Style Sheet for Political Science

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Rationale

For all assignments not written during class, the following style sheet must be followed. Your grade depends on presentation of ideas, not just the ideas themselves. Make sure your assignments represent what you wish to portray about yourself. I will say this here:

<p style="text-align: center">Effort is irrelevant. Product is everything.</p>

Fundamental Rule

- Follow directions

Mechanics

- All margins: 1.00–1.25 in.—the standard setting for all major word processing programs.

- Spacing: 1½ or double-spacing—your choice.

- Font: 12 point, Arial or Times New Roman.

Citations and References

- We use neither MLA nor AP style, nor Chicago, nor Harvard, nor Turabian.

- Inline citations and reference list must be done using APSA style. If you do not have the latest edition of the APSA Style Manual, you may download the relevant parts from the web at: http://oforsber.kvasaheim.com/courses/common/docs/references.pdf

- The reference list is not a bibliography. In the reference list, you give full reference of all works you use in your paper. You also entitle the reference page with "Reference List" or with "References."

- Remember to cite (and reference) your sources of information, not just your quotes. Failure to do so is considered plagiarism.

Page Headers

- First page: Full name in the upper-right corner, Assignment title beneath that, Date assignment done beneath that.

- Others: Last name and page number in upper-right corner.

- How? In Microsoft Word, look at *File::Page Setup* and *View::Header and Footer*.

Section Headings

Section headings are useful for ordering and structuring your papers.

- First-level section headings are base font, **bolded**, like the section headings on this handout.

- Second-level section headings are base font, *italicized*.

- Both of these two section headings are on a separate line.

Miscellaneous

- For multi-page papers, use *staples*, not paper clips.

- If you have a quotation that lasts *more than* three lines (extended quotation), it needs to be a separate paragraph and flush-left indent by ½ inch. No quotation marks are used, and the citation goes outside the closing punctuation.

- You may print front-to-back.

- If you wish to email your paper in lieu of handing is a hard copy, it will cost 10% of the total value of the paper. If you are late with your assignment, it will cost you 50% unless it is late by more than 14 calendar days, in which it will cost you 100%. The last day to turn in any late assignment for the course is April 18.

General Caveats

- Proofread the paper at least twice. Have someone else proofread the paper. When you proofread the paper, make sure it makes sense. Specifically, watch the logic, the spelling, and the grammar. Read what you wrote, not what you intended; I cannot grade your intentions, only your product.

- Always make sure your assertions are backed up with cited facts and unassailable logic.

- When used as an adjective, use 'US'; when used as a noun, use 'United States'. The same is true for the United Nations and the European Union. However, treaty organizations with more than two words are abbreviated without periods: NATO, SEATO, IMF, etc., as well as organizations within the United Nations: UNESCO, WHO, etc.; yet, those of only two words tend to be spelled out: Rome Treaty, Atlantic Charter, and such.

- Beware of dangling (and unnecessary) prepositions. Additionally, avoid unnecessary adjectives and adverbs. Do not use two words when one will do.

- Do not procrastinate. Doing so will limit your ability to follow these warnings.

Some Helpful Books

These books are available in the library. All college students should have a copy of either, or both, Chicago and/or Strunk, as both are invariably helpful in writing better.

- Chicago Manual of Style (15th edition).   Call Number: Z253 .U69 2003

- The Elements of Style, William Strunk, Jr.   Call Number: PE1408 .S772 2000