

# POLITICAL SCIENCE QUARTERLY

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## Style Guide

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Like most book and journal publishers, we resolve style matters with the *Chicago Manual of Style*, 15th ed. (Chicago, University of Chicago Press, 2003). We urge you to use this book as a style guide for your writing.

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## **ARTICLES**

### **Abbreviations**

Abbreviations must be used at first occurrence of a term [i.e., United Nations (UN); European Union (EU); fiscal year (FY)]. Acceptable to use both abbreviation and full term throughout text.

Use “that is” for i.e. and “for example” for e.g.

For articles do not use p. or pp. in footnotes; but do use them in book reviews.

Spell out United States as a noun; use U.S. as an adjective.

Washington, DC (no periods)

Use postal abbreviations for states in footnotes.

### **Bibliographic citations**

Notes:

- When submitting manuscripts, authors must use endnotes, NOT footnotes.
- We reserve notes for bibliographical citations—NOT subsidiary textual information. Authors who place textual material in footnotes will be asked to either cut the notes containing this information or to move them into the text.
- In notes to articles, do not use p. or pp. Numbers alone are sufficient.

### **Articles or chapters within books**

Note: No comma after “in”

Note: Use first citation style when referring reader to a specific page and the latter when referring reader to an entire chapter.

<sup>1</sup> David Smith, “European Resistance,” in David Stafford, ed., *Britain and European Resistance, 1940-1945* (Toronto: University of Toronto Press, 1980), 86.

<sup>2</sup> David R. Mayhew, *Electoral Realignment: A Critique of an American Genre* (New Haven, CT: Yale University Press, 2002), chap. 4.

### **Books**

Note: Unless referring reader to entire book, please provide specific page citation.

<sup>3</sup> David Stafford, ed., *Britain and European Resistance, 1940-1945* (Toronto: University of Toronto Press, 1980), 90.

## Electronic sources

For World Wide Web citations, include the date of access.

<sup>4</sup> Doug Struck, “Japan’s Prime Minister Contest Heats Up,” 11 April 2001, accessed at <http://www.washingtonpost.com/wp-dyn/articles/A5073-2001Apr11.html>, 12 May 2001.

Always include <http://> in the URL.

## Magazines

<sup>5</sup> “Currents in the News,” *U.S. News & World Report*, 11 February 1980, 5.

## Multiple citations

Note: For note references to a work you have already cited, use last name of author, short title, and page number. Do not use *op. cit.* Do not use *ibid.* Do not use *idem*; instead, repeat the author’s last name.

<sup>6</sup> Sharpe, “Post Vietnam,” 546.

## Newspapers

Note: Include the author and title for each article. Omit page number. Use our date style.

<sup>8</sup> Peter Golden, “Robert Moses, Master Builder, is Dead at 92,” *New York Times*, 30 July 1984.

## Scholarly journals

Note: Include the volume number, month or season, and year.

<sup>9</sup> Kenneth E. Sharpe, “The Post-Vietnam Formula under Siege: The Imperial Presidency and Central America,” *Political Science Quarterly* 102 (Winter 1987–1988): 549–569.

Note: Include the complete page range, even when citing a specific page.

<sup>10</sup> Kenneth E. Sharpe, “The Post-Vietnam Formula under Siege: The Imperial Presidency and Central America,” *Political Science Quarterly* 102 (Winter 1987–1988): 549–569, at 548.

## TV sources

<sup>11</sup> George Pataki, ABC News, *Nightline*, 14 September 2001.

## United States Reports

Note: The United States Reports are the official reports of the United States Supreme Court. By convention, THEY ARE NOT CITED WITH A PUBLISHER’S NAME.

<sup>12</sup> *Smith v. Jones*, 100 United States Reports 100 (1900).

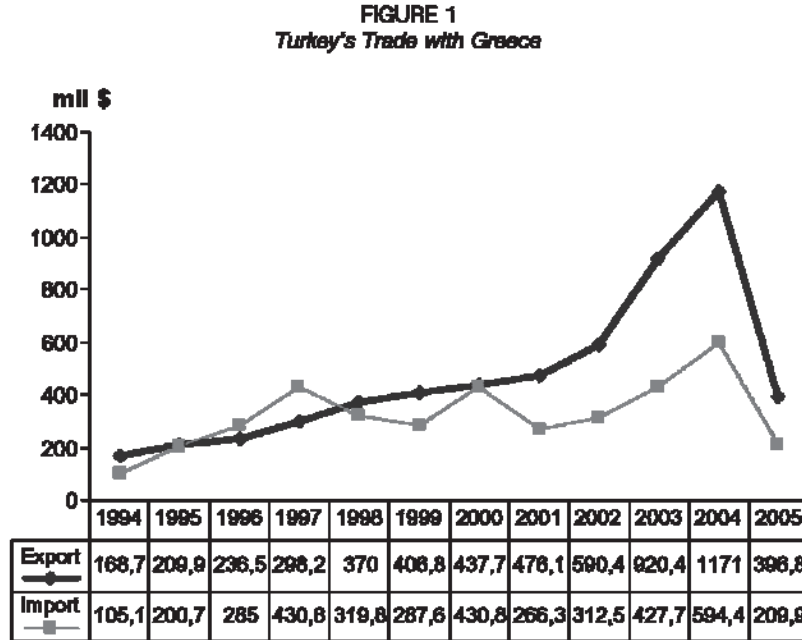
## Capitalization

Western/Eastern: cap when using politically (including Southern region of the United States), but lowercase when using geographically. Also cap when using broadly, as in “Western businessmen” or “Eastern custom.”

## Figures

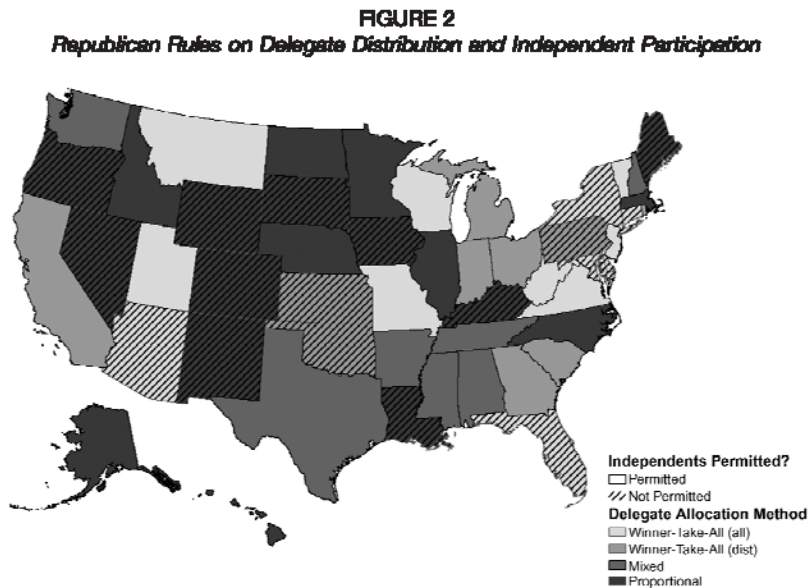
Figure titles are italic and upper/lowercase.  
 Figures must always include a source.

**SAMPLE FIGURE 1:** Note figure title and source footnote.



Source: [http://www.dta.gov.tr/TURKISH/SONUST/DISTICIST/k\\_300605.xls](http://www.dta.gov.tr/TURKISH/SONUST/DISTICIST/k_300605.xls), accessed 5 December 2007.

**SAMPLE FIGURE 2**



Source: Rules data: Personal conversations with party leaders, individual party rules, and the central party's summary of state rules, [http://www.gop.com/images/Press\\_State\\_Summaries.pdf](http://www.gop.com/images/Press_State_Summaries.pdf). Data on independent participation: The Green Papers "Republican Delegate Selection and Voter Eligibility," <http://www.thegreenpapers.com/POB/R-DSVE.html>.

## General grammar

Technical jargon, i.e. factor loadings, eigenvalues, regressions, should be defined and used limitedly.

Colloquial language can generally remain.

Contractions are not allowed.

## Headings

### **SAMPLE A HEAD:**

#### **EXPERIENCES IN MEXICO AND EL SALVADOR**

Although some attempts at leveraging collective remittances through migrant–government partnerships are in progress, only Mexico and El Salvador—with the two largest diasporas in the Americas—have had partnerships institutionalized at the national level.

### **SAMPLE B HEAD:**

#### ***Insight from the Logic of Collective Action***

Collective action problems are those in which the provision of a public good requires cooperation among two or more parties, but where the parties' selfinterest makes cooperation unlikely.<sup>23</sup> Even though the goal of the group is collectively desirable, the individual costs borne by the group's members prevent them from participating in the collective enterprise. Such cooperation problems emerge regardless of whether groups are formed by individuals, corporations, NGOs, or governments.<sup>24</sup>

### **SAMPLE C HEAD:**

*Positive inducements.* A central feature of the partnership is the matching of funds as a positive incentive for all parties. Each party—migrants, local, state, and federal governments—then has the opportunity to make its contribution go three times farther than if it attempted to finance the project on its own.

## Names/titles

Use the full name of any individual the first time it is mentioned.

Capitalize a person's title when followed by name (President Clinton) or when reference to a specific president is understood. (If ambiguous, use the name as well.) Use lowercase when speaking of the office, itself. (Follow Chicago style)

Initials are always closed up.

Do not allow the use of titles (i.e., Mr., Mrs., Miss, Professor, etc.).

## Numbers/dates

Our date style: 20 July 1999 and “I was born on 29 January.” In date ranges, do not elide the dates, for example, “1997–1999,” not “1997–99.”

Do not use numbers or letters for lists in an article. Use nothing at all or first, second, third, etc. Bulleted lists OK.

Spell out numbers up to 10 (unless they are part of series of numbers). Always spell out “percent” and give number of percentage in Arabic, unless first word of sentence, in which case spell out. Always give number of chapter in Arabic (i.e., chapter 3, chapter 5).

Always spell out twentieth century. Two words as noun; hyphenate as adjective: twentieth-century literature.

Page ranges: inclusive page ranges are preferred (e.g., 153–167)

## Punctuation

Always use serial commas.

Use ’s for possessives with proper nouns, but not for other nouns: Dinkins’s hat; Congress’s.

Use postal abbreviations for states in footnotes. No periods: DC.

Use quotation marks to emphasize special meaning, or new words only at first use. Extensive use of quotation marks should be eliminated. Use italics for foreign words.

### Hyphenation

- Do not hyphenate terms that connote ethnic or national affiliation (i.e., African American men).
- Allow hyphens if the next word starts with same letter, i.e., anti-inflationary, (but do not hyphenate if word is not hyphenated in Webster’s, e.g., reelect) or if use of a hyphen aids in comprehension.
- Hyphenate constructions such as “then-Turkish Prime Minister Turgut Özal.”

## Notes for copyeditors

### Running headings

Left: POLITICAL SCIENCE QUARTERLY

Right: RUSSIAN VIEWS OF THE SECOND CHECHEN WAR

Insert running headings at the top of the manuscript, above the article title.

### Queries

Embed author and editor queries within the copyedited manuscript.

### Tables

Table titles and headings are given as upper/lowercase and are italicized.

Always provide source.

Any notes should appear after source and in the following order:

- source
- lettered notes
- p-value

**SAMPLE TABLE 1:** Note title, column headings, source, lettered note, footnote.

**TABLE 1**  
*Concessions Given and Received During the Uruguay Round (\$MM)<sup>a</sup>*

<i>Country/Region</i>	<i>Concessions Received</i>	<i>Concessions Given</i>
European Union	578,816	627,039
United States	214,791	263,580
Argentina	6,331	0
Brazil	36,037	98
Chile	3,291	0
Colombia	6,323	81
Indonesia	16,222	3,355
Malaysia	36,108	28,966
Mexico	980	3
Peru	1,586	58
Philippines	19,748	12,847
Sri Lanka	1,595	33
Uruguay	772	6
Venezuela	2,051	806

Source: J. Michael Finger, Ulrich Reincke, Adriana Castro, "Market Access Bargaining in the Uruguay Round: Rigid or Relaxed Reciprocity," World Bank Policy Research Working Paper 2258, December 1999.

<sup>a</sup>Concessions Received and Given are calculated as the anticipated value of the tariff cuts in millions of dollars, as reported by each country.

SAMPLE TABLE 2: Note table title, source, lettered note, p-value.

TABLE 6  
*Logistic Regression Model for Hostility Toward Chechens*

	B (SE)
Age	-0.011 (0.002)**
Woman	0.222 (0.063)**
Education (secondary degree)	
University (UZ) degree	-0.337 (0.099)**
Lower vocational (PTU)	0.139 (0.102)
Less than secondary	0.088 (0.081)
Ethnic Russian	0.350 (0.111)**
Ukrainian/Belarusian	0.607 (0.215)**
Ethnicity missing	-0.717 (1.828)
Russian orthodox	0.172 (0.087)**
Muslim	-0.505 (0.181)**
Material situation	-0.082 (0.043)*
Rural village	-0.421 (0.116)**
ln(locality size)	0.008 (0.022)**
Moscow	-0.182 (0.149)
Chechnya veteran	0.905 (0.436)**
Friend/family served in Chechen	0.120 (0.089)
Acquaintance served	-0.041 (0.073)
Friend/family/acquaintance killed in Chechnya	0.305 (0.087)**
Male feelings:	
Alarm at losses	0.142 (0.063)**
Anxiety about costs	-0.105 (0.072)
Pride in successes of our troops	0.691 (0.151)
Pride in war against terrorism	-0.017 (0.115)
2004 survey	-0.167 (0.061)**
Constant	-0.772 (0.327)**
Log-likelihood	-3,074
N	4,576

Source: Analyses are based on the 2002-2004 national surveys.  
 Note: Dependent variable coded 1 if respondent views Chechens with "hostility" or "fear," 0 otherwise. Results based on analysis of 2003 and 2004 surveys. Standard errors are given in parentheses.  
 \*p < 0.05, one-tailed; \*\* p < 0.05, two-tailed.



## BOOK REVIEWS

### Headings

- Use this format when only cloth version of a book has been published:  
**Durable Disorder: Understanding the Politics of Northeast India** by Sanjib Baruah. New Delhi, Oxford University Press, 2005. 276 pp. \$35.00.
- Use this format when only paper version of a book has been published:  
**Durable Disorder: Understanding the Politics of Northeast India** by Sanjib Baruah. New Delhi, Oxford University Press, 2005. 276 pp. Paper, \$35.00.
- **Use this format when both the cloth and paper versions of a book have been published:**  
**Nuclear Logics: Contrasting Paths in East Asia and the Middle East** by Etel Solingen. Princeton, NJ, Princeton University Press, 2007. 420 pp. Cloth, \$65.00; paper, \$26.95.
- If the publishers name reveals the location (i.e. University Press of Kansas), then heading should not include the state abbreviation. For example: **Presidential Travel: The Journey from George Washington to George W. Bush** by Richard Ellis. Lawrence, University Press of Kansas, 2008. 312pp. \$34.95.
- Headings of edited books should be given as follows: **Anti-Americanisms in World Politics** edited by Peter J. Katzenstein and Robert O. Keohane. Ithaca, NY, Cornell University Press, 2007. 351 pp. Cloth, \$55.00; paper, \$24.95.

### Text

- The title of the book must not appear in the opening sentence of the review.
- Avoid paragraphs that primarily list or recommend books.
- References to the text of the book being reviewed should be given in parentheses, not in footnotes, and **MUST INCLUDE PAGE NUMBERS**, for example, "...the president aged fifty years in his stormy term in office" (p. 245).
- References to quotations from other books must include bibliographical information. For example: In "The Talented Tenth," W.E.B. Du Bois proclaimed that "the Negro race, like all other races, is going to be saved by its exceptional men" (*The Negro Problem: A Series of Articles by Representative Negroes of To-day*, New York: J. Pott & Company, 1903, p. 75), which gave rise to the idea that the black elite bore the social and moral responsibility to give back to the poorer members of their race.
- If other books are mentioned but not quoted, complete publication information is not given. For example: Thirty years ago, Richard F. Fenno, Jr. published his seminal *Home Style: House Members in Their Districts*. Fenno convincingly

argued that understanding members of Congress required political scientists, to say nothing of journalists, to learn about how legislators operated in their home constituencies. Coupled with David Mayhew's *Congress: The Electoral Connection* and Morris Fiorina's *Congress: Keystone of the Washington Establishment*, it appeared that scholars would take Fenno's admonitions seriously and study lawmakers on their home turf.

**Book Review: Note order of elements: book title, author, city of publisher, publisher, year, number of pages, cloth price, paper price.**

## **PSQ WORD USAGE**

### **A**

adviser

African American (noun & adjective)

agenda setting (noun); agenda-setting (adjective): hyphenate compounds when used as adjective, but not when used as noun [i.e. decision making (noun); decision-making (adjective)].

Ahmadinejad, Mahmoud

al Qaeda

al Shabaab

anti-Semitism (hyphenate compounds beginning with anti- if second element is capitalized)

Arafat (Yasser)

### **B**

Baath/ Baathist

bandwagoning (v.)

bête noir

bin Laden

the Bush doctrine

### **C**

cease-fire

Centers for Disease Control and Prevention (CDC)

Chávez, Hugo

Chechnya (country)

Chechen (adjective)

CIS-Commonwealth of Independent States

the Cold War

Commander in Chief (always capped)

Congress (cap. when referring to US Congress); do not cap congressional

Constitution (capitalization when referring to a country's constitution, i.e., the French Constitution)

contra

cost-effective

coup-proofing, coup-proof

### **D**

data set

de jure (roman, not italics)

the Depression

decision makers (n); decision-making (adj)

détente

### **E**

electoral college

euro (currency, lowercase)

Eurozone

### **F**

FBIS (Foreign Broadcast Information Service)

1/29/2018

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Fedayeen  
federal  
The Federalist, No. 51  
Figure 1  
follow-up (both noun and adjective)  
forgo  
FRUS: U.S. Department of State, *Foreign Relations of the United States, 1955–1957*.  
Thereafter  
*FRUS*.  
Founders  
Framers

## **G**

Gallup Poll  
*glasnost* - means openness, publicity  
grassroots (adjective); grass roots (noun)  
Good Neighbor policy  
GOP (allow without expansion)

## **H**

Hezbollah

## **I**

Internet

## **J**

## **K**

Khomeini, Ayatollah Ruhollah  
Koran/Koranic

## **L**

laissez-faire  
left/right (do not cap for political usage)  
liberal (do not cap political title)

low-income (adjective)  
lycée

## **M**

Mercosur (Southern Common Market)  
Mohammad Reza Pahlavi  
Muammar el-Qaddafi  
*mujahadeen*  
Muslim (Moslem used by journalists, Muslim used by scholars and adherents of Islam)

## **N**

Nasser, Gamal Abdel  
noncommunist  
non-nuclear

## **O**

Organisation for Economic Co-operation and Development (OECD)

Osama bin Laden

## **P**

Palestine (*not* Palestinian) Liberation Organization (PLO)  
Party (cap after Republican, etc. or in subsequent references to that party)  
passé  
peacekeeping (noun and adjective)  
Pentagon Papers, Pentagon Papers case  
percent  
*perestroika*- restructuring, reorganization  
policymaker, policymaking  
post-Cold War  
post-totalitarian  
politics (treat as singular, i.e. “politics develops” NOT “politics develop”)  
president (for U.S.- lowercase if just meaning the office); cap when first time referring to the person and capped thereafter when referring to same person (that is...the President said) (if ambiguous, then use the president’s name)  
programmatic  
Progressive Era  
protégé

## **Q**

## **R**

rapprochement  
realist (school of IR theory)  
Realpolitik  
right wing (noun)  
right-wing (adjective)  
rollback (noun)/ roll back (verb)  
rulemaking (noun and adjective)  
run-off (noun)/ run off (verb)

## **S**

September 11, not 9/11, or 11 September 2001  
Shia (the sect)  
Shiism (the religion or doctrines of Shiah) (no apostrophes or spaces)  
Shiite (a member)  
sizable  
Social Security  
socioeconomic  
Speaker of the House (always cap Speaker)  
speechmaking (noun and adjective)  
spin-off  
super PAC  
superpower  
supply-side (adjective)

## **T**

Table 1  
Third World  
Tiananmen  
Tonkin Gulf Resolution

trade-off (noun)

**U**

UN (no periods)/EU (no periods); but U.S.(as adjective; United States as noun)

**V**

vis-à-vis

**W**

war making (noun)/war-making (adjective)

Washington, DC

Web site, Web page

Western (when used politically) / western (when used geographically)

WikiLeaks

worldwide

**X**

X-ray

**Y**

**Z**