

POLITICAL SCIENCE QUARTERLY

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Style Guide

Like most book and journal publishers, we resolve style matters using the *Chicago Manual of Style*, 17th edition, and *Merriam-Webster's Collegiate Dictionary*, 11th edition. We urge you to use this book as a style guide for your writing.

ORIGINAL AND REVIEW 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. Use e.g. and i.e. only in parentheses. They should be followed by a comma.

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.

In Figures and Tables: Define abbreviations in figure captions, even if previously defined in text. Define all abbreviations used in tables in the table title or footnote, even if previously defined in text.

Bibliographic citations

Follow CMS chapter 14 for style of notes.

- 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.
- Order notes numerically. Place footnote number in text at the end of a sentence or the end of a clause. More than one note reference should never appear in the same place, (such as^{5,6}), but a single note can contain more than one citation or comment. To avoid repeating a note number out of sequence, a cross-reference may be used, such as:
18. See note 3 above.
- Set each new citation footnote on a new line
- All book titles in footnote citations should be set in title case

Book with a single author:

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

1. Cheryl Strayed, *Wild: From Lost to Found on the Pacific Crest Trail* (New York: Alfred A. Knopf, 2012), 87–88.

Subsequent citations (short form):

2. Strayed, *Wild*, 261, 265.

Editor as author:

Note:

Meghan Daum, ed., *Selfish, Shallow, and Self-Absorbed: Sixteen Writers on the Decision Not to Have Kids* (New York: Picador, 2015), 32.

- For a book with four or more authors; in the note, list only the first-listed author, followed by et al.
- In a book with an editor or translator in addition to the author, use ed. or trans. in the note.-

Chapter in edited book:

1. Glenn Gould, “Streisand as Schwarzkopf,” in *The Glenn Gould Reader*, ed. Tim Page (New York: Vintage Books, 1984), 310.

Journal article (include DOI if available):

1. Benjamin Bagley, “Loving Someone in Particular,” *Ethics* 125, no. 2 (January 2015): 484–85, <https://doi.org/10.1076/34576>.
2. Bagley, “Loving Someone in Particular,” 501.

Do not use *ibid.*, *idem/id.*, *op. cit.*, *loc. cit.*

Other Citation Examples

Editor as author	Jennifer, Egan ed., <i>The Best American Short Stories</i> (Boston: Houghton Mifflin Harcourt, 2014), 90.
Chapter in edited book	Henry David Thoreau, “Walking,” in <i>The Making of the American Essay</i> , ed. John D’Agata (Minneapolis: Graywolf Press, 2016), 167–95.
Newspaper articles	Golden, Peter, “Robert Moses, Master Builder, is Dead at 92,” <i>New York Times</i> , 30 July 1984.
Website	Charlotte F. Narr and Amy C. Krist, “Host Diet Alters Trematode Replication and Elemental Composition,” <i>Freshwater Science</i> 34, no. 1 (March 2015): 81, accessed 1 August 2017, https://doi.org/10.1086/679411 .
Preprint	Bloss CS, Wineinger NE, Peters M, et al. A prospective randomized trial examining health care utilization in individuals using multiple smartphone-enabled biosensors. bioRxiv 029983. https://doi.org/10.1101/029983 , 2 July 2017, preprint: not peer reviewed. Jones, P. (2008) ‘Title of manuscript’, arXiv, arXiv:XXXX.XXXX, preprint: not peer reviewed.
Database citation	Author(s). Year. Title. Online repository. DOI or accession number. Version Number. Date of deposit. Date Accessed. Version number, date of deposit and date accessed are optional
Example	Black IW, Orange GR. 2019. Data relating to coronary angiographic

	analysis. Code Ocean. https://doi.org/10.1093/codeocean/abc124 . Version no. 123. Date of deposit 23 January 2019. Date accessed 27 February 2019.
Software citation	Minimum information to be included: Author/Developer, Release date, Title, Publisher (repository or archive name), Identifier.
Examples	Author, A. A., & Author, B. B. 2020. Title of work. [Computer software]. Publisher. Version 1.2. https://xxxxxx Borenstein, M., Hedges, L., Higgins, J., & Rothstein, H. 2014. Comprehensive meta-analysis. [Computer software]. Biostat. Version 3.3070. https://www.meta-analysis.com/
Personal communications	Not allowed in reference list. Cite in text as, for example: (Jane Smith, email message to author, April 23, 2017)
Lectures/posters presented at meetings	Rodhe, Hannah, Roger Levy, and Andrew Kehler. 2008. "Implicit Casualty Biases Influence Relative Clause Attachment." Poster presented at the 21 st CUNY Conference on Human Sentence Processing, Chapel Hill, NC, March. http://idiom.ucsd.edu/rlevy/papers/cuny2008/rhode-levy-kehler.pdf .
Working papers	Bronfenbrenner, Kate. 2011. "the Empirical Case for Streamlining the NLRB Certification Process." ISERP Working Papers Series 2011.01, Columbia University, New York, NY. http://hdl.handle.net/10022/ACO:10603 .
Theses/Dissertations	Cynthia Lillian Rutz, "King Lear and Its Folktale Analogues" (PhD diss., University of Chicago, 2013), 99–100.

Capitalization

Names and Terms	See CMS 8.19–8.33 <ul style="list-style-type: none"> • Titles are capitalized only when title precedes name (CMS 8.19). e.g., Senator Marie Talle; Marie Talle, senator from Iowa • Entities that appear on a map are always capitalized; continents, countries, cities, oceans (CMS 8.45) • Regional terms are capitalized; points of the compass are lowercase (CMS 8.46–8.47) e.g., the Southwest; southwest of Raleigh
Political Divisions	Words denoting political divisions are capitalized when they follow a name and are used as an accepted part of the name (CMS 8.51). e.g., the Ottoman Empire; the empire
Names of Organizations	Many full names of governmental bodies are capitalized (CMS 8.62–8.64); however generic terms are often not (CMS 8.65). e.g., the United Nations General Assembly; the assembly; the federal government
Ethnicity and race	<i>CMS prefers Black</i> with a capital <i>B</i> when it refers to racial and ethnic identity, as a matter of editorial consistency, <i>White</i> and similar terms may also be capitalized when used in this sense.

Figures & Tables

- All figures and tables must be cited at least once in the text. Number sequentially and avoid 1a, 1b, etc.
- Figure and table titles are in title case (example: **Table 1.** Table Title in Title Case).
- Put notes in the following order: (i) source notes (as *Source:*) (ii) general footnotes (as *Note:*); (iii) notes on specific parts of table, and (iv) notes on the level of probability

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.”