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.
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.


Books

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

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


Always include http:// in the URL.

Magazines

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.


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


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


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


TV sources

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.

12 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.

![Sample Figure 1](https://example.com/sample_figure1.png)

**FIGURE 1**

*Turkey's Trade with Greece*

![Chart showing trade values from 1994 to 2005 with source footnote.]


SAMPLE FIGURE 2

![Sample Figure 2](https://example.com/sample_figure2.png)

**FIGURE 2**

*Republican Rules on Delegate Distribution and Independent Participation*

![Map showing delegate distribution and independent participation in the United States with data source.]

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.23 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.24

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>
<thead>
<tr>
<th>Country/Region</th>
<th>Concessions Received</th>
<th>Concessions Given</th>
</tr>
</thead>
<tbody>
<tr>
<td>European Union</td>
<td>578,816</td>
<td>627,033</td>
</tr>
<tr>
<td>United States</td>
<td>214,791</td>
<td>263,560</td>
</tr>
<tr>
<td>Argentina</td>
<td>8,331</td>
<td>0</td>
</tr>
<tr>
<td>Brazil</td>
<td>38,037</td>
<td>98</td>
</tr>
<tr>
<td>Chile</td>
<td>3,291</td>
<td>0</td>
</tr>
<tr>
<td>Colombia</td>
<td>5,323</td>
<td>81</td>
</tr>
<tr>
<td>Indonesia</td>
<td>16,222</td>
<td>3,295</td>
</tr>
<tr>
<td>Malaysia</td>
<td>38,108</td>
<td>28,998</td>
</tr>
<tr>
<td>Mexico</td>
<td>980</td>
<td>3</td>
</tr>
<tr>
<td>Peru</td>
<td>1,588</td>
<td>58</td>
</tr>
<tr>
<td>Philippines</td>
<td>10,748</td>
<td>12,844</td>
</tr>
<tr>
<td>S. Lanka</td>
<td>1,595</td>
<td>33</td>
</tr>
<tr>
<td>Uruguay</td>
<td>772</td>
<td>6</td>
</tr>
<tr>
<td>Venezuela</td>
<td>2,651</td>
<td>808</td>
</tr>
</tbody>
</table>


*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**

<table>
<thead>
<tr>
<th></th>
<th>$B$ (SE)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Age</strong></td>
<td>$-0.011$ ($0.009$)**</td>
</tr>
<tr>
<td><strong>Women</strong></td>
<td>$0.222$ ($0.034$)**</td>
</tr>
<tr>
<td><strong>Education</strong></td>
<td></td>
</tr>
<tr>
<td>University ($A$)</td>
<td>$-0.297$ ($0.098$)**</td>
</tr>
<tr>
<td>Lower vocational ($PTU$)</td>
<td>$0.139$ ($0.102$)</td>
</tr>
<tr>
<td>Lower basic secondary</td>
<td>$0.059$ ($0.091$)</td>
</tr>
<tr>
<td>Ethnic Russian</td>
<td>$0.040$ ($0.108$)</td>
</tr>
<tr>
<td>Ukrainian/Estonian</td>
<td>$0.037$ ($0.115$)</td>
</tr>
<tr>
<td>Ethnicity missing</td>
<td>$-0.177$ ($0.080$)**</td>
</tr>
<tr>
<td>Russian orthodox</td>
<td>$0.172$ ($0.037$)**</td>
</tr>
<tr>
<td><strong>Muslim</strong></td>
<td>$-0.605$ ($0.181$)**</td>
</tr>
<tr>
<td>Material situation</td>
<td>$-0.065$ ($0.043$)</td>
</tr>
<tr>
<td>Rural village</td>
<td>$-0.621$ ($0.118$)**</td>
</tr>
<tr>
<td>Interlocality elite</td>
<td>$0.009$ ($0.029$)**</td>
</tr>
<tr>
<td>Moscow</td>
<td>$-0.192$ ($0.148$)</td>
</tr>
<tr>
<td>Chechenko veteran</td>
<td>$0.005$ ($0.038$)**</td>
</tr>
<tr>
<td>Friends/family served in Chechenko</td>
<td>$0.120$ ($0.070$)</td>
</tr>
<tr>
<td>Acquaintance served</td>
<td>$-0.041$ ($0.078$)</td>
</tr>
<tr>
<td>Friends/family/acquaintance killed in Chechenko</td>
<td>$0.005$ ($0.037$)**</td>
</tr>
</tbody>
</table>

**Main findings:**
- Alarm at base
- Anxiety about scale
- Pride in success of our troops
- Pride in war against terrorism
- 2004 survey
- Constant
- Log likelihood
- $N$

$N = 4,276$

Source: Analyses are based on the 2003-2014 national surveys.
Note: Dependent variable coded 1 if respondent views Chechenko as “hostile” 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:

- Use this format when only paper version of a book has been published:

- Use this format when both the cloth and paper versions of a book have been published:

- 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.


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)
Fedayeen

federal
The Federalist, No. 51

Figure 1

follow-up (both noun and adjective)

forgo


*FRUS.*

Founders

Framers

G

Gallup Poll

glasnost - means openness, publicity

grassroots (adjective); grass roots (noun)

Good Neighnor 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)
rung-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**