

Quick Guide to Citing Sources in Political Science Papers

When writing political science papers, you must cite the sources you use to construct and defend your argument. Often professors will either tell you a specific method to use (Chicago, MLA, etc.) or will allow you to choose your method as long as you are consistent. Do NOT make up your own method of citation – learning to use citation methods is an important skill to develop for your academic career. There are three standard methods of citation: 1) in-text/parenthetical, 2) footnotes, and 3) endnotes. Your method choice will largely depend on the kind and number of sources that you are using.

For additional information regarding the specific styles, see the following online resources:

- MLA: <http://www.lib.washington.edu/help/guides/44mla.pdf>
- Chicago: http://www.chicagomanualofstyle.org/tools_citationguide.html
 - Please note that Chicago includes both in-text citations (referred to as ‘author-date’) and the ‘notes-bibliography’ system that uses endnotes or footnotes.)

1) In-text Citations

An in-text citation is a brief reference to the source that appears in the text, providing information about the source without interrupting the flow of argument. An in-text citation should immediately follow the quote or other material to be cited. It should be placed *after* the last quotation mark and *before* the period. The citation itself should appear in parenthesis. It usually requires only the last name of the author(s), year of publication, and page or chapter numbers. If the reference is to the entire work as a whole, you may leave out the page or chapter numbers. No comma separates the author and date, though a comma is typically used before the page number.

For example:

- “In the parenthetical, or author-date, reference system recommended in this manual, citations in running text consist of two basic elements—authors’ names and dates of publication—usually in parentheses” (Turabian 1996, p. 175).

This kind of citation is commonly used in Political Theory papers, where you may refer to only one or two sources, and they are books or scholarly articles. In-text citations MUST be accompanied by a full bibliography so the reader can access the full citation.

2) Footnotes and Endnotes

Footnotes and endnotes are other ways of pointing a reader towards your source: footnotes are a small superscript number that directs the reader to source information at the *bottom of the page* (at the “foot” of the page), while endnotes use the same style of notation, but direct the reader to source information at the *end of the paper*. Most software programs will automatically insert and place your footnotes or endnotes for you. (In Word, use the “Insert” menu to place footnotes or endnotes; for Word 2007, use the “References” tab. NB: You can switch back and forth from footnotes to endnotes by clicking your cursor into either the foot- or endnote, and then right-clicking. Once there, click “Note Options,” where you will see “Convert...”)

For example:

- “Notes documenting the text, and corresponding to reference numbers in the text, are properly called *footnotes* when they are printed at the foot of the page and *notes* or *endnotes* (sometimes *backnotes*) when they are printed at the back of a book, at the end of a chapter, or at the end of an article in a journal.”¹

Footnotes and endnotes are useful when you use a variety of sources, because parenthetical citations with many sources can severely disrupt the flow of your paper. Endnotes are especially useful in ensuring that you are able to use the majority of your pages to present your argument rather than your sources, but check with your professors to see if they include footnotes/endnotes/bibliography in the page limit.

Bibliography/Sources Consulted

In-text citations, footnotes and endnotes direct attention to specific points in your sources and provide complete source information to aid further research (In some cases, if you use footnotes or endnotes, an additional bibliography is not required.)

The examples that follow show proper forms for common kinds of references. List all references, sorted alphabetically by the author’s last name. Give the full first name, instead of an initial, unless the author is widely known by the first initials. Double-space between entries and indent all lines after the first in each entry. When there are several works by the same author, place them in chronological order, with the earliest publication first, repeating the name of the author with each new entry.

Book - One Author²

- Kessel, John H. 1968. *The Goldwater Coalition: Republican Strategies in 1964*. Indianapolis: Bobbs-Merrill.

The author’s name and date - the bits of information in the citation - appear first, followed by the book title, place of publication, and the publisher. If the city is well-known, there is no need to identify the state (or DC). Use postal acronyms for states (MA, OH). Chapter and page numbers should be in the citations, not the references.

Book - Two Authors

- Sorauf, Frank J., and Paul Allen Beck. 1988. *Party Politics in America*. 6th ed. Glenview, IL: Scott Foresman.

Chapter in Multiauthor Collection

- Hermann, Margaret G. 1984. “The Party Organization and Its Activities.” In *Approaches to the Study of Party Organization*, ed. William J. Crotty. Boston: Allyn & Bacon.

Do not use a form analogous to this one for a chapter in a single author book. Rather, indicate the whole book and specify the chapter in the citation.

¹ *The Chicago Manual of Style, Thirteenth Edition, Revised and Expanded* (Chicago, IL: The University of Chicago Press, 1982): 405.

² Each of these references is shown using MLA format. For Chicago style, move the date to the end of the citation (see specific style guides for more information).

Edited Collections

- Ball, Terence, James Farr, and Russell L. Hanson, eds. 1988. *Political Innovation and Conceptual Change*. New York: Cambridge University Press.

Note that the first author's name is listed with the last name first while the remaining authors are listed first name then last name.

Government Documents³

- U.S. Congress. Senate. Committee on Foreign Relations. 1956. *The Mutual Security Act*. 84th Cong., 2d sess., S. Rept. 2273.

For Congressional Reports and Documents, the reference begins with U.S. Congress, followed by any committee, year, title, Congress, sessions, and report or document number of committee print number. Include bills and resolutions and publications by commissions in this category.

Journal Articles

- Aldrich, John H. 1980. "A Dynamic Model of Presidential Nomination Campaigns." *American Political Science Review* 74:651-69.

The article title takes headline capitalization regardless of how it was handled in the actual journal. Allow no space between the colon and the page numbers.

Magazine Articles

- Prufer, Olaf. 1964. "The Hopewell Cult." *Scientific American*, December.

References to popular magazines require only the author, year, article title, magazine title, month, and day (for a weekly or bimonthly).

***** Note that all citations from electronic sources require that you record when you accessed the sources (as indicated by the date in parentheses at the end of the citation).*****

Citations from a Web Site

- "The Triangle Factory Fire." Cornell University/ILR School. <http://www.ilr.cornell.edu/Trianglefire/> (accessed November 17, 2010).

Article from a News Service

- Associated Press. 28 Oct. 1998 "Trade Order Could Help U.S. Apples Sell in Japan." *The Seattle Times Online*. <http://archives.seattletimes.com/cgi-bin/taxis/web/vortex/display?slug=trad&date=19981028&query=apples> (accessed April 4, 1998).

Electronic Copy of a Journal Article Retrieved from Database

- Lee, M., and R. Larsen. 2002. "The Korean 'Examination Hell': Long Hours of Studying, Distress, and Depression." *Journal of Youth and Adolescence* 29 (accessed November 8, 2001).

³ For more detail, see Kate L. Turabian's *Manual for Writers of Term Papers, Theses and Dissertations*, chapter 12.