities are always capitalized, with world regions usually being capitalized, but with final preference to the author (8.47).
- » Proper nouns and nouns and adjectives derived from proper nouns, usually within names, are capitalized. This is common with ethnic groups, national groups, locations, topographic features, streets, parks, buildings, legislative departments, administrative departments, judicial departments, associations, organizations, parties, alliances, certain time periods, pacts, plans, policies, treaties, acts, programs, awards, prizes, cultural styles, movements, schools of thought (e.g., Keynesianism), historical events, religions, denominations, scriptures, armies, navies, air forces, fleets, names of ships and vehicles, major wars, battles, revolutions, medals, and more.
- » Words that should not be capitalized: seasons, generic terms that are not proper names (e.g., he taught at the university for eight years), academic disciplines, the names of degrees (e.g., a bachelor's degree); generic uses of civic institutions (e.g., Congress, but congressional; President Nixon, but presidential powers; federal government and member of Congress), the word *earth*.
- » Terms denoting socioeconomic classes, sexual orientation, physical characteristics, and generations (except for X,Y, and Z) are lowercase (8.40–8.43).
- » In text, the words *chapter*, *part*, *model*, *version*, *appendix*, *table*, and *figure* are lowercase. Arabic numerals can be used with these indicators, despite the rule to spell out numbers zero through nine in text (8.18o).
- » Following a colon, do not capitalize the first letter unless it is part of a title, a proper noun, is a quote, or the text that follows is two or more sentences.

## Em Dashes

- » Em dashes (—) are the longest and most common traditional dash (6.85). Em dashes are used to set off explanatory statements, and can be used instead of parentheses, commas, or colons, especially when an abrupt break in thought is necessary. Do not add spaces on either side of an em dash.
- » Use em dashes before the expressions *namely*, *for example*, and *that is* (6.88).
- » A question mark or exclamation point may be used just before an em dash, but never a comma, colon, semicolon, or period (unless it is part of an abbreviation) (6.89).

## En Dashes

- » En dashes (–) are shorter than em dashes but longer than hyphens and are used between ranges of numbers (6.78). It signifies *up to and including* (or *through*). En dashes or the *from, to* construction should be used independently from each other.

1991–1997, *PS: Political Science & Politics* 44(2): 213–15.

The meeting is scheduled February 25–28, 2019.

Will you stop by my office from 4:00 p.m. to 5:00 p.m. tonight?

- » An en dash can signify *to* for scores and directions.

The London–Paris train leaves at two o'clock.

- » Occasionally, en dashes should be used in text in place of hyphens to connect compound adjectives when one element is an open compound, or both are hyphenated compounds (6.80). This should be used sparingly, and rewriting the sentence is always preferred. Abbreviated open compounds are treated as a single word, so a hyphen should be used. See the dedicated compound subsection within this section.

student-adviser–student dynamics; United States–Canadian relations *but* US–Canadian relations

- » If an institution uses an en dash to indicate its campus location, the en dash should be respected, instead of being changed to a comma (6.81).

University of Wisconsin–Madison; *but* University of California, Riverside.

## Hyphens

- » Hyphens should be used with compound words and between noninclusive numbers (e.g., a long-digit zip code or telephone number). See the dedicated subsection on compounds later under the *Style* section.

## Ellipses

- » An ellipsis, a series of three periods set apart by a singular space each, is used to signal the omission of a word, phrase, paragraph, or more that is considered irrelevant to the point being made (13.50).
- » A period is added before an ellipsis to indicate the omission of the end of a sentence, an entire sentence, or entire paragraphs (13.53, 13.56). The first word to follow the period and ellipsis combination is capitalized if it begins a new grammatical sentence.

## Italics

- » Use italics for emphasizing key terms in manuscripts. All caps, boldface, and underscore should be avoided in manuscript writing as those font styles may need to be changed to fit a journal's style (7.51–7.52).
- » Italics are also used for words in another language, words used as terms, and titles of works (7.49).
- » Most Latin expressions (e.g., *ex officio*, *ad nauseam*, etc.) have been assimilated and are therefore not italicized.
- » Use italics for letters used in mathematical equations (e.g.,  $3x + y$ ).
- » Words not used functionally but referred to as words themselves can utilize italics or quotation marks (7.63). The majority of this manual utilizes italics.

*Obamacare* has become an oft-used nickname for the Affordable Care Act.

- » In text, a variable appearing in a table or figure is italicized (e.g., age, gender, education).
- » Legal cases are italicized when mentioned in text, including *v.* (8.82).

*Miranda v. Arizona*

- » Terms normally italicized in running text should take reversed italics if appearing within an italicized font style (14.95).

## Parentheses

- » Parentheses are stronger than commas and similar to em dashes. They can set off text with no grammatical relationship to the rest of the sentence (6.95).
- » Parentheses are used to enclose definitions of unfamiliar terms, translations, or, in already-translated text, the original terms (6.96).
- » Parentheses within parentheses should be replaced with brackets (6.97).

## Quotation Marks

- » Directional quotation marks should be used in text, not unidirectional quotation marks. Check that the word processor's settings are not set incorrectly.
- » Words not used functionally but referred to as words themselves can utilize italics or quotation marks (7.63). The majority of this manual utilizes italics. Omit quotation marks if the words *so-called* precedes the term.
- » An opening quotation mark preceding a drop cap or raised initial should be omitted for the letter to stand as the drop cap (13.37).
- » Scare quotes indicate that a term is used in a nonstandard, ironic or other special sense (7.57). Use them sparingly.

He “worked” on his manuscript last night.

- » Use of single quotation marks as a form of emphasis is discouraged, stick with italics, double quotation marks, and parentheses (7.58).

## Slashes

- » Slashes can replace *or* and occasionally *and* within text, or can be used to signify alternatives. However, they should be avoided in formal text unless associated with formal theory (6.106).

## Semicolons

- » Semicolons connect two independent clauses that are closely related (6.56).

Achieving recognition is a difficult task; failure to be heard is common.

- » A semicolon can precede the following conjunctive adverbs connecting one independent clause to another: *however, thus, hence, indeed, accordingly, besides, and therefore* (6.57).
- » When elements in a series or list are complex enough to contain their own internal punctuation, semicolons should be used to separate them (6.60).

We have recognized the multiplicity of meanings otherwise associated with politics: Republican or Democrat; Tea Party, Libertarian, Blue Dog Coalition; far-left or far-right; conservative or socialist.

## Style

### APSA Name and Address

- » The association acronym, *APSA*, should be used instead of the full association name in all cases in APSA journals. No *the* is needed in front of the acronym when it is used as a noun.

APSA is accepting proposals for a new task force. Please submit all proposals directly to APSA by submitting to the APSA email.

- » When referring to an APSA program, the acronym should be included at the first mention.

the APSA Annual Meeting, the APSA Ralph Bunche Summer Institute, the APSA Congressional Fellowship Program

- » Always capitalize the American Political Science Association and APSA. Never capitalize general terms when said term stands alone without the acronym.

annual meeting, association, task force, etc.

## Abbreviations

- » Abbreviations include shortened words, acronyms, initialisms, and contractions. Familiar abbreviations should be spelled out on first occurrence, unless recognized as a noun in its abbreviated form. Less familiar abbreviations should not be used unless the word or phrase that the abbreviation refers to appears five or more times (10.2).

United Nations (then UN), International Monetary Fund (then IMF), *but* ATM, DIY, IQ, etc.

- » Abbreviations are usually introduced immediately after first occurrence in parentheses, although they can also be introduced in an appositive (10.3). APSA recommends delegating most abbreviations to tight matter (tables, figures, captions, footnotes/endnotes), and spelling them out in text.
- » Acronyms and initialisms should usually be capitalized throughout (10.6). They should also follow the same style as their spelled-out counterparts, that is, italics or quotation marks (10.7).

ATM, DIY, NAFTA, IMF, UN, LLC, CDC, EPA, WHO, EU  
*APSR, PS, PoP, JPSE*

- » In most cases, do not include a period in an abbreviation (10.4), except those that consist of, or end with, lowercase letters or are the initials of someone's given name (10.4). Note: When this kind of abbreviation ends a sentence, the period acts as the punctuation (6.123).  
etc., a.m., p.m., Jan., Feb., Mon., Tues., Pres., Gov.  
Ms., Mr., Jr., Sr., St., W. E. B. Du Bois

That morning he had spoken with Martin Luther King Jr.

- » Omit the periods in the abbreviations for academic degrees. The spelled-out terms should always be lowercase (10.21).

BA, BS, MA, MBA, PhD, LL.M., JD

- » The Latin abbreviations *e.g.*, (meaning *for example*), *i.e.* (meaning *that is*), and *et al.* (meaning *and others*) should be set in roman type (10.7). They should only be used in parentheses or tight matter, never in running text (use the spelled-out versions) and a comma should follow before additional content.

What the author of the news article did not predict (e.g., a massive increase in early voting) was noted by other outlets.

- » Abbreviate civil and military titles, unless preceding only the surname (10.13).

Sen. Kamala Harris, *but* Senator Harris

- » Social titles (e.g., Mr., Mrs., Dr.) are always abbreviated, whether preceding the full name or just the surname, but should not be used in formal writing (10.16).
- » Abbreviations for Junior (Jr.) and Senior (Sr.) are only used with the full name, not just the surname (10.19).

Theodore Roosevelt Jr. was the 26th President of the United States.  
Roosevelt's face is depicted on Mount Rushmore in South Dakota.

- » The indefinite article can be determined by how the abbreviation is said aloud (7.33, 10.9).

an APSA meeting, a UN Security Council chamber

- » In running text, names of cities, states, territories, and countries should be spelled out when standing alone as an adjective or noun, even after first occurrence. The following are exceptions, and only need to be spelled out on first occurrence: UAE, US, UK, GDR, FRG, USSR, etc. (10.27–10.32). Two-letter postal code abbreviations for the 50 states and Canada may be used in reference lists, tight matter, and addresses (10.27–10.28). When a state or territory follows the name of a city, it is enclosed in commas, abbreviated or not (10.29).

The delegation traveled across the United States. They began their US cross-country journey in Seattle, Washington, and finally ended it in Washington, DC.

Mail the letter to George Mason University at 3351 Fairfax Drive, Arlington, VA, 22201.

## Compounds

- » A compound consists of two (or more) words in any combination of nouns and adjectives (and some adverbs) that together form either a noun or an

adjective. When determining whether a compound should be closed, used with a hyphen, or left open (as two or more words), refer to the *Merriam Webster* dictionary first (7.81). Many compounds are now naturally closed.

nonacademic, postelection, postsurvey, posttest, pretest cochair,  
coauthor, coeditor, email

- » When the compound cannot be located in the dictionary, opt for an open compound without hyphens (7.83). Only add a hyphen when doing so will prevent a misreading or aid in comprehension of the word; hyphens should only be used if they solve for ambiguity and clarify the sentence (7.84).

public engagement, decision making

- » Hyphenate an otherwise open compound when it is used as an adjective and placed before a noun.

The well-trained mind of the student quickly saw the connection.  
The student's mind was well trained and quickly saw the connection.

- » Never use a hyphen to connect a compound with an adverb ending in *-ly*.

federally funded programs; the happily married couple

- » Age terms are hyphenated in both noun and adjective form (7.89).

a three-year-old, an eight-year-old child

- » Compounds formed with prefixes are normally closed, but a hyphen should be added before a capitalized word, before a compound term, before another prefix, when a prefix stands alone, or when the last letter of the prefix is the first letter of the following word (7.89).

pre-World War I, post-decision making process, post-  
preconference, pre- and post-test

## Date and Time

- » Follow American English standards for date and time, as expectations can change depending where in the world political scientists are researching.



- » In formal writing, use the month-day-year date format, with cardinal, not ordinal, numbers (9.31). Do not use all-numeral styles for dates, as they are informal and not consistent worldwide (9.35).

January 20, 2012, February 21–25; *not* January 20th, 2012; *not* February 21st–25th; *not* 3/8/14

- » Centuries are spelled out in text; ordinal numbers should not be used.

twentieth century; *not* 20th century

- » Decades can be spelled out in lowercase or expressed as numerals. Decades within the twentieth century can be expressed with just the decade's numerals, whereas decades within the twenty-first century need to include the every numeral. When decades are expressed as numerals, there should be no apostrophe before the -s (9.32–9.33).

eighties, '90s, the 2010s

- » Even, half, and quarter hours should be spelled out in text (o'clock can be used) in broad contexts. In specific contexts, numerals should be used and include the hour and the minutes separated by a colon. Abbreviate "ante meridiem" and "post meridiem" in lowercase separated by periods (9.37). Time zones, given as necessary, should be abbreviated without periods and placed in parentheses after the numerals (10.41). Noon and midnight should always be spelled out (9.38).

six o'clock, 7:00 a.m.; 8:00 p.m. (EST), eleven o'clock or noon?

## Grammar

- » Authors who need guidance with grammar should seek a more extensive guide than this section. Chapter 5 of the *CMS* is a good place to start. Grammar guides can be particularly useful for authors whose first language is not English.
- » Active voice is preferred in academic writing. Passive voice is best utilized to show perspective (5.118).

The academic wrote his manuscript over the course of three months; *not* The manuscript was written over the course of three months by the academic.

- » Watch out for use of the word *like*. The word should not be used to replace *as* or *as if* (5.185).

This journal's style looks nothing like the other journal; *not* The student studied for his political science final like it was the ACT.

- » Do not overuse prepositions, phrases used to connect a noun to the rest of the sentence. When possible, cut prepositional phrases, replace prepositions with adverbs, or change from passive voice to active voice (5.187, 5.188, 5.190, 5.192).

We continued our march to equalize pay; *not* We continued our march toward the equalization of pay.  
The professor underlined emphatically; *not* The professor underlined with emphasis.

- » Despite popular belief of the contrary, it is acceptable to end a sentence with a preposition (*after, in, to, on, and with*) (5.180). It is equally acceptable to start a sentence with a conjunction (*for, and, nor, but, or, yet, and so*) (5.203). When starting a sentence with *but*, it must introduce an idea that contrasts what precedes it.
- » Interjections and contractions should be avoided in formal writing (5.207).
- » Double negatives can lead to ambiguity, and should be avoided unless clear (5.236).
- » Parallel structures are common in good writing (5.242), where each element of a series or list is a functional match and serves the same grammatical function.

The point of the second study was to validate the first study, to explain discrepancies between the two, and to unearth new questions for further potential research.

- » Avoid the words *since* or *while* when not used in a time-related sense. Use *because, although, or whereas* instead.

Since 1980, the global climate has been warming around the world. Because the manuscript we received was incomplete, we returned it to the author.  
Although we appreciate your comments, unfortunately we cannot publish your response at this time.

- » *That* is used with restrictive clauses (i.e., the information is vital to the meaning of the sentence), while *which* is used with nonrestrictive clauses (i.e., the information further elaborates but is not essential). A comma precedes a clause beginning with *which*, unless a preposition introduces the phrase.

The scholars prepared the slides that they would present at the conference.

I could not come to your party because I was in my seminar, which is taught every Monday.

The students studied the research on which the scholars based their results.

- » *Whose* is an acceptable possessive form of both *who* and *which*, using *of which* is not necessary (5.64).
- » *Who* and *whoever* can both be used as a subject or as a predicate nominative. *Whom* and *whomever* can only be used as the subject of a verb or preposition. In confusing instances, change to *anyone who* or *anyone* (5.66).

Who is ready for the field trip?

Give the gift to Samantha, who is my daughter.

Whom should I contact to learn how to register to vote?

- » *Whether* introduces an alternative, while *if* is conditional. *If* can create ambiguity, so always stick with *whether* if possible.
- » Use *whether* instead of *whether or not* in all instances (5.250).
- » *As well as* cannot be substituted for *and* at the end of a list, it only can be used as an extra addition after the closing of the list (6.19).
- » *Toward*, *upward*, *downward*, *forward* should not end with -s. *Backwards* and *afterwards* are acceptable as adverbs, otherwise without the -s (5.250).
- » Remove *of* phrases. Avoid using *of* after *all*, *off*, *inside*, or *outside* (5.250).
- » *Lay* is a transitive verb, meaning it needs a direct object. *Lie* is an intransitive verb, meaning it does not take a direct object.
- » Reduce *in order to* and *in order for* to just *to* and *for*.
- » Avoid adding -ly to *first*, *second*, *third*, and *last* in enumerations.

- » Use *because* instead of *due to the fact that*.
- » *Compare with* connects similarities/differences and *compare to* only similarities.
- » Reduce *as of yet* into *yet*, *still*, or *so far*.
- » Avoid *and/or* in all circumstances.

## Lists

- » In general, use a numbered or ordered list when describing a naturally intuitive order. Use a bulleted or unordered list when order does not matter. The style of the lists throughout a manuscript (e.g., bullets, numbers, etc.) should be consistent (6.127).
- » Short and simple lists are better set run-in with the text (6.128). Run-in lists are usually made with numbers or letters (italicized if desired), confined within parentheses, and set off by an initial colon (if desired) (6.129).

The opening statements needed to be: (1) short enough to fit within the timeframe, (2) long enough to be memorable, and (3) powerful enough to engage the audience.

- » Longer lists that contain multiple levels should be offset vertically. A vertical list is best introduced, but not always, with a grammatically complete sentence, followed by a colon. A vertical list can be unordered or ordered. In unordered lists that do not constitute complete sentences, each list item should not be capitalized and no punctuation should follow any list item. If the list is ordered, each list item should be capitalized, but only have ending punctuation if the list item is a complete sentence (6.130).
- » If the items in a vertical list complete a sentence that began in the introductory text, semicolons or commas may be used between the list items and a period should follow the final item. In this case, the list should be unordered and each item begins with a lowercase letter. These lists should only be used if context demands it, otherwise they are better set as run-in lists (6.131).
- » Anytime *etc.* or *et al.* (in roman font) are used within a list, the terms should act as the last list item and the closing period should precede any further punctuation. (6.20).

## Neutral and Unbiased Language

- » Certain language as well as language not used in the proper context may distract readers and make a manuscript less credible (5.251). This includes both directly disrespectful or discriminatory language and unconsciously biased language. Be sure to review the language carefully. Avoid using gender- or racial and ethnic-specific language that is not necessary as part of the manuscript's context. As a rule of thumb, never include unnecessary references to personal characteristics within a manuscript (5.260).
- » These subsections are not comprehensive. For questions that may fall outside the scope of the resources offered within this manual, authors should defer to their institution's Office of Diversity and Inclusion, if possible.

### Gender Neutrality

- » Biased language may derive from the misuse or nonuse of gender-neutral language (5.255). In cases where gender-specific language is not essential to the underlying meaning of the manuscript, it should be omitted. Additionally, if the text is not referring to a specific individual (e.g., a specific legislator), gender-neutral language should be used. The following steps, in sequential order, should be used to achieve gender neutrality in writing:

1. Omit the pronoun

The governor will sign the bill when it is sent by the legislature;  
*not* The governor will sign the bill when it is sent to him by the legislature.

2. Repeat the noun (should not be overused)

The professor cannot forget to review the theses this weekend,  
because the professor is headed on vacation on Monday.

3. Use a plural antecedent

Authors must review manuscripts themselves before submitting them;  
*not* An author must review the manuscript himself before submitting it.

4. Use an article instead of a pronoun

A professor ready to retire may decide to leave the unfinished research to a trusted academic colleague;  
*not* A professor ready to

retire may decide to leave his unfinished research to his trusted academic colleague.

5. Use the singular pronoun *one*

The researcher saw more than one would think was possible;  
*not* The researcher saw more than he thought possible.

6. Use the relative pronoun *who*, often replacing *if* clauses

The faculty knew that the student who did not study would fail the exam; *not* The faculty knew that if the student did not study, she would fail the exam.

7. Use the imperative mood

As an ethnographer, take very detailed notes in a journal; *not* The ethnographer must take very detailed notes in his journal.

8. Use *he or she* (in moderation)

While striving for a master's degree, a student must really focus on his or her work to master the subject.

9. Revise the sentence

- » Artifices such as *s/he* and *(wo)man*, while popular in informal writing, should be avoided. Furthermore, the singular *they* should be avoided in a generic reference (but see *LGBTQ+ Identity*), as it is still considered informal (5.256).
- » Words ending in gendered suffixes should be altered if it is a generic reference. However, do not automatically assume that substituting the suffix *-person* for *-man* will be accurate, it depends on if the word exists in a dictionary (5.257).

Congressperson, chair, police officer

- » When gender is contextually relevant in a manuscript, the words *man* and *woman*, as well as their plurals, should be used as nouns, while the words *male* and *female*, as well as their plurals, should be used as adjectives, particularly when referencing both in text (5.259).

Women were less likely to answer the survey when called. In the end, there were 52 female and 70 male respondents.

### **Racial and Ethnic Identity**

- » Biased language may derive from the misuse of racial and ethnic terminology and language. In cases where racial and ethnic terminology and language are not essential to the underlying meaning of the manuscript, it should be omitted. Be sure to double check that the terminology and language used is consistent and respectful.
- » Names of ethnic and national groups are capitalized (8.38). Omit the hyphen between names of ethnic and national groups. The terms Black and Indigenous, when referring to race, are capitalized. The term white, when referring to race, remains lowercase.

African American, Latina/o/x, American Indian, Asian Pacific Islander, Native American, New Zealanders, Black, Indigenous, white.

- » Terminology that may be deemed offensive but that the author chooses to mindfully use because it contributes to the meaning or overarching point of the manuscript should either have quotes in all instances (e.g., “illegal immigrant”) or should be contextually explained before its usage.

### **LGBTQ+ Identity**

- » Avoid biased language regarding Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) identity. Be sure to double check that the terminology used is consistent and respectful. The following guidelines originate from GLAAD.
- » The singular *they* pronoun should be used when referring specifically to a person who does not identify with a gender-specific pronoun. In this case, the singular *they* takes a plural verb. A person’s stated preference for a specific pronoun and chosen name must be respected (5.48).
- » Use LGBTQ+ or its variants when describing the community or a person that identifies with the community in general. In more specific references use *gay man*, *lesbian*, *transgender man*, *transgender woman*, *same-sex couple*, etc. *Transgender* should never be used as a noun, only as an adjective.
- » Terminology that may be deemed offensive but that the author chooses to mindfully use because it contributes to the meaning or overarching point of the manuscript should either have quotes in all instances (e.g., “transexual,

gay lifestyle, homosexual agenda, special rights”) or should be contextually explained before its usage (e.g., using *homosexual*, *sexual preference*, etc.). This list is not comprehensive; refer to GLAAD for more details.

### **Identity of Persons with Disabilities**

- » Avoid biased language regarding the disability community. Be sure to double check that the terminology used is consistent and respectful. The following guidelines originate from the National Center on Disability and Journalism.
- » Use people-first terminology, which emphasizes the person first, not the disability (e.g., person with Down syndrome).
- » Terminology that may be deemed offensive but that the author chooses to mindfully use because it contributes to the meaning or overarching point of the manuscript should either have quotes in all instances (e.g., “afflicted with, victim of”) or should be contextually explained before its usage (e.g., using *handicapped*, *confined*, etc.). As a general rule of thumb, be straightforward about the disability, while also being respectful. This list is not comprehensive; refer to the National Center on Disability and Journalism for more details.

## **Numbers**

- » As per APSA style, spell out both cardinal and ordinal numbers zero through nine in the text. Use Arabic numerals for most other numbers. Use commas with numerals that are one thousand or more.

During the five-day meeting, more than 6,000 members from 42 states and six countries participated in the events.

- » However, spell out large rounded numbers: hundred, thousand, hundred thousand, million, billion, etc. (9.8).

There are more than seven billion people on Earth, with around 323 million living in the United States.

- » Try to rewrite sentences so that they do not start with numbers. If this is unavoidable, spell the number out. Do not include *and* when spelling out larger numbers (9.5).

Four respondents declined to comment.



- » When ordinal numbers are used, the letters following the numeral should not appear as superscript. The spelling out zero through nine rule still applies to ordinal numbers (9.6).

115th United States Congress, Fifth Amendment

- » Only use roman numerals as part of proper nouns and names that require them or with inclusive ranges, not in place of Arabic numerals (9.41–9.44).

### **Inclusive Ranges**

- » Use an en dash between numbers to indicate an inclusive range (9.60) to signify *up to and including*, not *from* or *between*. The word *from* cannot be used before inclusive numbers with an en dash, only if the en dash is omitted and replaced by *to*. Determine which style works contextually (e.g., years often work better with the *from, to* structure and its variants) (9.64). Omit the initial digits of the second number within the range if the digits are unchanged (9.61). However, roman numerals should be written in full.

3–10; 105–6; 321–25; 415–532; 11, 564–68; xiii–xvi

the years 1944–47, war of 1914–18, during 1878–85, but from 1914 to 1918, between 1879 and 1902

### **Measurements**

- » With measurements (e.g., 4 dollars, 3 millimeters, 24-hour news cycle) and specific scales (e.g., Likert scale), use Arabic numerals (9.13). Units of measurement are usually spelled out within the text, as opposed to using abbreviations or symbols (except for percentages, see below) (10.4).
- » As an APSA rule, anytime a percentage is given, ignore the zero through nine rule and use Arabic numerals with the percent sign.

The survey estimated that 8% of the members selected the full-day seminar; in previous years, more than 25% chose this option.

- » Never use *over* or *under* to describe changes in measurement. Use *greater than* when the noun can be represented as a number. Otherwise, use *more than*. Use *less than* when something that is otherwise uncountable decreases. Use *fewer than* when something that is countable decreases.
- » As an APSA rule, when quantities are less than one and given as a numeral, the zero is included before the decimal point.

0.25 grams, 0.75 millimeters; 0.50 percentage points

## Other Languages

- » When using words or phrases in another language, especially those not listed in *Merriam Webster*, italicize on first occurrence, at the very least. Use capitalization conventions of the original language, even for book titles, which often means using sentence style (11.6). If the word or phrase is not translated, provide the English translation after it in parentheses. If the word or phrase is translated, provide the original word or phrase after it in parentheses (11.5).
- » Special characters and accents must be included. Seek them out in the author's word processors' special characters options or through an online search (11.21).
- » Proper nouns are an exception to the general rule and should not be italicized when given, except in the context of book titles and the like (11.4). This is true even when the translated version of the proper noun is given and the original is given directly after in parentheses.
- » When incorporating quotes from other languages, professional translation into English is preferred. If a translation exists, be sure to place the source in the reference list. If a quote is self-translated, the author should proclaim this either in parentheses after the translation (e.g., my translation) or in a similar endnote (11.14). Self-translations allow the author to change the punctuation and spelling of the quote, although this should not be overdone (11.16).
- » Reference list terms and abbreviations in another language should not be translated unless the author has a firm grasp on the language (14.102).
- » Quotes originally in English but used in a translated work should never be re-translated into English. Always find the original source (11.17).
- » When the quote is an entire sentence or more, it should be set in roman and used with quotation marks, similar to English-language quotes (11.3). The English translation of the quote should follow the original in parentheses, but does not need quotation marks (11.12). If a source is required for the quote, the source should precede the translation in the parentheses and be separated by a semicolon (11.13).
- » Transliteration (romanization) of quotes and phrases from non-Latin languages follow, in general, the same guidelines (11.71).

## Personal Names and Titles

- » When writing about a person, use the full name on first use, and the surname for subsequent use (8.4).

Upton Sinclair is a noted author. While living in New York City, Sinclair completed several short stories and novels.

- » Particles (de, De, d', de la, etc.) of a name should be included and styled the same as the full name when the surname is used alone (8.5). Hyphenated surnames should retain both elements (8.6).
- » Civil, military, religious, job, and academic titles are capitalized when they precede a personal name and act as a part of the name. If the title is used as an adjective, stands in for a person's name, or is used in apposition it should be lowercase (8.19–8.21).

President Obama spoke at the 2016 White House Easter Egg Roll ahead of the festivities; The student had forgotten to give his exam back to Professor Greene; Senator McCain, Pope Francis

US president Donald Trump spoke alongside Russian president Vladimir Putin at the Helsinki Summit; former-president George W. Bush, the senator from New York, senator John McCain, the president, the pope, the pope John Paul II

- » Titles denoting civic or academic honors are capitalized when following a person's name (8.31). Honorific titles are capitalized in any context (8.33). Epithets, descriptive words used as part of a person's name, are always capitalized (8.34). Kinship names are only capitalized when immediately preceding or standing in place of a personal name (8.36).

Fellow of the Royal Society of Canada, Fulbright Scholar, Sir Elton John, His Excellency, the Great Emancipator

- » Names of businesses, organizations, and other entities as well as their trademarked products should follow the individualized branding as close as possible (8.153).

## Quotes

- » Quotes should be used sparingly, to emphasize or back up conclusions or research. Meticulous accuracy is necessary in quoting one work in another.

Before submission, authors should check to make sure that their quotes are transcribed correctly. If necessary for the context of a manuscript, permissible changes to quotes include the following (13.7):

1. Change single quotation marks to double quotation marks.
  2. Hyphens, en dashes, and em dashes can be changed if one is used incorrectly in the original.
  3. The initial letter can be capitalized or changed to lowercase.
  4. The end punctuation may be changed to a comma or period.
  5. Parenthetical text references should be maintained, but references to notes should be removed.
  6. Obvious typographic errors can be silently corrected.
  7. The word [*sic*] can be inserted following a word that is misspelled to call attention to the fact that the mistake was originally wrong and not in the author's transcription (13.61).
- » The unidirectional quotation mark should not be used. Instead, directional quotation marks should be used with extreme care, and should match the font of the surrounding text (6.115). This is something that author's need to watch out for, as many word processor's can default to unidirectional quotation marks.
- » In American English standards, periods and commas always go inside quotation marks after quotes while colons and semicolons always go outside. Question marks and exclamation points depend on whether the punctuation is an integral part of the quote or the sentence that encompasses the quote.
- » Commas should introduce a quote when the clause before it simply identifies a speaker (13.14). However, a comma should *not* be used if the quotation is integrated into the message of the sentence. (13.15). A colon can introduce a quote if the first half of the sentence is an independent clause (13.16).
- » Quotes within quotes are enclosed in single quotation marks, within the complete quote (13.30).
- » Citations should be placed after the quote and the closing quotation mark, but before the final punctuation (13.68).

### **Block Quotes**

- » A quote more than one hundred words, two or more paragraphs, quoted correspondence, or in need of general emphasis should be set off as a block quote.

- » Block quotations always start on a new line and are not enclosed in quotation marks (13.9). Each new line should be indented; if there is more than one paragraph, the first paragraph's first line is not further indented, but the following paragraph's first lines are (13.22).
- » Block quotes should be preceded by a sentence with a period, unless the sentence ends with *as follows* or something similar, which would indicate a colon (13.17).
- » Quotes within block quotes are enclosed in double quotation marks (13.31).
- » Unlike regular parenthetical citations, the final punctuation of a block quote should precede the parenthetical citation (13.70).

## Dialogue

- » With back-and-forth dialogue that is not considered an interview, a change in speakership is represented by a paragraph break (13.39). If a monologue spans more than one paragraph, a closing quotation should *only* be placed after the punctuation of the last paragraph (13.39).

“I was so excited about how. . .political science.  
Even then, I was worried. . .the end results.”

- » For interviews specifically, quotes are not enclosed in quotations marks; instead they are indented and the speaker is written in all uppercase before each paragraph (13.48).

## Spelling

- » For spelling, follow the latest edition of *Merriam Webster's Collegiate Dictionary*. Generally, follow the spelling conventions of the first-listed word. One version of the dictionary should be used consistently for spelling throughout a single work (7.1). Make sure to use spell check within the word processor and check words that can easily be mistakenly misspelled as other words or otherwise missed by spell check.
- » *Affect* is usually used as a verb that refers to influencing something. *Effect* is more commonly used as a noun to describe an outcome.

The rain affected his mood.  
The construction on 18th Street had the effect of increasing traffic along the corridor.

- » *It's* is the contraction of *it is*, and as such, is rarely used in academic writing. *Its* is the possessive form of *it*.

## Tense & Point of View

- » Avoid jumping back and forth between past and present verbs. APSA recommends that authors use past tense to describe their own procedures and results (e.g., “the respondents indicated...”), and present tense to present findings (e.g., “the data indicate that...”). The choice of tense is the author’s prerogative, but whichever verb tense is chosen should be used consistently throughout a manuscript.

In surveys of literature, Ripley showed...  
In surveys of literature, Ripley has shown...  
In surveys of literature, Ripley’s study shows...

### First or Third Person

- » Individual authors should refer to themselves in first person. The word *we* should only be used for joint authorship. Self-effacement by using third person (e.g., “this author”, using a surname) sounds unnatural and should only be used for purposes of anonymity.

## Titles of Publications

- » Italics are used for the titles of books, periodicals, pamphlets, journals, newspapers, blogs, movies, video games, and paintings (14.86).
- » Quotation marks are reserved for subsections of larger works, including chapter, blog post, and article titles, website sections, lectures, and unpublished theses, dissertations, and manuscripts.
- » Book series and website titles are set in roman without quotation marks.
- » If it is not possible to determine whether a website is considered a blog, treat it as a website (8.192).
- » Titles of long or short works that appear within an italicized title are also italicized but enclosed in quotation marks, regardless of how they would appear elsewhere (14.94). Titles of long or short works that appear within a title enclosed in quotation marks should appear enclosed in single directional quotation marks, regardless of how they would appear elsewhere.

- » The initial *a*, *an*, or *the* in a book or periodical title can be dropped if it does not fit surrounding syntax (8.169). When opting to keep *the* in front of periodical titles, it should be lowercase and not italicized (8.170).
- » Descriptive terms about the publication should only be italicized if part of the official title (8.171).

the *New York Times* newspaper; the *New York Times Magazine*

- » Publication titles that are included in the names of awards, buildings, etc. are not italicized (8.172).
- » If a term within an italicized title would be italicized in running text, it should be set in roman. This is referred to as reverse italics (8.173).
- » When capitalizing a hyphenated compound in a title, only capitalize the first element and those that are not prepositions, unless the compound is a spelled-out number or fraction, whereas every element is capitalized (8.161).
- » In text, titles of multivolume series are treated the same as titles of single volume works. However, the word *volume* may be abbreviated and added in parentheses, followed by the series title (8.175).

*Nested Games: Rational Choice in Comparative Politics* (vol. 18, California Series on Social Choice and Political Economy)

- » In text, the edition of a book is most often given as an ordinal numeral after the title, preceded by a comma, and usually followed with the abbreviation *ed.* (8.176). The edition should be set in roman type.

Careers and the Study of Political Science, Sixth ed.

- » In text, not-yet-published books may be set in italics or quotation marks, but (*forthcoming*) must follow the title in roman type (8.188).
- » In text, punctuation within titles should follow regular punctuation rules, unless it is a question mark or exclamation point that ends the title. In this case, a roman-set comma should appear after the punctuation, still within the parentheses (8.166).

Three stories she never mentioned were “Are You a Political Scientist?” “The Library of Congress,” and “Blood Diamond.”

## Shortlist of Commonly Used Terms

ABD (i.e., all but dissertation)  
adviser, *not* advisor  
BA, BS, *but* bachelor of art, bachelor of science, *but* bachelor's degree  
Capital (i.e., seat of government), Capitol (i.e., where the legislature meets)  
coauthor, coeditor, coauthored, coedited  
Congress, congressional staff, member of Congress  
decision maker, decision making, *but* decision-making body  
email, internet, online  
for-profit institution, *but* nonprofit college  
healthcare  
lawgiver, lawmaker, lawmaking  
meta-analysis, *but* metalanguage  
PhD, *not* Ph.D.  
pretest, posttest; postwar, *but* pre-Thanksgiving, pre-World War I  
policy making, policy makers, *but* policy-making issues  
postgraduation, postdoc, postdoctoral fellow, postsurvey, pretest, pretenure  
reelection  
representative (*not* congressman or congresswoman)  
September 11, *not* 9/11, 9-11, or September 11th  
social networking site (*not* social-networking site)  
Twitter, tweet, retweet  
transgender, *not* transgendered  
underrepresented  
website, web, webpage, *but* World Wide Web



# Parenthetical Citations

Brief notes on sources appear in the text as citations, providing immediate source information without interrupting the flow of the manuscript. Citations are required for direct quotations, paraphrasing, and facts or opinions not generally known or easily checked (14.1). The citations refer the reader to the full source information in the reference list at the end of the manuscript, and are therefore an essential aspect of a manuscript. Now, in many online journals, hyperlinked citations connect directly to the reference list or to source's URL for readers to jump right to either the list or the source (14.6).

While Chicago Style details two separate citation styles, the *notes and bibliography* style and the *author-date* style, APSA journals employ the *author-date* style preferred by many in the physical, natural, and social sciences (15.1). The main contrasting features of the *author-date* citation style is the use of parenthetical in-text citations as opposed to citing references in footnotes or endnotes. This section details the *author-date* style which may be a change for some authors.

Citation management tools, free or otherwise, can be used online to circumvent creating citations from scratch. However, authors have a responsibility to return to the citations and make sure that they align with APSA style (14.5).

Each parenthetical citation **must** have a matching source that appears in the reference list at the end of the manuscript, including the citations found in endnotes and in the source notes of tables and figures.

## General Format

- » A parenthetical citation is set off at the end of a sentence by parentheses. The usual format, which refers to the work and the overall ideas of the work as a whole, requires only the last name of the author(s), editor(s), or translator(s) and the year of publication (*n.d.* if there is not date, *forthcoming* if it is forthcoming). The terms *ed.* or *eds.* and *trans.*, which are abbreviated in the reference list, are omitted from parenthetical citations. No comma should be placed between the last name and the year of publication.

(Arena 2014)  
(Durant n.d.)

- » Page or chapter numbers must be included for quotes, and should be included to point to specific data sets, ideas, or to avoid ambiguity. The numbers should point to a specifically contextual page or range of pages. The page numbers can be cited as either inclusive or nonconsecutive page numbers. No comma should be placed between the last name and the year of publication, but a comma should be placed after the year before page or chapter numbers.

(Jentleson 2015, 12–14)  
(Fraser 1989, 304, 308)

- » With two or three authors, cite all names each time (15.27). Use *and*, not an ampersand (&).

(Dodd and Oppenheimer 1977)  
(Roberts, Smith, and Haptonstahl 2016)

- » When four or more authors are cited, *et al.* (in roman type) should follow the first author's name, even in the first reference, unless the author is in multiple references where the *et al.* would not be the same, in which case use the first and second author's last names before *et al.* (and so on) or a shortened title in quotes preceded by a comma (15.29).

(Angel et al. 1986)

- » When multiple sources are cited together, they are included in the same parentheses, but separated by semicolons. They should be alphabetized.

(Hochschild 2015; Jentleson 2015)  
(Hauck 2000; Hauck and Vogelsong 2005; Hauck, Smith, and Vogelsong 2010; Jordan et al. 1999, 56–58; Walthall 2012)

- » Citations of multiple sources by the same author, but published in different years, can omit the name with the second source and beyond.

(Barbarosa 1973; 1978)  
(Barbarosa 1973, 18; 1978, 32)

- » If two or more sources are published by the same author in the same year, add lowercase letters to the publication year. To determine how to label the

sources with the letters, alphabetize them by title (15.20).

(Frankly 1957a, 1957b)

- » No comma separates a parenthetical citation from the sentence. The citation usually resides at the end of a sentence before the punctuation. (With quotes, the citation follows the end quotation mark and before the punctuation.) The main exceptions to this rule are with block quotes (15.26), where the citation appears after end punctuation, and when the author is mentioned in the text in any form (15.25). If the author is mentioned in the text, even if used in a possessive form, the year must follow in parenthesis (15.25).

For a lucid assessment, see Ripley (2008).  
Trish (1988) sharply disagrees.

- » Parenthetical citations in the notes of a manuscript follow the same guidelines as in-text citations (15.31).

### **Special Cases**

- » Include a first initial (and so on) if a source's author shares a last name, but not a first, with another source.

(B. Ripley 1988; R. Ripley 1964)

- » The terms *vol.*, *para.*, *chap.*, and *sec.*, in roman, can also be used to further clarify location. These can be used on a case-by-case basis and are not always necessary (15.23).

(Rex et al. 1985, chaps. 6, 7)

- » Comments that clarify a parenthetical citation can be included at the end of it, preceded by a semicolon (15.24).
- » If the same source is used in one paragraph multiple times (e.g., a quote), on second reference only page numbers are needed (15.27).
- » Use brackets if all or part of the text citation is already in parentheses (15.28).
- » Use embedded citations rather than endnotes for cases of *see*, *see also*, *compare*, or similar brief phrases.

(Confucius 1951; see also Gurdjieff 1950 and Wanisaburo)

- » When an organization is the author, include a short form or acronym in parentheses (or in brackets in parentheses) immediately after the first reference and use the acronym thereafter.

US International Trade Commission (1978, 12; hereafter USITC)  
*then* (USITC 1978, 16).

- » For reprints, both original and reprint dates should be given.

(Marx and Engels [1933] 1964, 25)

- » A parenthetical 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)

# References

Parenthetical citations direct attention to the more detailed reference list, which provides complete source information. This section first delves into APSA's standard rules on turning a source into an appropriate reference. This is followed by additional details organized by type of reference. At the end of the section, specific rules about the reference list itself are given.

As opposed to the *notes and bibliography* style that some professions utilize, the *author-date* style has the year of publication as the second element of a reference, instead of the last. This may be a change for some, but otherwise, the basic reference guidelines are the same as the *notes and bibliography* style.

Reference lists must list each source used in the author's research. Each reference must also explicitly link to at least one parenthetical citation in the manuscript. Note that selected and annotated reference lists, as well as reference essays, will not be accepted. It is the sole responsibility of the author, not the journal's editorial team, to provide an accurate reference list. Always reference the version of the source that is consulted while researching.

## General Format

- » Each part of a reference is separated by a period, except when otherwise indicated. Each part begins with a capital letter unless it is a lowercase part of an author's, editor's, or translator's name.

### Name

- » Author's, editor's, or translator's names should be given as they appear with the source. This is true for the style in which the names are written and, for multiauthored sources, the order of the names. Be respectful of naming preferences. However, if necessary for identification, opt for the fuller form of the name (including full first names and middle initials).
- » The first (or only) author's, editor's, or translator's name is always inverted in a reference (i.e., last name, first name). In multiauthored sources, the other authors' names are not inverted, and are separated by commas. Use *and*, not an ampersand (&), before the final given name. Do not use *et al.* in a reference as one would in a parenthetical citation, unless there are ten or more authors. In that case, list the first seven authors and then use *et al.* (14.76).

- » If the source was published by an organization, association, or corporation and does not carry an author's name, the organization is listed as the author, even if it is also the publisher (14.84). Abbreviations can be used in references in this instance. However, if abbreviations are used for the name of the organization, it must be followed by the full name in parentheses in the first (or only) reference (15.27).
- » When no author is associated with a source, but an editor(s) or translator(s) is, those names take the place of the author's name. The abbreviations *ed.* or *eds.*, or *trans.* follows the name(s), preceded by a comma (14.103).
- » If the source does not have an author, editor, translator, organization, association, or corporation that sponsored it, the title should be used in place of the name.

### ***Special Cases***

- » If two or more authors, editors, or translators share the same last name, the last name is repeated in the reference, even if it not repeated in the source itself (14.77).
- » The term *Anonymous* to represent an author's, editor's, or translator's name for a source should be avoided unless the source is explicitly attributed to 'Anonymous' or when several anonymous works need to be grouped. Instead, the reference should begin with the title of the source (14.79).
- » Brackets with the author's, editor's, or translator's name inside can be used when the author's name was omitted from the source but is known. If there is measurable certainty of the name, but not complete certainty, a question mark can be included within the brackets after the name (14.79).
- » If a pseudonym needs to be used, [*pseud.*] should follow the name in the reference list, but be omitted from parenthetical text citations (14.80). If the pseudonym is widely known, it should be treated like a regular name (e.g., Mark Twain).
- » Even if the last name of an author, editor, or translator was changed for any reason (e.g., marriage), continue to use the name published with the source (14.82).

### **Year**

- » The year of publication is usually the only part of the date needed in a reference. For first editions of sources, this date is the same as the copyright date.

- » When numerous years are listed with the copyright, use the year that the most recent (14.142). When multiple volumes of a multivolume source are cited together, give a closed range, or, if unfinished, open range of years (14.144). For reprints, include the original copyright date first, in brackets, and then give the reprint date.
- » When the year of publication cannot be located, *n.d.* must take its place (14.145). When the publication is forthcoming, the term *forthcoming*, set in roman, takes the place of the year (14.146).

### **Titles of Work**

- » Spelling, hyphenation, and punctuation in the original title should be preserved with a few exceptions. Words in full capitals should be changed to uppercase and lowercase, headline-style capitalization should be applied throughout, and ampersands can be changed to *and*. Numbers should remain spelled out or given as numerals according to the original source.
- » If the existing punctuation between the title and the subtitle is anything other than a colon, question mark, or exclamation point, it should be changed to a colon, followed by a space, and italicized if the title is italicized. The first word of the subtitle after the colon should be capitalized (14.88).
- » Sentence-style capitalization is often used with non-English titles and should not be changed (14.98). If the English translation of the title is given, the original title should follow enclosed in brackets, in roman font, and capitalized sentence-style (14.99). If only the English translated-title is given, give the original language in brackets with *in* preceding it, following the title.

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.

### **Volume and Numbers**

- » For volume and page numbers, Arabic numerals should be used. The exception is if the source has any page numbers with roman numerals (14.147).
- » First and last page numbers should be used and indicated as a range (14.148). Whereas parenthetical citations point to a specifically contextual page or range of pages, references need to include the page numbers of the entire section, chapter, or article (14.22).

- » *p.* and *pp.* should be omitted in all circumstances, except for when ambiguity needs to be clarified (14.151).
- » When a volume number is relevant, it should precede the page numbers and a colon should be inserted between the two, with a space (14.152).
- » With electronic sources, such as ebooks, reflowable or scrollable text can affect page number citation. When this is the case, a chapter number or section heading should be used instead (14.160).

### DOIs or URLs

- » Whenever a source is found, read, or used online, a direct link that leads the reader to the source should be included. It is never acceptable to **only** include a link to an online source, it must be included with other citation data (14.6). The preferred order for citing online sources is the following: (1) DOI (digital object identifier) numerals, (2) a permalink URL (uniform resource locator), and (3) a short version of the URL.

- » A DOI can easily be found in databases, and only requires the numerals and slashes after *.org/* stated as *doi:* and then the numerals.

doi: 10.1017/S1049096517002505

- » A permalink is a link often provided by the website, which is a permanent URL instead of an internal or time-sensitive URL.

[http://en.wikipedia.org/wiki/Political\\_science](http://en.wikipedia.org/wiki/Political_science);  
*not* [http://en.wikipedia.org/w/index.php?title=political\\_science](http://en.wikipedia.org/w/index.php?title=political_science)

- » Finally, a short version of the URL cuts off extraneous numerals (dictating when the site was accessed, usually after a question mark) (14.7–14.10).
- » URLs should be presented in full, beginning with the protocol (i.e., *http* or *https*). The trailing slash (/), sometimes at the end of a URL, is part of the URL and should be included. Capitalization of components in the URL should be respected as some may be case sensitive. Punctuate sentences and citations with URLs in them as normal, generally with a period after them (14.17).
- » Including an access date in a reference is only necessary if a publication or revision date cannot be determined from the source (14.12). Nevertheless, it does not hurt to record access dates, or, in the case that the source's content will definitely change, preserving a permanent record of the source via a permanent link creation service such as *perma.cc* (14.15).



## Books

- » The elements listed below are often additions or slight changes to the generalized format described in the previous subsection, taken from a book's front matter (14.100):
  1. Full name of author(s), editor(s), translator(s) or, if none are listed, the name of the institution standing in for one
  2. Year of publication
  3. Full title, including subtitle if applicable
    - Chapter information, if applicable
    - Edition, if not the first, if applicable
    - Series title, if applicable
  4. Editor, compiler, or translator, if there are any also listed
  5. Number of the volume(s) cited, if applicable
  6. Page number or numbers of a section or chapter if applicable
  7. Information on the publisher, city, and date published
  8. Electronic book information, if applicable
  9. DOI, or URL, if applicable

## Chapters

- » When a specific chapter needs to be referenced, the title used should be the title of the chapter, enclosed in quotation marks, followed by *In*, followed by the title of the book itself, italicized. The chapter's page numbers should follow the title of the book itself, preceded by a comma (14.106). Another acceptable format that does not include page numbers is to include *Chap.* and the number in front of *in*.

Halchin, L. Elaine. 2001. "And This Parent Went to Market: Education as Public Versus Private Good." In *School Choice in the Real World*, eds. Robert Maranto, Scott Milliman, Frederick Hess and April Gresham, 39–57. Boulder, CO: Westview.

Halchin, L. Elaine. 2001. "And This Parent Went to Market: Education as Public Versus Private Good." Chap. 1 in *School Choice in the Real World*, eds. Robert Maranto, Scott Milliman, Frederick Hess and April Gresham. Boulder, CO: Westview.

- » If the reference is to an introduction, preface, foreword, or afterword the general term is used before the title of the work as a stand-in for a chapter title (14.110).

## Edition

- » When an edition other than the first is used, the cardinal numeral of the

edition follows the title in the reference (whether chapter information is provided or not), preceded by a comma (14.113). It should not be italicized, even though the title is.

Davidson, Roger H., Walter J. Oleszek, Frances E. Lee, and Eric Schickler. 2016. *Congress and Its Members*, 14th edition. Washington, DC: CQ Press.

Hall, Peter Dobkin. 2006. "A Historical Overview of Philanthropy, Voluntary Associations, and Nonprofit Organizations in the United States, 1600–2000." In *The Nonprofit Sector: A Research Handbook*, 2nd edition, eds. W. W. Powell and R. Steinberg, 32–65. New Haven, CT: Yale University Press.

### **Series**

- » When series names are included, they are neither italicized nor placed in quotation marks. They follow the individual title of the book. The number of the book in the series, as well as the series editor, can be included following the series title (14.123).
- » Multivolume sources within a series include the volume number after the title, similar to chapter numbers (14.125).

### **Additional Editors, Translators, or Compilers**

- » As per APSA style, when the name of the editor(s) or translator(s) appears alongside an author's or authors' name(s), the name of the editor(s) or translator(s) appears after the title in the reference. Use the same abbreviations: *ed.* or *eds.*, *comp.* or *comps.*, or *trans.* This should be preceded by a comma, *not* a period. The name(s) should not be inverted (14.104).

Hermann, Margaret G. 1984. "Personality and Foreign Policy Decision Making: A Study of Fifty-Three Heads of Government." In *Foreign Policy Decision Making*, eds. Donald A. Sylvan and Steve Chan, 133–52. New York: Praeger.

### **Multivolume Works**

- » When the entirety of a multivolume work is cited, the total number of volumes is given after the title of the work. The date of publication becomes an inclusive range, if necessary (14.117).

Hume, David. 1932. *The Letters of David Hume*, 2 vols., ed. J. Y. T. Greig. Oxford: Clarendon Press.

- » When only one volume is of interest, the entire work is cited after the title of the volume with *Vol.*, the numeral, and *of*, preceding the title of the entire work, similar to a chapter (14.119).

Hume, David. 1932. *Volume II 1766–1776*, Vol. 2 of *The Letters of David Hume*, ed. J. Y. T. Greig. Oxford: Clarendon Press.

- » If the multivolume work has a general editor and a different or extra editor for the referenced volume, *ed.* is added and the names are given accordingly (14.122).

### **Publication Information**

- » When including publication information, the order is: (1) place of publication, if given, followed by a colon and (2) the publisher (14.127).
- » The place of publication is where the publisher's main editorial offices are. If two or more locations are given, only include the location listed first (14.129).
- » If the place of publication is unknown or confusing to readers, the two-letter postal code can be added for states, or, if another country, the country's name spelled out (14.130). City names in other languages should be translated or transformed into their preferred English forms (14.131).
- » The, Inc., Co., Press, or Publisher are usually omitted from the publisher's name except for university presses (14.134). If a state's name is part of a university press name, omit it from the place of publication information.

Cambridge University Press  
Lincoln: University of Nebraska Press

- » *And* or an ampersand (&) may be used in a publisher's name, depending on how the information is published with the source (14.135).
- » No part of a publisher's name should be translated (14.136).
- » If self-published, do not state so anywhere in the reference, as it will violate anonymity. Instead, follow regular reference guidelines and include the platform or website on which the book was published in lieu of a publisher's place and name.
- » With books published before 1900, it is acceptable to omit the publisher's name, leaving just the location (14.128).

- » With ebooks, indicate which platform was used following the publication information. If the file format is specified, it should also be included (14.159).

Amazon Kindle PDF

- » If a source is unpublished, include *Unpublished manuscript* after the title and the last modified date of the version consulted (14.216).

## Periodicals

- » Many of the rules applicable to books are applicable to periodicals including the treatment of authors, editors or translators, years, titles, and volume and page numbers. The elements listed are included, where applicable, in each reference on a reference list, taken from the periodical's front matter (14.165):

1. Full name of author(s), editor(s), translator(s) or, if none are listed, the name of the institution standing in for one
2. Year of publication
3. Full title, including subtitle if applicable
4. Title of periodical
5. Number of the volume(s) cited
6. Number of the issue(s) cited
7. Page number range of the article
8. DOI, URL, or database name, if applicable

- » *In* is not used with periodicals as it is with chapters in a book.

Aldrich, John H. 1980. "A Dynamic Model of Presidential Nomination Campaigns." *American Political Science Review* 74 (3): 651–69.

- » Titles of articles themselves are set in roman and placed in quotation marks (14.169). Periodical titles are set in italics. Full periodical names, excluding *the*, should always be given (14.170).
- » The volume number follows the periodical title in roman with no punctuation intervening. If an issue number is available, include it in parentheses after the volume number. Place a colon after the issue number with a space preceding the page numbers. If no issue number is given, the month/season can appear in parentheses instead (14.171). *Forthcoming* can take the place of the month/season and year if it has yet to be published (14.172).

- » Special issues of periodicals can be indicated before the title of the periodical (e.g., *Special issue of*), if not given a special number (i.e., S2) (14.178).
- » Treat abstracts like periodical articles, but include the word *abstract* before the title of the periodical (14.186).
- » For reviews, include the review's title in the title spot, then add the words *Review of* followed by the name of the reviewed work and its author or sponsor.

Chambers, Simone. 2018. "Against Democracy. By Jason Brennan." Review of *Against Democracy*, Jason Brennan. *Perspectives on Politics* 16 (2): 503–5. doi: 10.1017/S153759271800066X.

- » Page numbers rarely need to be given with newspapers and magazines (14.188). Instead of volume, issue, and page numbers, include the publication month and day(s).

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

- » Regular columns in newspapers and magazines are capitalized headline-style but are not put in quotation marks (14.190).
- » Titles of newspapers may need a city or country added afterward in parentheses to clarify its location, especially if in a different language (14.193).

## Websites, Blogs & Social Media

- » The elements listed are included, where applicable, in each reference on a reference list, taken from the website, blog, or social media platform:
  1. Full name of author(s), editor(s), translator(s) or, if none are listed, the name of the institution standing in for one
    - Screenshot in parentheses or standing alone if from social media
  2. Year of publication
  3. Full title of the page or first 160 characters of the post (with quotes)
  4. Title of the website, blog, or platform
  5. Month, day, time, if applicable
  6. DOI, URL, or database name, if applicable
- » For news websites, add the time stamp of the article in the date information if it is readily available online, as news stories are frequently updated (14.191).

- » Blog posts are cited like online newspaper articles, with *blog* added in brackets after the title of the blog (14.208).

Sides, John. 2008. "Who Will Win the Nominations?" *The Monkey Cage* [blog], January 3. [http://themonkeycage.org/2008/01/who\\_will\\_win\\_the\\_nominations/](http://themonkeycage.org/2008/01/who_will_win_the_nominations/).

- » Email lists and forums are considered social media platforms, so utilize screennames in references.
- » When applicable, comments can just be cited in the text in parentheses by including a screenname and date information.

## Other Forms of Communication

- » Manuscript collections are identified by the author of the item(s) in the collection and the depository (including location) of the collection (14.222).
- » Classic Greek and Latin references and reference work (encyclopedias, dictionaries) references should be made run in with the text or in endnotes, not in the reference list (14.232, 14.242). Modern editions, cited by page numbers, must be a part of the reference list (14.251).
- » Audiovisual content should be cited with the name of the creator, the date of publication, the title of the work, the publisher, information about the medium or format, and a URL, if applicable (14.261).
- » If the communication is a letter, email, postcard, etc., information such as the sender, recipient, and the date should be included in place of a chapter title (14.111). Do not include the sender or recipient's addresses or specific contact information unless requested by the sender or recipient.
- » Titles of theses and dissertations should be treated like books, except they do not appear in italics, but quotation marks. The words *PhD diss.* should appear after the title (14.215).

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

- » Lectures and presentations should include *presented at* followed by location information (14.217).

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

- » Treat pamphlets, reports, brochures, and similar mediums as books (14.220).
- » News and press releases should be treated similarly to periodical articles; do not italicize the names of news services (14.200).
- » Standalone published interviews (i.e., not published with a title) should be treated as a periodical, using the name of the interviewee as the author and including *interviewed by* and the name of the interviewer after the title. If the interview was done for the manuscript, use *interviewed by the author* to maintain anonymity.
- » Research interviews and ethnographic data, on the other hand, should be cited only run in with the text or in endnotes. Use the following format as applicable: the interviewee, any date information, the interviewer, and location. Use *interviewed by author* if necessary to maintain anonymity.

Respondent 32. 2008. Interviewed by Author. New York City.

## Legal and Public Documents

- » The following are general guidelines for authors who need to cite legal and public documents in their manuscript. For authors who cite these types of documents often, APSA encourages seeking out and supplementing detailed and specific instructions from *The Bluebook*, by the Harvard Law Review Association.
- » Legal and public documents are *not* included on a reference list. Authors should make every effort to integrate the reference directly into the text. However, depending on the reference's size, the surrounding sentence structure, and the level of detail desired, these documents can also be cited in an endnote or in a standalone parenthetical citation (14.271).
- » The first page number of the document or case is cited directly after the name with no intervening punctuation, and then specific page numbers are given, separated by a comma. These can be sections or paragraphs, and should include the corresponding symbols (14.273).
- » Certain abbreviations and number formatting rules for legal and public documents do *not* follow the rules outlined elsewhere in this book (14.274):

- Abbreviations usually use periods or apostrophes
- Common abbreviations should be capitalized (e.g., *No.*, *Sess.*)
- In parenthetical citations and endnote citations, ordinal numbers should use the following format: 2d, 3d; *not*: 2nd, 3rd

## **Cases and Court Decisions**

- » When cited, full case names are set in roman. This differs from running text, where any version of a case name is italicized (14.276).
- » On an applicable basis, after the case name and the year, set off by commas, comes the volume number, the abbreviated name of the reporter, the ordinal series number of the reporter (following the altered number format above), the opening page of the decision, and then the actual page cited, set off by another comma. Following this is the abbreviated name of the court and the year the decision was made, in parentheses.

### ***Special Cases***

- » For Supreme Court decisions, use the *United States Reports*, abbreviated *U.S.* in citations. Cases not yet published can be cited to the *Supreme Court Reporter*, abbreviated *S. Ct.* in citations. With Supreme Court decisions, the name of the court within the parentheses may be omitted (14.277).

Obergefell v. Hodges, 135 S. Ct. 2584 (2015).

- » Lower federal court decisions can be cited to the *Federal Reporter*, abbreviated *F.* in citations, or the *Federal Supplement*, abbreviated *F. Supp.* in citations (14.278).

Eaton v. IBM Corp., 925 F. Supp. 487 (S.D. Tex. 1996).

## **Constitutions**

- » Use roman numerals for articles and amendment numbers, but Arabic numerals for subdivisions (14.280).

U.S. Const. art. I, § 4, cl. 2.

## **Legislative and Executive Documents**

### ***Laws and Statutes***

- » These include public laws (Pub. L.), which are found in volumes of the *United States Statutes at Large* (Stat.) and later included in the *United States Code* (U.S.C.). Note that the No. of the law contains the number of the Congress



adjoined with the document number by a hyphen.

Homeland Security Act of 2002, Pub. L. No. 107–296, 116 Stat. 2135 (2012).

### ***Bills and Resolutions***

- » For bills and resolutions originating from the House of Representatives, use H.R. or H.R. Res. accordingly as abbreviated forms. For those from the Senate, use S. and S. Res. accordingly.

Safe and Accurate Food Labeling Act of 2015, H.R. 1599, 114th Cong. (2015).

### ***Hearings***

- » Use the full given title of the hearing in italics, and add, if necessary, the names of the committees included. At the end of the citation include, in parentheses, the speaker's name, title, and affiliation.

*Facebook, Social Media Privacy, and the Use and Abuse of Data: Joint Hearing Before the S. Comm. on the Judiciary and the S. Comm. on Commerce, Science and Transportation, 115th Cong. (2018)* (statement of Mark Zuckerberg, CEO of Facebook).

### ***Congressional Reports and Documents***

- » For reports and documents originating from the House of Representatives, use H.R. Rep. or H.R. Doc. accordingly as abbreviated forms. For those from the Senate, use S. Rep. and S. Doc. accordingly.

### ***Congressional Debates***

- » The reference begins with the volume of *Congressional Record* (Cong. Rec.), or, for debates before 1873, the *Annals of the Congress of the United States* (Annals of Cong.), the *Register of Debates* (Reg. Deb.), or the *Congressional Globe* (Cong. Globe) where debates are published by the government. The page number and date follow.  
112 Cong. Rec. 16 (1996).

### ***State Laws and Municipal Ordinances***

- » Titles for state codes are set in roman type, and the date refers to the year the current code was published. These will vary slightly state to state.

Wis. Stat. § 36.09(3) 2015

### ***Presidential Documents***

- » Proclamations, executive orders, vetoes, and addresses are published in the *Weekly Compilation of Presidential Documents* (Weekly Comp. Pres. Doc.) and in the *Public Papers of the Presidents of the United States* (Pub. Papers). Proclamations and executive orders are also published in the *Federal Register* (Fed. Reg.) and title 3 of the *Code of Federal Regulations* (C.F.R.).

Proclamation No. 5142, 49 Fed. Reg. 341 (1984).

### ***Treaties***

- » Give the full name, in roman type, and the parties that signed the treaty after, separated by a comma. After the parties are given, provide the exact date the treaty was signed, and the volume and treaty number along with the reporter name. Before the 1950s, US treaties were published unofficially in the *Treaty Series* (T.S.) or the *Executive Agreement Series* (E.A.S.). After the 1950s, the reporters are the *United States Treaties and Other International Agreements* (U.S.T.), and the *Treaties and Other International Acts Series* (T.I.A.S.). International treaties are published in the *United Nations Treaty Series* (U.N.T.S.), or were published in its predecessor, the *League of Nations Treaty Series* (L.N.T.S.).

Treaty Banning Nuclear Weapon Tests in the Atmosphere, in Outer Space and Under Water, U.S.-U.K.-U.S.S.R., Aug. 5, 1963, 14 U.S.T. 1313.

## **Datasets, Databases & Analysis Packages**

- » Database references should be both modeled on the official citations provided by the database and adapted to APSA style. For example: move the year to match *author-date* format; if provided a study number, add the study number of the study after the title in parentheses; if given a date of study distribution, use that date as the publication date information; and so on.

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.

- » If analysis packages are used (e.g., Amelia, a missing data interpolation statistical analysis package), they should be referenced in the text and an explanatory note should attribute the package to its creator.

## Reference List

### General Format

- » List all references alphabetically by the author's last name. Alphabetize via a letter-by-letter system (14.65). Single-authored sources precede multiauthored sources beginning with the same last name (14.66). Multiauthored sources with the same name (first and last) of the first author should continue to be alphabetized by the second author's first name. When a source cannot be alphabetized by the author's name, alphabetize it by (in descending order): year (oldest to newest), editor's name, title, or descriptive phrase (14.62). When alphabetizing by article title, an initial article is ignored (14.79). Undated or forthcoming books follow all dated works (15.18).
- » Avoid the use of *ibid.*, *idem*, *f.*, *ff.*, *op. cit.* and *loc. cit.* (14.34–14.36). While these Latin abbreviations have been used for years in academia, they do not translate well, if at all, to online publication formats. Further, replacing the name in successive references of the same author(s) with three em-dashes (—) is no longer recommended by Chicago. It complicates the digitization process, does not align with online database sorting, and makes the source impractical outside of the context of the reference list (14.67).
- » When citing several sources by the same author, place them in chronological order, with the earliest single-authored source first, followed by multiauthored sources (15.16). When citing multiple sources from by the same author from the same year, references should be alphabetized by title (excluding any initial article), with letters attached to the year (i.e., 2009a; 2009b; 2009c).

# Notes

In APSA style, notes should only be used to present short substantive material or to cross reference other sources. Notes should not be used to cite sources better left for the reference list. The exceptions to this rule are references to unpublished interviews, ethnographic data, or legal and public documents, described in more detail in the *References* section of this manual. Ultimately, notes should be used sparingly.

## General Rules

- » Footnotes are notes placed at the bottom of every page of the manuscript. Endnotes are notes placed only at the end of the manuscript. These two systems should not be mixed during manuscript preparation. Where notes are ultimately placed for publication, as footnotes or endnotes, is dictated by each journal's style.
- » For manuscript preparation, it is acceptable to use your software's footnotes feature to facilitate automatic numbering, even if the journal's style ultimately changes them to endnotes. In electronic publishing, readers can now view or jump directly to notes mid-text. Therefore, the use of footnotes over endnotes does not have much consequence. Using this software feature also helps editor(s) manage the manuscript with better efficiency.
- » Arabic numerals should be used in the text to represent notes. They should be ordered chronologically, typed in superscript, and placed at the end of a sentence, unless used to add emphasis to a mid-sentence element. The numeral should follow end punctuation (exception: before an em dash) and be placed outside of closing parentheses (unless the note explicitly refers to what is inside the parentheses) (14.19).
- » A note that applies to more than one location must be repeated under a new number. Numbered notes can never appear in-text next to each other, or appear out of chronological sequence (14.28).
- » Attaching a specific note to the title or any headings is not recommended. If the text needs a general note that applies to the entire piece, it should be indicated with an asterisk and placed before the numbered notes. Special acknowledgments may appear as an unnumbered note as well, before numbered notes begin (14.55).

- » Some journals may ask for an unnumbered biographical note that includes the (co)author's name, title, affiliation, and email address.
- » If a source is used in a note, use parenthetical citations just as in regular text, and include the reference on the reference list.
- » *See* and *cf.* can be used in endnotes, followed by a parenthetical citation as a form of cross-referencing (14.42). A source must be referenced on the reference list in these instances.

See Locke (1975)

Locke, John. 1975. *An Essay Concerning Human Understanding*  
Book 4, Chapter 19.

# Tables and Figures

Rules for preparing tables and figures are oftentimes journal-specific, but the following general rules apply to all APSA journals. It is the author's responsibility to properly prepare tables and figures to avoid complications with manuscript acceptance and processing.

## General Rules

- » Tables include textual data while figures can include illustrations, images, charts, or graphs. Each are presented separately from the text (3.1–3.2).
- » Each table or figure heading should include the word *Table* or *Figure*, an Arabic numeral, and the specific title with headline-style capitalization. Tables and figures should be numbered separately and in chronological order based on when they are first mentioned in the text.

Table 1. Table Style in the Journal

Figure 1. Figure Title in the Article

- » For textual references, the words *table* and *figure* should be lowercase (3.50).
- » The placement of tables and figures within a manuscript should not precede where they are mentioned in the text. Textual mentions of tables and figures should never be location-specific within a manuscript (3.8–3.9).

In table 3; *not* In table 3 on the following page.

- » When working with data that can be subdivided, a single table or figure may be separated into multiple tables or figures with the same Arabic numeral, but with letters added as a form of subcategorization (3.12). Separately, for a table or figure that is too large for one page of a manuscript, use the same Arabic numeral, without a letter, but place (*continued*) next to it.
- » Place tables and figures in the manuscript depending on the journal's specific guidelines for submission. Guidelines range from directly placing the tables and figures in the text to placing them at the end of the manuscript while indicating appropriate placement (i.e., Figure 1 about here) in the body text. Journal-specific guidelines also reference submission file types and processes. These processes range from embedding PDF, Word, or Excel files

into the manuscript to attaching .eps or .tiff files to the manuscript submission package itself.

- » Place color versions of tables and figures in the manuscript instead of black and white versions, as manuscripts published online utilize the former. However, these tables and figures need to be viewable in black and white for print; be sure to test for viewability (shading, pixelation, etc.) in this format. This is especially true with bar and line graphs. Avoid using colors as indicators, instead use shading and patterns.

## Tables

- » Tables should be explicit and able to be interpreted without having to read the text. The text should not duplicate the details of the table, or vice versa; instead, the text should pull conclusions and highlight important parts of the table (3.47).
- » Organize tables to avoid extreme width, which makes typesetting difficult.
- » Column heads and the rows of the stub column (the furthest left column) should utilize sentence style capitalization, unlike the table's title (3.56, 3.59).
- » Common abbreviations can be used in tables. Uncommon abbreviations should be spelled out on first occurrence or provided in a key. If measurement symbols are needed, they should be placed in parentheses either in the column head or next to each data entry and also explained in a key (3.56).
- » Number ranges within tables must be inclusive of all data and not overlap. Similarly, the symbols for greater than/less than and greater than or equal to/less than or equal to should be clearly delineated and inclusive/exclusive to include all data (3.83).
- » Ditto marks (“ ”) should not be used to indicate repetition (3.62).
- » Empty cells should be left blank, filled with an em dash or an ellipses. A zero (0 or Ø) should only be used when the quantity zero is actually implied. No data or not applicable, abbreviated as *n.d.* or *n/a* in italics, can also be used (3.67).
- » Notes for tables should appear immediately below the table. They should be in the order of: (1) source notes, (2) general table notes, (3) specific data notes, and (4) notes on significance levels. (3.76).

- » An italic capital *N* can be used to indicate the group total from which data is drawn. An italic lowercase *n* indicates a portion of that total group.
- » If data is unoriginal or is from another source, *Source* must be used, italicized and followed by a colon (3.77). Parenthetical citation information should follow and the source should be turned into a reference on the reference list.
- » General table notes to the whole table should be introduced as *Note*, italicized and followed by a colon before the note's information (3.78).
- » For specific data notes, symbols or letters and numbers in superscript can be used. This is under the author's jurisdiction. If symbols are used, the order of symbols is specific. When more are needed, these symbols may be doubled:
  1. \*asterisk (not if p values occur in the table)
  2. dagger
  3. double dagger
  4. section mark
  5. parallels
  6. number sign
- » Probability levels for coefficients or tests of statistical significance should be represented by \*, \*\*, and \*\*\*, or letters if necessary, 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 if standard errors are provided. These notes should follow all other substantial notes (3.80). If these notes are on the same line, a semicolon should be used to separate them. For more information on probability test guidelines themselves, see "The ASA's Statement on p-Values: Context, Process, and Purpose" from the American Statistical Society at doi: 10.1080/00031305.2016.1154108.

## Figures

- » Figures should also be explicit and able to be interpreted without having to read the text. Elements within figures, particularly graphs, should have consistent style; the graphics and the typography should be similar to the text if possible (3.42).
- » While writing captions for figures, especially for illustrations, make sure they are separated from the heading and that locators (e.g., left, second row) are italicized within them (3.23–3.24). When symbols and/or patterns are used in



a figure, a key must be presented within the figure itself or within a caption, it is not enough to describe the symbols/patterns within the text (3.25).

- » Similar to tables, a figure must be sourced if it is unoriginal or from another source. It is the author's job to seek out the necessary permissions and credit line format. If a specific credit line (e.g., *Reprinted by permission from...*) is not provided, then the *Source* format, described in the Table subsection, should be used (3.30). Anything taken from a creative commons source should indicate *Courtesy of*, but can forgo being including in a parenthetical citation and a reference on the reference list (3.33–3.34).

# Additional Resources

The rest of this manual outlines additional resources and information from or related to APSA publications that authors should keep in mind during their manuscript planning and preparation processes.

## Language Resources

Authors may wish to have their manuscript's style, spelling, and grammar reviewed prior to submission via a specialized language editing service. This is not a mandatory step and does not guarantee that a manuscript will be accepted for publication. Authors are responsible for all costs associated with such services. See both <http://www.cambridge.org/academic/author-services/> and <https://www.tandfeditingservices.com>.

## Ethics Resources

Authors should be familiar with the discipline's expectations on professional ethics before submitting a manuscript to an APSA journal. Please reference APSA's Guide to Professional Ethics in Political Science for more comprehensive information: [www.apsanet.org/RESOURCES/For-Faculty/Ethics](http://www.apsanet.org/RESOURCES/For-Faculty/Ethics).

Additional information on publication ethics in general are provided by The Committee on Publication Ethics (COPE). The COPE Core Practices provide authors, editors, and publishers clear ethical standards that are woven into the publishing realm. Find answers to common ethical questions on their website: [www.publicationethics.org/about/guide/authors](http://www.publicationethics.org/about/guide/authors).

## Institutional Review Board

Authors should review the requirements set in place by their institution's Institutional Review Board (IRB), ideally before the initiation of their research. IRBs are federally-regulated, institutionally-created bodies critical to the protection of the rights and welfare of human research subjects. IRBs must have at least five members, one member that is unaffiliated with the institution and one member that is not, in any definition of the word, a scientist. IRBs review all funded and unfunded research proposals for potential research implications on human subjects and approve, disapprove, monitor, or modify them if necessary so that they follow both federal and institutional regulations. While authors should refer to their own institution's IRB requirements and processes for more detailed and consequential information, federal regulations for IRBs are

outlined on the US Department of Health & Human Services' website: <https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/>.

If IRB approval is required, the manuscript should include a note with the name of the IRB and the approval number. Authors from countries that do not have formal IRB requirements must include a note that indicates that they have followed the research ethics guidelines of their institution, including adequate human subject protections consistent with their institutional standards and in compliance with APSA's ethical guidelines. For the purpose of the review process, the names of the institutions should be redacted in this note upon submission to a journal.

## Data Repositories

Increasingly, authors may be asked or provided the option of depositing their data for review. These sites include Dataverse (<https://dataverse.org/>), the Odum Institute (<https://odum.unc.edu/>), the Qualitative Data Repository at Syracuse University (<https://qdr.syr.edu/>), the Inter-university Consortium for Political and Social Research (<https://www.icpsr.umich.edu/>), and others. Authors are encouraged to consult with each journal's requirements and/or suggestions regarding the use of these data repositories.

## Directories

### Google Scholar

Google Scholar has become the standardized self-managed directory for political science research. Though the use of the platform is controversial, it has become essential for citation-counting and further socializing publications. APSA recommends that scholars create and maintain their Google Scholar profile, as many publisher's now include embedded Google Scholar profile links in reference lists on the publication's online platform.

## Registries

### ORCID

ORCID provides a persistent digital identifier that distinguishes an author from other researchers. The ORCID iD is a 16-digit number that is randomly assigned and works to transparently connect researchers, their contributions, and affiliations, ensuring that their work is recognized. APSA **strongly encourages** authors and reviewers to register for an ORCID iD and include it in the submission process.

## **CrossRef**

CrossRef is utilized by publishers to connect scholarly works by linking DOIs via citations on reference lists. Authors should be aware that this tool is available through most APSA publishers and that its search interface allows for easy citation-counting and publication analysis. Similar to Google Scholar profiles, the embedded CrossRef links are included in reference lists.

## **Funding**

### **FundRef**

FundRef provides a standard way to report funding sources for published scholarly research. Publishers deposit funding information from articles and other content using a standard taxonomy of funder names. This funding data is then made publicly available through CrossRef's search interfaces and APIs for funders and other interested parties to analyze. APSA journals **require** authors to participate in the FundRef registry for any manuscript that received federal or government funding. See more at: <https://www.crossref.org/services/funder-registry/>.

## **Copyright**

Copyright protects original expression contained in a work, meaning the words, sounds, or images that an author uses to express an idea or convey information. Any work that is original and not consciously or unconsciously copied from another source is eligible for copyright, no matter the quality of the work (4.5). Copyright lasts the life of the author plus 70 years, unless the work is created anonymously or under contract (4.23). The four basic rights granted under copyright are: (1) the right to reproduce the work, (2) the right to distribute copies to the public, (3) the right to make derivative work, and (4) the right to perform and display a work publicly (4.34). A copyright notice uses either the copyright symbol ©, the word *Copyright* or the abbreviation *Copr.*, the year of first publication, and the name of the copyright owner. The notice must be placed so that it gives reasonable notice to a reader.

### **Formal Transfer of Rights**

APSA journals require all authors of accepted manuscripts to sign a formal transfer of rights agreement. If the manuscript is coauthored, the corresponding author signs the agreement on behalf of, and with the authority of, the other coauthors. This will generally be requested by the managing editor of the journal.

In signing the agreement, the corresponding author guarantees that the

work is original, that the author or coauthors own(s) it, that no part of the work has been previously published, that the work does not contain content considered libelous or an invasion of privacy, that there is no other agreement to publish the work that is outstanding, and that copyrighted material from other authors within the work is used with permission, unless the usage falls under the fair use doctrine (described in the *Manuscript Preparation* section).

The agreement guarantees the publisher, under most circumstances, the right to make copies of the work, the right to distribute said copies to the public, and the right of public display. This right of public display is practiced when the piece is made viewable online. Printed and downloaded copies of the online piece are considered distributed copies of the publicly displayed work.

These rights are only transferred in the context of the journal, and do not grant the publisher a license to publish the manuscript in an anthology or a database. Publishers may also ask authors and coauthors to grant them subsidiary rights. These include the rights to publishing in other languages, audio rights, and motion-picture rights, to name a few. These rights granted to the publisher fall under what is considered an exclusive license (4.51). With the exclusive license, the publisher is treated as the owner of the copyright and has standing to sue any infringer and sublicense the work. By sublicensing the work, the publisher can give away permissions to others in lieu of the author, such as the use of photocopied or scanned materials for classroom use and allowing others to reproduce an original illustration from the manuscript in a new work (4.17).

The agreement requires the publisher to return to the author or coauthors the right to use the article for educational purposes, reprint the work, and to post an abstract of the published version of record, along with complete citation, in a variety of locations such as on personal and institutional websites, under an agreement with the author's or coauthors' associated universities, if applicable.

## **Open Access**

Open access is a rapidly growing trend in publishing to make publications available to as wide an audience as possible. Open access refers to digital materials that are free from copyright or licensing restrictions and that are accessible over the internet. Authors retain copyright and determine any limitations to use, but at minimum, the public is free to download, print, link to, and use these materials. Open access publications are deposited into digital repositories committed to the principles of open and perpetual access and unlimited distribution.

Many APSA journal publishers offer “green” open access (4.61), where authors can deposit the finalized manuscript on an institutional repository, and “gold” open access, where authors pay for their work to be open access from publication. APSA is committed to providing authors with more open access options in the future.

# Online Manual

APSA is committed to providing authors with the most up-to-date style and submission information. To accommodate this, APSA is pleased to announce the launch of the free *Style Manual for Political Science* website at [www.apsanet.org/stylemanual/](http://www.apsanet.org/stylemanual/).

The manual's website includes the content of this printed manual and also will reflect any changes to APSA style that may be made in the future. When referencing this printed manual, authors should commit to checking periodically for updates online.

This manual will not answer every question that authors may have during the manuscript preparation process. To accommodate this, the manual's website features a contact form for questions or suggestions regarding APSA's style guidelines, from which APSA staff will provide further clarification.

APSA encourages authors who find themselves needing more information on style or any other component of academic publishing to seek out a copy of the *Chicago Manual of Style*, 17th Edition. Other resources to consider that were previously mentioned in this manual are the *Merriam Webster's Collegiate Dictionary* for spelling and *The Bluebook* for citing legal and public documents.

As a reminder, this manual acts as an umbrella guide for submitting to an unspecified APSA journal. Authors must continue to follow the submission guidelines for the specific journals to which they are submitting their manuscripts. Links to the more specific submission guidelines, as well as other writing resources, can be found on the manual's website.







