**FORMAT AND SUBMISSION GUIDELINES FOR GOVERNMENT PAPERS**

In order to make paper submission easier for students in Government courses, the Department has adopted the following guidelines.

1. **Filename format.** No consensus exists on how one should name files. However, you might think about these guidelines. The goal of a filename is to identify a file so that those who use the file, the author and any readers, know what is in it. If you name a file “term paper,” that is not very helpful to your professor (nor to you, as we assume you will have more than one term paper in your Colby career). Think of this model: course-lastname-short title-date. For example, if Jane Morgan is writing a paper for Interest Group Politics on the National Rifle Association, the draft she completes on March 2, 2014 would be called: GO210-Morgan-NRA-03-02-14.

The file will be saved as GO210-Morgan-NRA-03-02-14.doc (or docx) . When Jane works on the paper again, she should save it and change the date; when she submits the final version of the paper, she should change the last part from a date to “final.” (If there are two Morgans in the course, Jane should start her filename “Morganj” or some other way to distinguish her work.)

2. **Paper format.** Individual professors have their own preferences regarding paper format. If a professor does not inform you of his or her own preferences, you should follow these guidelines. Papers should be double-spaced in font no smaller than 10 point. You should have adequate margins (c. 1” is standard) at the right and at the left. Do not change the default options for the top and bottom margins. Some of us require that papers be submitted electronically. No more is needed. For hardcopy papers, most professors prefer that you print on one-side only. (We understand the environmental concern here, but we want to have adequate room to write comments.) Pages must be numbered.

3. **Academic Honesty**. In the Colby College catalogue, the first of the core values of the College is presented in this manner:

Intellectual integrity is a fundamental value of all academic institutions and is at the heart of the primary teaching, learning, and research activities of the College. Misrepresenting one's work, using sources without appropriate attribution, and giving or receiving unauthorized aid on assignments and examinations are dishonest acts that violate the core value of intellectual integrity.

We as a department believe that we admit students who share that basic value. We also believe that many students have questions about how and when to use sources as gray areas arise. We each spend a good deal of time on this question in our classes. But, to be certain you are clear about issues of academic honesty, we strongly suggest that you visit the website <https://www.indiana.edu/~istd/definition.html> , which presents a tutorial on plagiarism and an online test to ascertain whether you have learned from the tutorial or not. There is a certificate that can be printed out for scoring 100% on the test. You can retake the test if you make errors. That tutorial and the test should be a start, but not the entirety, of your understanding of issues related to academic honesty.

Penalties for plagiarism are—and should be—severe. The exact penalty depends on the extent of the plagiarism and the professor’s understanding regarding student intent. Generally, penalties range from a zero on the paper to automatic failure in the course. In all cases, plagiarism as academic dishonesty will be reported to the Dean of Students Office, as is every professor’s responsibility.

 4. **Late papers.** Some of us are more lenient and some are more strict concerning late papers. If a penalty is specified in the syllabus—usually ranging from a plus or minus to half a grade a day—that penalty will be enforced. Those of us who feel extensions should not be granted (except for truly exceptional circumstances) do not mean “except for you.” We all agree that late papers tend to be hurried and generally are not as strong as papers worked on throughout a term and turned in on time.

5. **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).

We do not care which of the two systems you use. What we do care about is that you use whichever system you use correctly. If you want a full explanation of each method, go to the *Chicago Manual of Style*, now in its 16th edition. You will find examples that you can follow, first for embedded citations, starting on page 4, and then, starting on page 8, for footnotes. N.B. Different scholars have different methods of keeping track of their sources. A good principle is to keep a file of every source you use, with its full reference, and to do so in the format you will use in your final paper. Those of you who are likely to write many papers using many of the same sources might benefit from learning to use Endnote or a similar package that allows you to build a library of your references (and to change formats for presentation if that becomes necessary because of a professor’s preference).

**Embedded References**

(as used in the *American Political Science Review*)

**Placement:** Embedded references are placed in one of three places:

1. After the sentence in which the reference has been used, before the period (either with or without a page number, depending on whether a specific page has been cited). Example: Understanding regional politics is crucial in analyzing democratization in post-Communist Europe (Yoder 2010).
2. After the name is cited in a sentence referring to an author’s work. Example: Mackenzie and Weisbrot (2008) discuss the emergence of liberal politics during the 1960s.
3. After the quotation, but before the punctuation mark, when citing a direct quotation. Example: The pre-1968 Democratic nominating process “revealed by the McGovern-Fraser Commission seems unbelievable by today’s standards” (Maisel and Brewer 2013, 237).

**Format of embedded references.** The general format for embedded references is (lastname year); if a specific page is referenced, either because a direct quotation is used or because the reference appears on one page of a work, the format becomes (lastname year, page). If you are citing more than one reference from the same author published in the same year, mark the first one “a,” the second one “b,” etc., e.g. (Smith 2012a; Smith 2012b). N.B. No punctuation between the last name and the year; a comma but no “p.” to denote the page. If more than one source is cited, put them in chronological order and separate them with a semi-colon. Here are a number of examples to demonstrate different types of references:

1. **Single-authored book or an article of any kind:** (Reisert 2009) or (Hatch 2010; Seay 2010; Mayka 2011; Rodman 2012).
2. **Two authors for a book or an article:** (Shea and Fiorina 2013) or (Denoeux and Desfosses 2007).
3. **More than two authors:** (Corrado et al. 2005) or (Stone et al. 2010).

**Format for List of References with embedded references**. The works cited above fall into various categories of published works. Your List of References should include all of the works you cite and all other works you have used in your research; the list should appear in alphabetical order by last name. If an author has two or more works, they should appear in chronological order, with the oldest first. As noted above, if the author has two or more articles published in the same year, they should be labeled 2013a, 2013b, etc., both in the embedded reference and in the list. If an author has some entries as a single author and others with co-authors, the single-authored piece(s) appear first; multi-authored pieces appear in alphabetical order by the last name of the second author.

The generalized format for your List of References (which is what it is called in this format) is:

Lastname, Firstname Middleinitial. Date. *Title*. Publication information.

If the piece has more than one author, the format is:

Lastname, Firstname Middleinitial. and Firstname Middleinitial. Lastname. Date.

 The “and” comes only before the final name in multi-authored pieces. Book titles, journal titles, and magazine and newspaper names should be in italics; articles and chapters should be in quotation marks. (Underlining serves the same purpose as italics; underlining is, in fact, a vestige of typewriters, so italics is preferred.) Below are examples of the types of works you might cite:

1. **Single-authored journal article:**

Yoder, Jennifer A. 2010. “The Integration and Influence of Eastern German Elites in Politics after 1989.” *German Studies Review* 33 (3): 549-564.

1. **Two or more authored journal article:**

Denoeux, Guilain P. and Helen Desfosses. 2007. “Rethinking the Moroccan Parliament: The Kingdom’s Legislative Development Imperative.” *The Journal of North African Studies* 12 (1): 79-108.

**3.** **Single-authored book chapter:**

Reisert, Joseph R. 2009. “Xenophon on Gentlemanliness and Friendship.“ In *The Art of Rule: Essays in Honor of Harvey C. Mansfield*, ed. Mary Ann McGrail and Sharon Krause. Boston: Lexington Books.

**4.** **Two or more authored book chapter:** Shea, Daniel M., J. Cherie Strachan, and Michael Wolf. 2013. “Local Party Viability, Goals and Objectives in the Information Age. ” In *The Parties Respond*, 5th edition, ed. Mark D. Brewer and L. Sandy Maisel. Boulder, CO: Westview/Perseus.

5. **Convention papers.**

Mayka, Lindsay. 2011. “Ambiguous Reform: Participatory Institutions and the Restructuring of Social Assistance in Brazil.” Presented at the Annual Meeting of the American Political Science Association Annual Meeting, Seattle.

**6.** **Policy papers, etc.**

 Garrett, Nicholas and Laura Seay. 2010. “Trade, Development, and Peacebuilding in the African Great Lakes the Role of the Minerals Sector.” Commissioned by the Accord Cross- Border Project. Accord Issue 22, Paix Sans Frontieres: Building Peace Across Borders. Last accessed at

 <http://www.c-r.org/our-work/accord/cross-borderproject/african-great-lakes.php> , January 10, 2013.

**7. Newspaper articles.**

Reisert, Joseph R. 2011. “Supreme Court between hard place, rock on matter of legislative prayer.” *Kennebec Journal,*  November 15. Last accessed at <http://www.kjonline.com/opinion/JOSEPH_REISERT__Supreme_Court_between_hard_place__rock_on_matter_of_legislative_prayer_.html> on January 24, 2014.

**8. Magazines.**

Mackenzie, G. Calvin. 2013. "Vietnam: Then and Now." *Colby,* Spring. Last accessed at <http://www.colby.edu/colby.mag/issues/64/article/1435/vietnam-then-and-now/> on January 24, 2014.

**9.** **Single-authored books.**

Hatch, Walter F. 2010. *Asia’s Flying Geese: How Regionalization Shapes Japan.* Ithaca, NY:Cornell University Press.

**10.** **Two authors of books.**

Mackenzie, G. Calvin and Robert S. Weisbrot. 2008. *The Liberal Hour: Washington and the Politics of Change in the 1960s* . New York: Penguin Books.

**11. Multi-authored books.**

Corrado, Anthony J., Thomas E. Mann, Daniel R. Ortiz, and Trevor Potter, eds. 2005. *The New Campaign Finance Sourcebook*. Washington: Brookings Institution Press.

If these works and others cited above (or in the section below) were to appear in a List of References, the page would look like this:

**List of References**

Corrado, Anthony J. 2013. “Fundraising Strategies in the 2012 Presidential Campaign.” In *Campaigns and Elections American Style*, 4th edition, ed. James A. Thurber and Candice J. Nelson. Boulder, CO: Westview Press.

Corrado, Anthony J., Thomas E. Mann, Daniel R. Ortiz, and Trevor Potter, eds. 2005. *The New Campaign Finance Sourcebook*. Washington: Brookings Institution Press.

Denoeux, Guilain P. 1993. *Urban Unrest in the Middle East* . Albany: State University Press of New York.

Denoeux, Guilain P. and Helen Desfosses. 2007. “Rethinking the Moroccan Parliament: The Kingdom’s Legislative Development Imperative.” *The Journal of North African Studies* 12 (1): 79-108.

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Hatch, Walter F. 2005. “Transplanting Keiretsu: Empirical Evidence from Southeast Asia’s Automobile Industry.” *The Japanese Economy* 33 (2): 54-66.

Hatch, Walter F. 2010. *Asia’s Flying Geese: How Regionalization Shapes Japan.* Ithaca, NY:Cornell University Press.

Mackenzie, G. Calvin. 2013. "Vietnam: Then and Now." *Colby,* Spring. Last accessed at <http://www.colby.edu/colby.mag/issues/64/article/1435/vietnam-then-and-now/> on January 24, 2014

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Maisel, L. Sandy and Mark D. Brewer. 2013. *Parties and Elections in America: The Electoral Process* , 6th ed. Lanham, MD: Rowman & Littlefield.

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Mayka, Lindsay. 2014. “Strengthening Citizenship through Institutional Weakness.” Working Paper, Waterville, ME .

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Rodman, Kenneth A. 2012. "Why the ICC Should Operate within Peace Processes." *Ethics & International Affairs* 26:2 (Spring ):. 59-71.

Rodman, Kenneth A. and Petie Booth. 2014. "Manipulated Commitments: The International Criminal Court in Uganda." *Human Rights Quarterly* 35 ( 2 ): 271-303. Last accessed at <http://muse.jhu.edu/> on January 24, 2014.

Seay, Laura. 2011. “After Peace: Education, Non-State Actors, and the Erosion of State Authority in the Eastern Congo.” In *L’Afrique des Grands Lacs: Annuaire 2010-1*, ed. Stefaan Maryise, Filip Reyntjens, and Stef Vandeginste. Paris: L’Harmattan.

Shea, Daniel M. and Morris P. Fiorina, eds. 2013. *Can We Talk?: The Rise of Rude, Nasty, Stubborn Politics*. New York: Pearson.

Shea, Daniel M., J. Cherie Strachan, and Michael Wolf. 2013. “Local Party Viability, Goals and Objectives in the Information Age. ” In *The Parties Respond*, 5th edition, ed. Mark D. Brewer and L. Sandy Maisel. Boulder, CO: Westview/Perseus.

Stone, Walter J., Sarah A. Fulton, Cherie D. Maestas, and L. Sandy Maisel. 2010. “Incumbency Reconsidered: Prospects, Strategic Retirement, and Incumbent Quality in U.S. House Elections.” *Journal of Politics*  72 (1): 178–190.

Yoder, Jennifer A. 2010. “The Integration and Influence of Eastern German Elites in Politics after 1989.” *German Studies Review* 33 (3): 549-564.

Yoder, Jennifer A. 2013. *Crafting Democracy: Regional Politics in Post-Communist Europe* . Lanham, MD: Rowman & Littlefield.

**Traditional Footnotes**

(as appear in the *Political Science Quarterly)*

**Placement:** Traditional footnotes are referenced at the end of the sentence in which they appear. One footnote can refer to more than one source. One never calls out two footnotes at the same point in a paper. Here are two examples.

1. Understanding regional politics is crucial in analyzing democratization in post-Communist Europe.[[1]](#footnote-1)
2. The pre-1968 Democratic nominating process “revealed by the McGovern-Fraser Commission seems unbelievable by today’s standards.”[[2]](#footnote-2)

**Format of footnotes.** First, note the placement of the superscripted numbers above. The number goes after the period in the first case. In the case of direct quotations, the period (or a comma) always goes inside the quotation mark; the superscripted number goes after the closing quotation mark. The generalized format for footnotes in this format is: firstname middleinitial lastname, title, publication information. See the examples below and be mindful of the differences in citing books, book chapters, and journal articles.

In this format, there are two options for second and subsequent references to the same work. The more traditional format uses *ibid.* when the reference is to the exact same reference as the footnote immediately preceding a note. If the page changes, or if there is an interceding footnote, the format is lastname, *op. cit.,* page. N.B. *Ibid.* and *op. cit.* are italicized; *ibid.*  will be capitalized, only because it is the first word in a footnote. (*Ibid.* if the abbreviation for the Latin word for “the same”; *op cit.* is the abbreviation for the Latin words “word cited.” Because they are foreign words, they are italicized; because they are abbreviations, they are followed by a period.) It is easier—and just as acceptable—for second references to the work by an author to use lastname, page. If you are citing more than one work by the same author, use lastname, shorttitle, page. You do not use “p.” before the page number; shorttitle is a two or three word abbreviation of the author’s work that allows the reader to distinguish between the works you have cited.

In the traditional footnote format, the formatting for names is always first name first; if there are multiple authors, separate them with commas, with an “and” before the last one. The format for books, book chapters, and journal articles do not change regardless of the number of authors. Below are some examples for you to follow for footnotes:

**1. Single-authored book:** Guilain P. Denoeux, *Urban Unrest in the Middle East* (Albany: State University Press of New York, 1993)

**2. Single-authored chapter in a book:** Laura Seay, “After Peace: Education, Non-State Actors, and the Erosion of State Authority in the Eastern Congo,” in Stefaan Maryise, Filip Reyntjens, and Stef Vandeginste, eds., *L’Afrique des Grands Lacs: Annuaire 2010-1* (Paris: L’Harmattan, 2011).

**3. Single-authored journal article:** Kenneth A. Rodman, "Why the ICC Should Operate within Peace Processes," *Ethics & International Affairs* 26, no. 2 (Spring 2012 ): 59-71.

**4. Two authors:** Daniel N. Shea and Morris P. Fiorina, [then follow format from above for book, chapter, or article].

**5. Multiple authors:** Walter J. Stone et al., [then follow format from above for book, chapter, or article].

**6. Policy papers, convention papers, magazines, and newspaper.** Use commas throughout to separate name, title of piece, place of publication, how and when accessed.

**Format for Bibliography for format using footnotes**. The works cited above fall into various categories of published works. Some journals in political science have you cite all authors; names in multi-authored entries in the footnotes and do not include a Bibliography. For Government Department papers, your Bibliography should include all of the works you cite and all other works you have used in your research; the list should appear in alphabetical order by last name. If an author has two or more works, they should appear in chronological order, with the oldest first. If the author has two or more articles published in the same year, they should be listed alphabetically by title of the article or book. If an author has some entries as a single author and others with co-authors, a single-authored piece appears first; multi-authored pieces appear in alphabetical order by the last name of the second author.

The generalized format for your Bibliography (which is what it is called in this format) is:

Lastname, Firstname Middleinitial. Title. Publication information.

If the piece has more than one author, the format is:

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Hatch, Walter F. *Asia’s Flying Geese: How Regionalization Shapes Japan.* Ithaca, NY:Cornell University Press, 2010.

Mackenzie, G. Calvin. "Vietnam: Then and Now." *Colby,* Spring, 2013. Last accessed at <http://www.colby.edu/colby.mag/issues/64/article/1435/vietnam-then-and-now/> on January 24, 2014.

Mackenzie, G. Calvin and Robert S. Weisbrot. *The Liberal Hour: Washington and the Politics of Change in the 1960s*. New York : Penguin Books, 2008.

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