

General Stylesheet Considerations

It is important to use parenthetical citations, footnotes/endnotes, and other forms of citation in a consistent manner in all written work. The most recent editions of the following texts are invaluable aids for learning proper norms of citation and the styles used in social science writing. In addition, students should consult with individual faculty members for specific style questions and can consider the Rhodes College Writing Center (<http://www.rhodes.edu/writingcenter/>) to be an invaluable resource.

The Style Manual for Political Science

Available for purchase at: https://www.apsanet.org/section_362.cfm

The American Political Science Association's guidelines are also available at:
<http://www.wisc.edu/writing/Handbook/DocAPSA.html>.

The Chicago Manual of Style. Chicago: University of Chicago Press.

Turabian, Kate. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: University of Chicago Press.

Hacker, Diana. *A Pocket Style Manual*. Boston: Bedford Books.

What follows are guidelines drawn from *The Chicago Manual of Style* (14th ed.). This style is often preferred in International Studies courses. For more detailed instructions, consult the resources listed above.

Quoted Material

Students should become familiar with situations when it is appropriate to **quote** specific passages from a published or un-published work (i.e., quotations) and when to **cite** the ideas found in other published and non-published work (i.e., citations). Citations often involve the paraphrasing of the original work in the student's own words and then giving proper credit to the source of the idea. The ability to distinguish the difference between quoting and citing often comes with the experience of writing and reading papers.

In general, quotations should be used relatively sparingly. Typically, quotations are used when the original wording contains a special significance or when paraphrasing cannot capture the precise meaning of the quoted material.

All quotations need to be identified by source. Extensive quotations from a single work should be avoided as they require prior permission. If your work were to be published, prior written permission is required for reprinting any item that is complete in itself (e.g., map, chart, table); any portion of a contemporary poem or song (or published translation thereof); any excerpt exceeding 500 words, cumulative, from a single source that is not in the public domain.

All quoted materials must be rendered scrupulously. Interpolations (comments you insert that are not part of the quotation) must be enclosed in [square brackets], not parentheses. Internal omissions must be indicated by ellipsis points (...); do not use ellipsis points at the beginning or end of a quote.

Direct Quotations Within the Text

Direct quotations are enclosed within double quotation marks; quotations within quotations are enclosed in single quotation marks. Commas and periods go inside the close quote, colons and semicolons outside. A question mark or exclamation point belongs inside the close quote if it is a part of the quotation. A superscript note number follows the close quote, but proper placement of punctuation marks will vary: ("xx xxxxx"), 2 "xx xxxxx"; 3 "xx xxx," 4 and "xx xxxx."

Block Quotations, Epigraphs, and Verse

Quotations of more than nine typed lines should be blocked as extracts, without quotation marks and generally with a superscript note number at the end of the quotation. Leave a line space above and below the extract.

The extract format may also be used for an epigraph or verse. *Italic type may be preferred for these elements.* In these cases the author or work quoted should be identified in information for these quotations (especially epigraphs) from classics (e.g., the Bible, Shakespeare, the *Federalist Papers*).

Citations

A credit (or acknowledgment) note is unnumbered. If it applies to the entire paper it should be placed at the foot of the opening page or before the numbered endnotes.

The superscript note number is best placed at the end of a clause, sentence, or quotation, outside the punctuation. Superscripts should never appear in chapter titles or subheads.

Use the following format for numbered notes (citations):

1. James P. Scanlan, "From Samizdat to Perestroika: The Soviet Marxist Critique of Soviet Society," in *The Road to Disillusion: From Critical Marxism to Postcommunism in Eastern Europe*, ed. Raymond Taras (Armonk, NY: M.E. Sharpe, 1992), p. 190.
2. *Ibid.*, pp. 210-18. (Note that "ibid." is used only to refer to the source in the note immediately preceding, and only if that note contains a single source. Otherwise, use the short-form discussed below).
3. Peter Calvocoressi, *World Politics Since 1945* (London: Longman, 1991), p. 211.
4. Scanlan, "From Samizdat to Perestroika," pp. 198-202.

Use a short-form citation (not op.cit.) for non-sequential references to a previously cited source or for sequential references when the preceding note contains more than one source.

References to books should supply the following bibliographical information: city of publication; publisher; year of publication. For example: Ilya Prizel, *Latin America Through Soviet Eyes: The Evolution of Soviet Perceptions of Latin America During the Brezhnev Era* (Cambridge: Cambridge University Press, 1990).

References to journals should give the volume number (or year), then the issue number. An issue number need not be supplied for journals that paginate all the issues in a volume consecutively; in such a case, it is sufficient to indicate the volume number. However, if the volume and issue numbers, supply the date (including month or season) of publication within parentheses, followed by the page numbers. Abbreviate "page" and "pages" as p. and pp.

References to newspapers should cite the cover date. When citing newspapers that are not widely known, identify the city of publication in roman type, in parentheses, following the name of the publication.

Citations to works written in languages other than English are treated the same way as works in English, except that capitalization in the title follows the conventions of the foreign language.

Bibliographic terms (glava, Kapitel) should be translated (chapter), and the city of publication (München) should be given in its English form (Munich).

The terms Inc. Co. Publ. Cmb.H., S.A., and the like should not appear in the bibliography with the publisher's name: but do include Press, Verlag, etc. Thus: McGraw-Hill; Wiley; Springer Verlag; Nauka; Presses Universitaires de France.

For further guidance on the form of citations, see *The Chicago Manual of Style*.

Titles, Headings and Subheadings

The titles of parts, chapters, tables, etc., and the headings and subheadings within a chapter should be brief but informative, parallel in construction, and in a consistent style. As a group, the weighted subheads should give a clear outline of the structure of the work and its parts. Superscript note numbers or asterisks should never appear in a chapter title or subtitle, table title, or subhead.

Headings are conventionally designated by typesetters as A, B, C, D, in descending order of importance

A-Heads Are Bold

B-Heads Are Bold Italic

C-Heads Are Italic

D-Heads Are Italic, Indented One Space, and Followed by a Period.

Wording and Grammar

Your manuscript should be written to avoid linguistic bias, particularly to avoid the generic use of male nouns and pronouns when referring to both sexes, where this can be done in a clear and a graceful way, and without contrivance. The following provides may be useful.

- "That" should be used with a restrictive clause; "which" should be used with a nonrestrictive clause and set off by commas:
he stopped the first car that contained two people
he stopped the first car, which contained two people

or

he proposed the only amendment that concerned wage rates
he proposed the only amendment, which concerned wage rates

- "Since" should be changed to "because" when its sense is ambiguous. For example:

Because 1860 was the first year of operation, it is not yet possible to judge the program's effectiveness.

It should also be used when "because" would be stronger. For example:
Because this alloy does not shrink when it cools, the case is a sharp and accurate reproduction.

- "While" should be used only as an adverb of time. In other contexts "although" or "whereas" should be substituted.
- The use of the feminine article should be avoided in reference to ships, countries, etc.:
Russia, its people.
- Use the following singular and plural constructions: economics *is*; data *are*; media *are*;
criteria *are*; phenomena *are*.

Spelling and Punctuation

Use American spelling and punctuation. Run the speller program on your computer to check the spelling.

Use the *serial comma* (authors, copyeditors, and proofreaders) unless you intend to pair two units in a series (Grandma, Mom and Dad, and Aunt Mary).

Abbreviations, Acronyms, and Initials

- spell out specialized acronyms on first use: The Council for Mutual Economic Assistance (CMEA);
- base all acronyms on the English-language version of the term: Congress of Russian Communities (CRC);
- use e.g., i.e., and etc. in parenthetical and technical contexts only; in the main text spell out: for example, that is, and so on, and the like;
- use U.S. as an adjective only (US interests); otherwise spell out (the interests of the United States);
- use new-style US Postal Service codes to abbreviate the names of states in bibliographical entries (NY, CA, TN);
- avoid the use of periods in acronyms of more than two letters (PRC, USSR, KGB, CIA).

Capitalization

- minimize capitalization; as a rule of thumb, capitalize only singular proper nouns and true proper adjectives: Eastern Europe, East European, South Dakota, North Dakota, but

- southern Belarus, eastern Pennsylvania; the Latvian Supreme Council, local soviets of people's deputies; the Christian Democratic Party of Russia, the Communist and Social Democratic parties;
- most titles are lowercased unless followed by a personal name: the president; the president of Bulgaria; President Yeltsin;
 - the proper names of organizations and institutions are generally capitalized: the Supreme Soviet, the Ministry of Foreign Affairs, the Ministry of Defense;
 - lowercase articles, conjunctions, and prepositions unless of more than four letters (Around) or integral to a verb (Work Out).

Italicization

- commonly used foreign terms (for example, *ibid.*, *ad hoc*, *status quo*, *perestroika*) need not be italicized;
- if a relatively unfamiliar foreign term (e.g., *zaibatsu*) will appear throughout your work, so that italicization will be cumbersome, you may choose to italicize the term and define it the first time it appears, and thereafter use roman type;
- names of institutions, organizations, or political parties (e.g., Bundestag; Goskomstat) should not be italicized. Geographical names should be given in standard English spellings when available;
- italicize the titles of books, periodicals, plays, operas, motion pictures, poetry collections or long poems, works of art (paintings, statues), and legal cases (*Times v. Sullivan*);
- use roman type and quotation marks for the titles of articles, chapters, essays, short stories, songs, unpublished works, and television programs.

Dates

- spell out days and months, even in notes;
- 1990s, not 1990's; the sixties, not the 60s;
- nineteenth (not 19th) century;
- January 1990, not January, 1990;
- use consistent forms for dates (January 1, 1990, or 1 January 1990; never January 1st, 1990)
- 1912-1990 is the preferred form for life spans;
- 1988-90 is the preferred form for spans of years within a century. *Exceptions:* if the first year ends with 00, the second should be given in full (1900-1901); if the span occurs within the first decade of a century, only one numeral is given after the dash (1901-2);
- do not use the words "from" or "between" to introduce a hyphenated span of years.

Numbers

- spell out ordinal numbers (first, ninety-ninth; not 1st, 99th);
- spell out numbers of one or two digits in nontechnical texts (four o'clock in the morning, fourteen pages, forty-two dollars; but 4:00 a.m., page 14, 42.2 percent; 428 people, \$428, 4,280 pages; page 4280); in a statistical discussion, treat all numbers consistently (42 out of 428 were incorrect);
- use a comma in a number of four or more digits (1,000)
- spell out fractions (one-eighth);

- spell out very large round numbers (260 million, \$7.2 billion);
- use a zero to open decimal fractions (0.2);
- leave spaces before and after the colon in a ratio (1 : 1);
- avoid use of % within text (write out: 28.6 percent);
- do not begin a sentence with a numeral;