



Citation and Reference List
Style Manual

Purpose

The purpose of this document is to provide the student with a guide to how to create citations and reference lists for the Political Science classes of Ole J. Forsberg, Ph.D.

Version

This document is Version 2.0.

Date

The date of publication of this document is November 1, 2006.

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Disclaimer: This work is fundamentally based on the APSA Style as provided by:
American Political Science Association. 2001. *Style Manual for Political Science*.
Revised ed. Washington, DC: American Political Science Association.

Citations

There are two purposes behind using citations in your work. First, it eliminates the threat of plagiarism if done correctly. Second, it shows that you did not create the facts, ideas, or theories, that someone else is responsible for them.

According to the student handbook, Hilltopics (2006: 11), plagiarism is defined as “using the intellectual property or product of someone else without giving proper credit.” In other words, were you to either quote or paraphrase someone’s work without citing the source, then you would be guilty of plagiarism. Plagiarism is unethical. It can also get you ejected from this university.

The second reason to cite is to lend credibility to the facts you use. It also helps you avoid complete blame if you use an incorrect fact. There is a common knowledge exception to citing facts. Unfortunately, it is quite difficult to determine what is and what is not common knowledge. To be safe, cite your sources for the facts.

Parenthetical Citations

This is a Political Science course. As such, the citation style we will use is the style recommended by the Political Science governing body, the American Political Science Association (APSA). The APSA style manual calls for inline (or parenthetical) citations.

The general form of the parenthetical citation is (Last Name Year: Page). For example, were I quoting from page 90 of the book *The Turks Today* by Andrew Mango, the parenthetical citation would be: (Mango 2004: 90). The citation comes inside the sentence and outside the quotation: “Özal’s election to the presidency coincided with the fall of the Berlin Wall and the beginning of the collapse of the Soviet Union” (Mango 2004: 90).

For works with two authors, the names are separated by ‘and’. For example, were I quoting from page 84 of the book *After Iraq: The Imperiled American Imperium* by Charles Kegley and Gregory Raymond, the parenthetical citation would be (Kegley and Raymond 2007: 84).

For works with more than one author, separate by commas and by an ‘and.’ Thus, (Vonesh and Chinchilli 1997: 386) and (Crenshaw, Ameen, and Christenson 1997). There are exceptions, however. If there are more than three authors, only mention the first one, followed by ‘et al.’ Thus, (Deutsch, et al. 1967), not (Deutsch, Edinger, Macridis, and Merritt 1967). However, if there was a work by Deutsch, Williams, Patterson, and Drake in 1967, the first would be cited as (Deutsch, Edinger, et al. 1967) and the second as (Deutsch, Williams, et al. 1967). This distinguishes between the two references. However, if the Deutsch, Williams, et al. work was published in some year other than 1967 (like 1984), the citations would be (Deutsch, et al. 1967) and (Deutsch, et al. 1984). Here, there would be no confusion.

Legal Citations

Because legal work is slightly different from other research work, and because the legal system has a very historically-driven style, legal citations are different from other citations in this course.

A legal citation consists of a court case and a page number. The page number is the page from which you are obtaining your information. It is termed a pinpoint citation. The court case must be provided in full, identical to the reference given in the reference list save for the year of the decision. For instance:

According to the *Griswold* decision, the Court found that “the very idea [of police searching the marital bedroom] is repulsive to the notions of privacy surrounding the marriage relationship” (*Griswold v. Connecticut*, 381 U.S. 479, 486).

Here, *Griswold v. Connecticut*, 381 U.S. 479 (1965) is the reference for this Court case. The number 486 is the actual page number from which the quote was taken.

The Reference List

When you cite a source, you provide only a name and a year (and sometimes a page). One cannot find the original information merely from that information, one needs titles and publication information. However, including all of the important information in-text makes reading quite difficult. The compromise is the reference list.

The reference list provides all necessary information about the source. As a result, a reader is able to follow your information trail from your statement back to your source to check your facts and your discrimination in selecting sources. This is the primary purpose of the citation and reference list system: It allows your readers to check the facts you use.

Formatting the Reference List

When using the APSA style, you are not providing a bibliography for your papers. Technically speaking, a bibliography lists *all* works about the subject. Using APSA, you create a list of works to which you refer in your paper. You do not include anything other than those works to which you refer.

The reference list should begin on a new page at the end of your paper. Title it simply as either “Reference” or “Reference List” (of course without the quotation marks) and ensure that it has the same formatting as your first-level headings (usually base font and size, but bolded).

Again, this is important, include reference only for works that you have actually cited in your paper. Alphabetize the entries by the author’s last name. If your list includes several works by the same author, arrange them chronologically and repeat the author’s name at the beginning of each reference. Do not alphabetize the authors within the reference. These authors have decided to list themselves in that manner, and you should keep it as such. Thus, “Schmidt, Shelley and Bardes” is correct and not “Bardes, Schmidt, and Shelly;” “Smith and Forsberg,” not “Forsberg and Smith.”

Finally, the spacing in the Reference List should be the same as for the rest of your paper. Furthermore, hanging indent the reference list by a half inch. Here is a sample reference list entry:

Kegley, Charles W., and Gregory A. Raymond. 2007. *After Iraq: The Imperiled American Imperium*. New York: Oxford University Press.

Notice that the first line starts at the margin, whereas the second (and subsequent) lines are indented a half inch? That is an example of a hanging indent.

The following pages gives examples of how to format specific types of sources.

Journal Article

How would you reference the journal article written by Jason Ackleson? Like this:

Ackleson, Jason. 2003. "Directions in Border Security Research." *Social Science Journal* 40(4): 573–581.

The author's name is Jason Ackleson, and his article was published in 2003. The name of the article is "Directions in Border Security Research." It needs to be in roman face, set off by quotation marks, and ended with a period if it does not already end with some other punctuation mark (! or ?). The name of the journal is "Social Science Journal". The journal name is to be italicized in the reference list. It also does not end with any punctuation. Here, the 40 is the volume number, and 4 is the issue number. Only provide the issue number if neither the month nor the season is provided. The month or the season are preferred to providing an issue number.

Also note that the dash between the page numbers is an en-dash, not a hyphen. Using Word, pressing the control and the minus sign (on the number pad, not above the alphabet keys) simultaneously will give you an en-dash.

Issue named by month:

Almond, Gabriel Abraham. 1958. "Research Note: A Comparative Study of Interest Groups and the Political Process." *American Political Science Review* 52(March): 270–282.

Issue named by season:

Crandall, Russell. 2001. "Explicit Narcotization: U.S. Policy toward Colombia during the Samper Administration." *Latin American Politics and Society* 43(Autumn): 95–120.

Issue name completely missing:

Farrington, David P. 1998. "Predictors, Causes, and Correlates of Male Youth Violence." *Crime and Justice* 24(): 421–475.

Now, these have all been single-author articles. How are multiple authors handled in the reference list?

Like this:

Galam, Serge, and Alain Mauger. 2003. "On Reducing Terrorism Power: A Hint from Physics." *Physica A* 323(May): 695–704.

Crenshaw, Edward M., Ansari Z. Ameen, and Matthew Christenson. 1997. "Population Dynamics and Economic Development: Age-Specific Population Growth Rates and Economic Growth in Developing Countries, 1965 to 1990." *American Sociological Review* 62(December): 974–884.

Multiple authors are added in this manner. Note that only the first author is listed last name first. All authors are separated by commas, with the last author garnering the 'and'.

Foreign names offer an interesting twist to the referencing system. The level to which you replicate the diacritical marks depends on how close the alphabet is to Latin.

Hegre, Håvard. 2000. "Development and the Liberal Peace: What Does it Take to Be a Trading State?" *Journal of Peace Research* 37(January): 5–30.

When faced with people who use foreign letters in their name, you must reproduce those letters as long as they are latin alphabet-based. Thus, you would write Ångstrom instead of Angstrom and José María Peña instead of Jose Maria Pena, but Aristotle instead of Αριστοτέλης and Osama bin Laden (or Usama bin Laden) instead of whatever it is in Arabic. Also note that transliterations vary; hence, the president of Libya is spelled Quadaffi, Khadafi, and Q'dafi, among others, and the Party of God in Lebanon is alternatively transliterated as Hizb'allah, Hezbollah, and Hizballah.

Magazine Article

Magazine articles are a second source of facts and information that you may use in your papers. Correctly referencing magazine articles is not that different from referencing other periodicals, including articles (as above).

Cavallo, Alfred J. 2005. "Oil: Caveat Empty." *The Bulletin of the Atomic Scientists* 61(May/June): 16–18.

Côté, Elizabeth. 2005. "National Dialogue and Guinea's Civil Society Movement." *Democracy at Large* 1(3): 16–17.

Webster, P. J., G. J. Holland, J. A. Curry, and H. R. Chang. 2005. "Changes in Tropical Cyclone Number, Duration, and Intensity in a Warming Environment." *Science* 309(5742): 1844–1846.

Notice how close this is to the format of an article reference. It should be the same, as both are examples of periodicals. Unfortunately, however, not all magazines offer volume and issue representation. The same rules apply as above for what you are missing—to a point.

Newspaper Article

Benton, Scott. 1999. "Israelis Last Election." *New York Times* February 12: C7.

The C7 refers to section C, page 7. You may be able to use a simple page number if the sections are not individually numbered.

Teague, Scott. 2005. "Display Offends Some, Reinforces Others' Beliefs." *The Daily Beacon* April 18: 1.

Here, the article starts on the front page. For newspapers (as opposed to other types of periodicals), the date of publication is preferred to the volume/issue designation, even though newspapers have them as well.

Book

Schelling, Thomas C. 1960. *The Strategy of Conflict*. Cambridge, MA: Harvard University Press.

This is simple. The author's name is Thomas C. Schelling (who is now a Nobel Prize-winning economist). He published the book in 1960. The title of the book is "The Strategy of Conflict." Note that it is in italics and ends in a punctuation mark, either an added period, or the natural mark. It was published in Cambridge, MA by Harvard University Press.

Sederberg, Peter C. 1989. *Terrorist Myths: Illusion, Rhetoric, and Reality*. Englewood Cliffs, NJ: Prentice Hall.

This is essentially the same as the previous example.

Steinberg, Jonathan. 1996. *Why Switzerland?* New York: Cambridge University Press.

Here, since everyone knows that New York is in New York, only the city is needed. Other examples of this include London, Los Angeles, Mexico City, and Chicago. When in doubt, add the state or country.

Przweorski, Adam, and Henry Teune. 1970. *The Logic of Comparative Social Inquiry*. New York: John Wiley and Sons.

Here is an example with two authors. The alterations should be evident by now.

Hobbes, Thomas. 1998 [1651]. *Leviathan*, ed. J.C.A. Gaskin. New York: Oxford University Press.

Here, Hobbes first published this manuscript in 1651, but the edition I used was an edited volume published in 1998. This is only done for "the classics."

Zedong, Mao. 1989 [1961]. *Guerrilla Warfare*, trans. Samuel B. Griffith II. Washington, DC: U.S. Marine Corps.

Here is another example. This includes a translation notation, as Mao did not write in English and I do not read in Cantonese or Szechwan or whatever Chinese language he used. Note that the comma is not italicized, as it is not a part of the title.

Guevara, Ernesto Che. 2004. *Diarios en Motocicleta: Notas de Viaje*. New York: Ocean Press.

Of course, if you actually used the Spanish version, you cite the Spanish version. If you used a version not written with a Latin or quasi-Latin script, transliterate it into the Latin alphabet.

Plato. 2005. *Essential Dialogues of Plato*. Translated by Benjamin Jowett. New York: Barnes & Noble Books.

This is yet another example. This is an alternate way of designating a translation. It is being deprecated in favor of the previous two examples, as it is more in line with the notation for edited editions.

OECD. 1972. *OECD Labour Force Statistics 1959–1970 (Statistiques Rétrospectives de l'OCDE 1959–1970)*. Paris: Organisation for Economic Co-operation and Development.

This is an example with a corporate author. Here, there is no specific person taking credit for the work, so it belongs to the corporation (organization). The abbreviation of the organization (author position) is done only for those organizations with long names and for those who are familiar.

American Political Science Association. 2001. *Style Manual for Political Science*. Revised ed. Washington, DC: American Political Science Association.

This is an example of a corporate author without a well-known abbreviation outside the field. Inside the field, everyone knows what APSA means, but outside the field, it represents different things to different people. As such, you would need to write the full name. In the citations, however, you could shorten it to APSA.

Post, Jerrold M. 2000. "Psychological and Motivational Factors in Terrorist Decision-Making: Implications for CBW Terrorism." In *Toxic Terror: Assessing Terrorist Use of Chemical and Biological Weapons*, ed. Jonathon B. Tucker. Cambridge, MA: MIT Press, 271–290.

Here, Post wrote a chapter in an edited collection. The chapter is entitled "Psychological and Motivational Factors in Terrorist Decision-Making: Implications for CBW Terrorism," and the book is titled "Toxic Terror: Assessing Terrorist Use of Chemical and Biological Weapons." The editor of the book is Jonathon B. Tucker. Note the position of the punctuation. Also note that the page numbers refer to the page numbers of

the chapter in the book. Why are the page numbers not preceded by a colon as per usual?
Good question.

Stirnimann, Victor-Pierre. 2002. "The Terror and the Temple." In *Jungian Reflections on September 11*, ed. Luigi Zoja and Donald Williams. New York: Verlag, 87–109.

Here is a second example. In this case, there are two editors for the book. This should be getting easy (and redundant) for you by now.

Sutton, Michael. 2002. *Bear in Mind These Dead... An Index of Deaths from the Conflict in Ireland, 1969–1993*. Revised ed. Belfast: Beyond the Pale Publications.

If the book you use is a second edition or a revised edition, here is how you signify it. Oh, Belfast also is one of those cities that does not need a country designation.

Dissertation or Thesis

Flanagan, Judith Ann. 2004. "Special Event Communication in the Age of Terrorism." Ph.D. Dissertation. University of Tennessee.

Forsberg, Ole J. 2006. "The Pressure Model of Terrorism: A Behavioralist Explanation for Ethnonational Terrorism in Western Europe, 1945–2000." Ph.D. Dissertation. University of Tennessee.

Liedtke, Christoph J. 1990. "Counterterrorism: Tracing the Consequences of a Flawed Strategy, an Anatomy of the Decision Making Process to Bomb Libya." M.A. Thesis. University of Tennessee.

There is an option of abbreviating 'Dissertation' to 'diss.' I recommend against it. Also note that the title is in quotation marks and roman face.

Paper Presented at a Conference or Meeting

Forsberg, Ole J. 2005. "Ethnonational Terrorism: An Empirical Theory of Indicators at the State Level, 1985-2000." Presented at the World International Studies Conference, Istanbul, Turkey.

Forsberg, Ole J. 2005. "Political Parties and Terrorism: Another Reason Democracies Are More Prone to Domestic Terrorism." Presented at the annual International Studies Association – South Conference, Miami, Florida.

Note that everything is in roman face.

Government-type Sources

There are many sources of information available from governments. Here are several such source types.

Legal Reference (Court Case)

There are basically two types of citation styles for court cases. The first is bound-volume publication. The second is Internet publication. The most important court cases will tend to be found in bound volumes, while the lesser decisions will be found published on the Internet.

Where cases are published in bound volumes the citation will contain at least four pieces of information: the title of the volume series (often called the report series), the volume number, the page number, and the year of the court decision.

Cases from the US Supreme Courts are published in the series called “United States Reports.” Examples of references from US Supreme Court cases include

Brown v. Board of Education, 347 U.S. 483 (1952)

In that example, the plaintiff (or appellant) is named Brown, the defendant (or respondent) is the Board of Education (of Topeka, Kansas). The number 347 is the volume number, whereas the number 483 is the page number of the first page of the decision. ‘U.S.’ is the standard abbreviation for ‘United States Reports,’ while 1952 was the year the Court decided the case.

Gonzales v. Oregon, 546 U.S. ____ (2006)

In that example, Gonzales is the one appealing the lower court decision to the US Supreme Court and Oregon is the respondent. The Court handed down its decision in 2006. The publishers already know that the case will be bound in volume 546, but they do not have the entire volume published yet, so the actual page number of the case is unknown. As a result, a blank (three underlines) is used.

Marbury v. Madison. 1 Cranch 137 (1803)

This example is also a US Supreme Court decision. However, in the beginning, the Court reports were written by Court clerks. The name of the clerk was the name of the reports series at that time. Cranch was the second reporter of decisions for the US Supreme Court. The other clerks who got the report named after them were Dallas, Wheaton, Peters, Howard, Black, and Wallace. Starting with Otto in 1875, the name was standardized to ‘United States Reports.’

Not all US Court decisions are US Supreme Court decisions. The manner of referencing those cases is the same. Remember to include the appropriate abbreviation for the report series.

Lutheran Church-Missouri Synod v. FCC. 141 F.3d 344 (1998)

Here, F.3d represents the ‘Federal Reporter, 3rd Series,’ which provides the US Court of Appeals cases from 1993 through the present. If ‘Supp.’ is included, that indicates a ‘Supplemental,’ which hold the US District Court decisions.

Interestingly enough, most decisions of courts are not published in printed law reports; the expense of typesetting and publishing them has limited the printed law reports to only the most significant cases. On the other hand, Internet publishing of court decisions is quite inexpensive. Unfortunately, the Internet tends to be a non-paged medium; that is, a web page is one long page and not a series of individual pages. As a result, a medium-neutral citation system had to be adopted. The standard information necessary is the year of decision, the abbreviated title of the court, and the decision number (not the court file number). With these pieces of information, one can reference any court decision.

Democratic Republic of the Congo v. Belgium, 2002 ICJ 121.

Here, the year is 2002, the court is the International Court of Justice, and this was case number 121 for them.

Hearing

U.S. Congress. Senate. Committee on Foreign Relations. 1985. *Famine in Africa*. 99th Cong., 1st sess., January 17.

Same information as for a Congressional report or document, except the date replaces the report or document number.

Presidential proclamations and executive orders

Reagan, Ronald. 1984. *Caribbean Basin Economic Recovery Act*, Proclamation 5142. Federal Register, vol. 49, no. 2, p. 341.

The p. is used here to distinguish the page number from the volume and issue numbers.

Treaties

U.S. Department of State. 1963. *Nuclear Weapons Test Ban*, August 5. TIAS no. 5433. U.S. Treaties and Other International Agreements, vol. 14, pt. 3.

“TIAS” indicates the treaty series.

The Constitution

Normally, the Constitution is not listed in the Reference List. It is, however, cited in the text using Article-Section notation. Thus, quoting the vesting clause of the national executive would be (Art 2, Sect 1) or (Art 2, §1), where the § symbol represents the word section.

Other Historically Significant Documents

There is a class of historical documents that follow the same referencing rules as does the US Constitution. These documents are historically significant and singular. They include such documents as the Magna Carta, the Mayflower Compact, the Treaty of Versailles, the UN Charter, and the Treaty of Westphalia. For these and their ilk, cite chapter and section, but there is no need to reference.

Internet-based Sources

You only use these modifications if *there is no original hard copy* for your source (or if the hardcopy is significantly different from your online source). Thus, newspaper articles gotten online are cited as if you got them from the original newspaper.

Again: The only things you cite as being Internet-based are either those that differ significantly (in terms of content) from their hard copy-based counterparts or those that have no hard copy-based counterparts.

Phillips, Rebecca. 2004. "What's on the Collection Plate?" *Beliefnet*. May 4.
http://www.beliefnet.com/features/tithing_chart.html (March 22, 2005).

The first date (May 4) is the posting date. This is not always available, but you should spend time looking for it. Often, it is hidden in the Page Information headers and can be retrieved by looking at "Page Info" on your browser. It may also be available by looking at the "Page Source" towards the top or towards the bottom. The date in parentheses is the date that I last accessed the webpage.

The URI is written out in full, including the protocol used to access it ('http' in this case). It is important that you provide a permanent source location. Remember that the purpose of the reference list is to provide the source of your factual and theoretical assertions. If that source is transient, the reference is valueless. To avoid temporary addresses, you will want to find the actual URI instead of the search page URI. Thus, use:

<http://en.wikipedia.org/wiki/Plagiarism>

and not:

<http://en.wikipedia.org/wiki/Special:Search?search=plagiarism>

Here is the full reference list entry for the above URI:

Wikipedia. 2006. "Plagiarism." October 29. <http://en.wikipedia.org/wiki/Plagiarism>
(October 31, 2006).

The following is an example where there is a corporate author for the webpage. Thus, you would reference it as you would a normal corporate author. The webpage URI acts as the publication information. Also, in this example, I could not locate the posting date.

Solana, Javier (Madariaga). 2005. "Plenary: The Way Ahead." *Club de Madrid*. March 10. <http://www.clubmadrid.org/cmadrid/index.php?id=564> (June 1, 2005).

Haven, Paul, and Katherine Shader. 2005. "Ethnic Rifts Tearing at al-Qaida." *Yahoo News (The Associated Press)*. http://news.yahoo.com/news?tmpl=story&u=/ap/20050511/ap_on_re_as/al_qaida_ethnic_rift_8. (May 11, 2005).

Here, the URI is longer than a line. So you have to break it. The important question is, Where should one break it? There are three rules available to allow you to get the spacing to work out to be neat and tidy. First, break it *before* common punctuation marks (period, comma, question mark, exclamation point); otherwise, they may get confused as normal punctuation. Second, break it *after* URI-specific marks (`//`, `:`, `/`, `@`, `&`). Third, break it at the normal break points for words.

NEVER use hyphens when you break a long URI.

Indirect Sources

Rogow, Arnold. 1957. "Comment on Smith and Apter: or, Whatever Happened to the Great Issues?" *American Political Science Review* 51(September): 772. Quoted in David M. Ricci. 1984. *The Tragedy of Political Science: Politics, Scholarship, and Democracy*. New Haven, CT: Yale University Press, 19.

There should be no surprises here. Write the original reference first, the referrer second, and tie them together with "Quoted in." The 772 is the page number of the original reference, and the 19 is the page number of where the latter book cites the original.



This photograph is of the International Peace Palace in The Hague, Netherlands.

Photo Credit: Ole J. Forsberg, Ph.D.