**Citation Guidelines for Global Studies**

**Chicago Manual Style: Author-Date Style (no footnote number—parenthetical citation in text)**

* *Book*
	+ - One author, for in-text citation:

(Pollan 2006, 99-100)

* + - One author, for reference list:

Pollan, Michael. 2006. *The Omnivore’s Dilemma A Natural History of Four Meals.* New York: Penguin.

* *Journal Article*
	+ - For in-text citation:

(Weinstein 2009, 440).

* + - For reference list:

Weinstein, Joshua I. 2009. “The Market in Plato’s Republic.” *Classical Philology* 104: 439-58.

* *Website*
	+ - For in-text citation:

(Google 2009)

* + - For reference list:

Google. 2009. “Google Privacy Policy.” Last modified March 11.

<http://www.google.com/intl/en/privacypolicy.html>.

* *For more Chicago Manual help:*

<http://www.chicagomanualofstyle.org/tools_citationguide.html>

**Turabian Style**

* *Book with a numbered footnote*
	+ - One author, numbered footnote, first and second use:
1. Malcolm Gladwell, *The Tipping Point: How Little Things Can Make a Big Difference* (Boston: Little, Brown 2000), 64-65.
2. Gladwell, *Tipping Point,* 71.
	* + For bibliography:

Gladwell, Malcolm. *The Tipping Point: How Little Things Can Make a Big Difference.* Boston: Little, Brown, 2000.

-Note that in the bibliography, it is alphabetized by last name, while the footnote is first name, last name.

* *Newspaper or Journal Article*
	+ - Article in a print journal, footnote, first and second use:
1. Alexandra Bogren, “Gender and Alcohol: The Swedish Press Debate.” *Journal of Gender Studies* 20, no.2 (June 2011): 155-69.
2. Bogren, “Gender and Alcohol,” 157.
	* + For bibliography:

Bogren, Alexandra. “Gender and Alcohol: The Swedish Press Debate.” *Journal of Gender Studies* 20, no. 2 (June 2011): 155-69.

* *Website*
	+ - Footnote, first and second use:
1. “Privacy Policy,” Google Policies & Principles, last modified July 27, 2012, accessed January 3, 2013, http://www.google.com/policies/privacy/.
2. Google, “Privacy Policy.”
	* + For bibliography:

Google. “Privacy Policy.” Google Policies & Principles. Last modified July 27, 2012. Accessed January 3, 2013. http://www.google.com/policies/privacy/.

* *For more Turabian help:*

<http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html>

**MLA Style**

* *Book*
	+ - One author, for works cited page:
1. Gleick, James. *Chaos: Making a New Science.* New York: Penguin, 1987. Print.
	* + For in-text citation:

(Wordsworth 263)

Or can include author’s name in the sentence with the page number in parentheses.

* *Journal Article*
	+ - For works cited page:

Bachi, Alaknanda. “Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi’s *Bashai Tudu*.” *Tulsa Studies in Women’s Literature* 15.1 (1996): 41-50. Print.

* + - For in-text citation:

(Author, Page)

(“Impact of Global Warming” 6)🡪 using the title of the work

* *Website*
	+ - An entire website, for works cited page:

Editor, author or compiler. *Name of Site.* Version number. Name of institution

affiliated with the site (sponsor or publisher), date of creation. Medium of publication. Date of access.

*The Purdue OWL Family of Sites.* The Writing Lab and OWL at Purdue and Purdue U, 2008. Web. 23 Apr. 2008.

* + - A page on a website for works cited

Lundman, Susan. “How to Make Vegetarian Chili.” *eHow.* Demand Media, n.d. Web. 6 July 2015

* + - In-text citation uses author name or title and page number if available
* *For more MLA help:*

<https://owl.english.purdue.edu/owl/resource/747/1/>

**Government Department Requirements**

* **Citations and Lists of References or Bibliographies.**

Citations serve two purposes. First, they are necessary to give credit to the individual or individuals who originated an idea. That is a basic principle of academic honesty. Second, they allow the reader to go to your source to learn more about your subject. That is part of the reason why accuracy in citing the specific source on which you are drawing is so important.

Political science books and journals—and thus most political scientists—use one of two means of citing sources. Most books and journals use embedded references with a full list of references used in a work at the end of the document. This system is also preferred in economics, psychology, and most of the natural sciences (though the specific format varies by discipline). The reason that this system is preferred is so that references do not interrupt the flow of an argument. When using embedded references, footnotes are reserved for substantive matters that are often tangential to the argument in the book or article. Some political science journals and publishers—and some political scientists—prefer traditional footnotes; these are still used in many history journals and most of the humanities. Before giving examples of these formats, we want to present information on three specific types of sources that you may encounter other than traditional books and articles:

a. **Electronic Resources**: The general rules for the content of notes apply to any electronic sources that you consult online. Citations to these sources should include, when available: author name, title of article or entry, name of the website or weblog, date posted, and the Uniform Resource Locator (URL), as well as the date on which you last accessed this online source. The URL is particularly important and should direct the reader not simply to a website, but to the specific page or location where the material is found. It is therefore never sufficient to provide the general URL for a website (e.g., <http://www.colby.edu>). Instead, you should include the URL of the particular page where you found the material (e.g., <http://www.colby.edu/colby.mag/issues/64/article/1435/vietnam-then-and-now/>). This approach also applies to online videos or other online content to which you make reference. So, for example, a citation to an online video posted on YouTube should include the title of the video and specific URL where that video can be accessed. As more books become available in digital format, either through the library or your own purchases, you should take note of the differences between digital or “electronic” versions and the printed versions. In the case of ebooks, the basic format used for citing a book is used. The citation, however, should make clear that you were using the electronic version of the book. For example, if you are using the electronic version of *The Liberal Hour* by Professors Mackenzie and Weisbrot, your citation should include, after the date of publication, Ebook followed by a period or the specific format—Kindle pdf—followed by a period. Some electronic versions of books do not include page numbers. If not, you should include the location number, which is found on the bottom rule (e.g. loc. 6210) to denote the place in the text where the material you are citing is found.

b. **Court Cases**: Law reviews and legal journals use a somewhat different format from those used in political science books and journals. For Government Department papers, the first time a court case is mentioned in a text, cite the legal reference, e.g., *Citizens United v. Federal Election Commission*, 558 U.S. 310 (2010). [Court cases are cited by the name of the case, the volume of the court reports in which the case is published—in this case the *U.S. Reports* that contain Supreme Court cases—the page number on which the opinion begins, and the year of the decision noted in parentheses.] Thereafter refer to the case by its abbreviated title, e.g., *Citizens United*. Page numbers in the reference refer to the first page if you are citing the entire case, to the specific page quoted if you are quoting from or referring to a specific page. Please note that “versus” is always abbreviated in the way noted herein, never as “vs.”

c. **Government Documents and Hearings**: Legislative reports and hearings represent another instance in which legal and political science methods of citation differ. For the purposes of Government Department papers, what is most noteworthy is that cites to these materials typically include standard abbreviations that are used in the references. The standard abbreviations include “Cong.” (Congress), “H.” or “H.R. Rep.” (House or House of Representatives Report), and “S.” or” S. Rep.” (Senate or Senate Report). Cites to congressional materials, whether a record of legislative testimony or a report or document, typically include the committee, the published title of the hearing or report, the number and session of the Congress, the date (in parentheses) and page number. In accordance with the *Chicago Manual of Style*, the particular speaker’s name is noted in parentheses at the end of the note. So, for example, a bill proposed in the House of Representatives would be cited as:

 Homeland Security Act of 2002, H.R. 5005, 107th Cong., 2nd Sess. (2002).

 A published congressional hearing would be cited as:

 Select Comm. on Homeland Security, *Homeland Security Act of 2002: Hearings on H.R. 5005*, 107th Cong., 2nd Sess. (2002).

 A published congressional report would be cited as:

 Select Comm. on Homeland Security, *Homeland Security Act of 2002*, H.R. Rep. No. 107-609 (2002