APSA DOCUMENTATION GUIDE

The best way to learn APSA is to look at copies of The Political Science Review, found in the publications section of the library, but your instructor has the final word regarding questions. Some instructors have additional requirements, so ask your instructor if you have a unique source to reference.

From The Political Science Student Writer's Manual (5th ed.) and The Style Manual for Political Science (1993)

GENERAL PAPER FORMAT

Paper: 8.5 by 11 inches
Typeface: at least 11.5
Spacing: double
Margins: 1 inch
Spacing Punctuation: one space after each sentence
Order of Pages: Title page, Abstract, Text, Notes, References
Page Numbers and Headers:
Title and Abstract: The title should be descriptive and short (12 words maximum, preferably fewer). On a separate sheet of paper, include an abstract of no more than 150 words succinctly describing the research problem investigated, the method for solving the problem, and the findings or conclusions presented. The abstract should summarize, not introduce, the manuscript.
Headings: APSA allows 3 levels of headings

Primary	**Centered, Uppercase and Lowercase, Boldface**
Secondary	**Flush Left, Uppercase and Lowercase, Followed by Text on the Next Line, Boldface**
Tertiary	Flush left, underlined, sentence case (only the first letter capitalized), followed by a period, then by text.

IN TEXT CITATIONS
- The first citation should match all subsequent citations.
  - One author: O'Toole 2005, 127
  - 2-3 authors (cite all names each time): Shafritz, Russel, and Borick 2007, 200;
  - 4 or more authors (cite first author, then "et al.'): Angel et al., 333
  - Anonymous article: Why Vote at All? 1980, 14
- If the author is noted in the text, the in-text citation comes immediately afterwards and does not need to be repeated at the end of the sentence.
  - O'Toole (2005, 127) believes. . .
  - Safritz, Russel, and Borick (2005, 200) believe. . .
  - Anget et al. (1986) believe. . .
- If an electronic source does not provide page numbers, note paragraph numbers with "para" (Smith 2007, para 4-5). If no page or paragraph numbers are given, a short title or section enclosed in quotation marks is required (Jones 2009, "The End of an Era".)

REFERENCE LIST

- Your reference list should be the last page of your work, titled "Reference," (without the quotations).
- If a journal article is retrieved online, and viewed in a PDF in its original version, the web address is not needed.
- When including works on your Reference page, you would only include works actually CITED if you were publishing your article for a journal. However, some Troy professors prefer ALL work studied in preparation for the paper to be referenced to lessen the potential of plagiarized material. In this regard, ask about the preferences of your professor.
- Always ensure your reference list and in text citations are identical in spelling of names and year published.
- Alphabetize your list by the author's last name. If you have several works by the same author, list them chronologically, repeating the author's name in each entry. If there are multiple works by the same author in the same year, alphabetize by title. If there is no author, alphabetize by the first significant word of the title.
- The page should be double-spaced with second and subsequent lines of each entry indented (like APA style).

JOURNAL
- *Journal Article*
Reference format for print journal articles includes month, season,
or issue number (only one, in that order of preference). The issue
identification should be enclosed in parentheses and follow directly
after volume number. The article takes headline capitalization regardless of how it was
handled in the actual journal. Put the issue number in parentheses and allow one space
between the colon and the pages.
Nexon, Dwignt H., and Thomas Wright. 2007. "What's at Stake in the American Empire
    Debate." *American Political Science Review* 101 (2): 253-71.
    http://www.meekah/exit/pareview.html (September 10, 2008).
Nabatchi, Terry. 2007. "The Institutionalization of Alternative Dispute Resolution in the Federal
    Government." *Public Administration Review* 27 (4): 646-61.

- *Electronic Journals*
Give as much of the following information as is
known: author's name, document date (year), title of the article, title of
the journal, any additional information provided (month and day), full
retrieval path, date of last access in parentheses.
Browning, Tonya. 1997. "Embedded Visuals: Student Design
    in Web Spaces." *Kairos: A Journal for Teachers of Writing in*
    Webbed Environment 3 (1).
    http://english.ttu.edu/kairos/2.1/features/browning/index.html (October 21, 1997).

- *Forthcoming Work*
Jacoby, William G. N.d. "Ideology and Popular Culture."
    American Political Science Review. Forthcoming.

BOOK
The author's name and date—the bits of information in the citation—
appear first, followed by the book title, place of publication, and
publisher (CMS 17.26). If the city is well known, there is no need to
identify the state (or D.C.) (CMS 17.100). Use postal acronyms for states
(MA, OH). Chapter and page numbers should be in the citations, not the references.

Smith, Joseph. 1988. "The Impact of the New Conservative." In *Political Innovation and*
　　　Conceptual Change. Eds. Terence Ball, James Farr, and Russell L. Hanson. New York:
　　　Cambridge University Press.
Shafritz, J. M., Edwin W. Russell, and Christopher Borick. 2007. *Introducing Public*
　　　Administration. 5th ed.. New York: Longman.
Hermann, Margaret G. 1984. "Personality and Foreign Policy Decision Making: A Study Fifty-
　　　Three Heads of Government." In *Foreign Policy Decision Making*, eds. Donald A.
　　　Sylvan and Steve Chan. New York: Praeger, 133-152.
Stillman II, Richard J. 2005. "Intergovernmental Relations (IGR): The Concept of IGR as
　　　Interdependence, Complexity, and Bargaining. In *Public Administration: Concepts and*
　　　Cases. 8th ed. ed. Richard J. Stillman. Boston: Houghton Mifflin Co.
O'Toole, Jr., Lawrence J. 2005. "American Intergovernmental Relations: An Overview." In
　　　Public Administration: Concepts and Cases. 8th ed. Ed. Richard J. Stillman. Boston:
　　　Houghton Mifflin Co.

GOVERNMENT DOCUMENTS
- ***Congressional Reports and Documents***

The reference begins with U. S. Congress, House or Senate, followed by any committee, year,
title, Congress, session, and report or document number or committee print number. Include
bills and resolutions and publications by commissions in this category.
U.S. Congress. Senate. Committee on Foreign Relations. 1956. *The Mutual Security Act.* 84th
　　　Cong., 2d sess. S. Pept. 2273.

- ***Hearings***

Provide the same information as for reports and documents
but with the exact date in place of the report or document number.
U.S. Congress. Senate. Committee on Foreign Relations. 1985.
Famine in Africa.99th Cong., 1st sess., 17 January.

- ***Statutes***

Provide the name of the statute, source (U.S. Code or Statutes
at Large), volume, section, and (if relevant) page.
Administrative Procedure Act. 1946. *Statutes at Large.* Vol. 60, sec. 10, p. 243.

- ***Treaties***

Provide corporate author, year, treaty name, date, treaty series(e.g., TIAS), volume, and part
or number.
U.S. Department of State. 1963. Nuclear Weapons Test Ban,
　　　5 August. TIAS no. 5433. U.S. Treaties and Other International

Agreements, vol. 14, pt. 3.

- ***Legal Reference***

List full bibliographic information for court cases in the references. (This differs from CMS.)
Give the case, year, volume, source, page on which the case begins, and (in parentheses)
district of any lower federal court. If possible, use U.S. Reports for Supreme Court decisions,
rather than Lawyer's Edition or Supreme Court Reporter.
Baker v. Carr. 1962. 369 U.S. 186.
Lessard v. Schmidt. 1972. 349 F. Supp. 1078 (E.D. Wisc.).
> ***Early in the Supreme Court's history, cases were identified by the***
recording clerk's name, rather than a source title:
Marbury v. Madison. 1803. 1 Cranch 137.

OTHER
- ***Article in a Newspaper***

Wicker, Tom. March 4, 1975. Energy Plan in Sight. New York Times.
Why Vote at All? June 20, 1980. Time, 14-15.
- ***Article in a Magazine***

Thornburgh, Norton. 2007. "How Not to Treat the Guests." *Time*, June 4-11.
> http://web.ebscohost.com.libproxy.troy.edu/ehost/detail?vid=4&hid=4&sid=880c26df-
> 5ef8-4098-84fdsessionmgr8 (June 29, 2007).
- ***Speech***

King, Jr., Martin Luther. 1963. "I Have a Dream."
> http://www.uvm.edu/~tpatters/agril83/dream.html (June 29, 2007).

Notes Page:
> **"Notes present explanatory material and should be used sparingly" (American**
> **Political Science Association 1993, 13).**

- Notes should be used in the case of NEWSPAPER ARTICLES and INTERVIEWS.
- To indicate a note in your text, place a superscript number at the end of the sentence, after the final mark of style (punctuation).
- Type the notes themselves double-spaced on a separate page at the end of your paper but before the reference page, titled "Notes" (without the quotations).

Newspaper Article
Name of author, "Title of Story," *Newspaper*, date, section
(omit page number unless edition is also specified)

1. Daniel F. Cuff, "Forging a New Shape for Steel," *New York Times*, 26 May 1985, sec. F.

Interview
Name of the person, the means of communication (telephone conversation, personal
correspondence, interview, etc.), the date, place (if appropriate)

2. Governor Robert Bentley, Interview, 16 February 2011, Montgomery, Alabama.