

The Political Science Student Writer's Manual

Fifth Edition

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◆ CHAPTER 4 ◆

Citing Sources

4.1 THE APSA AUTHOR-DATE SYSTEM

One of your most important jobs as a research writer is to document your use of source material carefully and clearly. Failure to do so will cause your reader confusion, damage the effectiveness of your paper, and perhaps make you vulnerable to a charge of plagiarism. Proper documentation is more than just good form. It is a powerful indicator of your own commitment to scholarship and the sense of authority that you bring to your writing. Good documentation demonstrates your expertise as a researcher and increases your reader's trust in you and your work.

Unfortunately, as anybody who has ever written a research paper knows, getting the documentation right can be a frustrating, confusing job, especially for the writer who is not familiar with the citation system. Positioning each element of a single reference citation accurately can require a lot of time looking through the style manual. Even before you begin to work on the specific citations, there are important questions of style and format to answer.

What to Document

You must always credit direct quotes, as well as certain kinds of paraphrased material. Information that is basic—important dates, universally acknowledged facts or commonly held opinions—need not be cited. Information that is not widely known, however, should receive documentation. This type of material includes ideas, evaluations, critiques, and descriptions original to your source.

What if you are unsure whether a certain fact is an academic “given” or sufficiently unique to warrant attribution to your source? You are, after all, probably a newcomer to the field in which you are conducting your research. If in doubt, supply the documentation. It is better to overdocument than to fail to do justice to a source.

The Choice of Style

Whereas the question of which documentation style to use may be decided for you by your instructor, others may allow you a choice. There are several styles available, each designed to meet the needs of researchers in particular fields. The reference systems approved by the Modern Language Association (MLA) and the American Psychological Association (APA) are often used in the humanities and the social sciences and could serve the needs of the political science writer, but this manual offers the style most likely to be appropriate for political science papers: the APSA Author-Date System.

The American Political Science Association (APSA) has adopted a modification of the style elaborated in the *Chicago Manual of Style (CMS)*, perhaps the most universally approved of all documentation authorities. One of the advantages of using the APSA style, which is outlined in an APSA pamphlet entitled *Style Manual for Political Science* (1993, revised 2005), is that it is designed to guide the professional political scientist in preparing a manuscript for submission to the *American Political Science Review*, the journal of the American Political Science Association and the most influential political science journal in publication. Learning the APSA documentation style, then, offers you as a student another crucial connection to the world of the political scientist. For this reason, there are models below of formats described in the *APSA Style Manual* in addition to other models found only in the *CMS*.

NOTE. The *APSA Style Manual* for Political Science covers only certain basic reference and bibliographical models. For other models and for more detailed suggestions about referencing format, the 2005 revised edition of the *APSA Style Manual* refers readers to the “latest edition” of the *CMS*, which in 2005 was the fifteenth (2003). The formats below are based on APSA guidelines, whenever such guidelines are available. Otherwise, the formats follow models taken from the fifteenth (2003) edition of the *CMS*, and, when necessary, from the more exhaustive fourteenth (1993) edition. Models based on the *CMS* are identified as such, with section numbers for relevant passages in the *CMS* given in parentheses, preceded by the number of the edition. For example, *CMS* 15 (17.288) refers to the 288th section of Chapter 17 in the fifteenth edition of the *Chicago Manual of Style*, a section that shows how to cite source material taken from the United States Constitution.

The Importance of Consistency

The most important rule regarding documentation of your work is to be *consistent*. Sloppy referencing undermines your reader's trust and does a disservice to the writers whose work you are incorporating into your own argument. And from a purely practical standpoint, inconsistent referencing can severely damage your grade.

Using the Style Manual

Read through the guidelines in the following pages before trying to use them to structure your notes. Unpracticed student researchers tend to ignore this section of the

style manual until the moment the first note has to be worked out, and then they skim through the examples looking for the one that perfectly corresponds to the immediate case in hand. But most style manuals do not include every possible documentation model, so the writer must piece together a coherent reference out of elements from several examples. Reading through all the examples before using them gives you a feel for the placement of information in citations or different kinds of sources—such as magazine articles, book chapters, government documents, and electronic texts—as well as for how the referencing system works in general.

In the author-date system of citation, a note is placed in parentheses within the text, following the passage where the source material appears. In order not to distract the reader from the argument, the reference is as brief as possible, containing just enough information to refer the reader to the full citation in the reference list following the text. Usually the minimum information necessary is the author's last name, and the date of the publication of the source, and if you are referring to a specific passage instead of the entire work, the page number(s) of the passage you are using. As indicated by the models below, this information can be given in a number of ways.

Models of full citations that correspond to these parenthetical text references are given in the subsection that begins on page 66. A sample reference list appears on page 73.

The Author-Date System: Citations

Author, Date, and Page in Parentheses

Several critics found the senator's remarks to be, in the words of one, "hopelessly off the mark and dangerously incendiary" (Northrup 2006, 28).

Note that, when it appears at the end of a sentence, the parenthetical reference is placed inside the period.

Page and Chapter in Notes

A text citation may refer to an entire article, in which case you need not include page numbers, since they are given in the reference list at the end of the paper. However, you will sometimes need to cite specific page and chapter numbers, which follow the date, and are preceded by a comma and, in the case of a chapter, the abbreviation *chap.* Note that you do not use the abbreviation *p.* or *pp.* when referring to page numbers.

Page Numbers

Randalson (2004, 84–86) provides a brief but coherent description of the bill's evolution.

Chapter Numbers

Collins (2006, chaps. 9, 10) discusses at length the structure of the Roman senate.

Author and Date in Text

The following example focuses the reader's attention on Northrup's article:

For a highly critical review of the senator's performance, see Northrup 2006 (28).

Author in the Text, Date and Page in Parentheses

Here the emphasis is on the author, for only Northrup's name is within the grammar of the sentence:

Northrup (2006, 28) called the senator's remarks "hopelessly off the mark and dangerously incendiary."

Source with Two Authors

The administration's efforts at reforming the education system are drawing more praise than condemnation (Younger and Petty 2005).

Notice that the names are not necessarily arranged alphabetically. Use the order that the authors themselves sanctioned on the title page of the book or article.

Source with Three Authors

Most of the farmers in the region support the cooperative's new pricing plan (Moore, Macrory, and Traylor 2004, 132).

Source with Four or More Authors

Place the Latin phrase *et al.*, meaning "and others," after the name of the first author. Note that the phrase appears in roman type, not italics, and is followed by a period:

According to Herring et al. (2004, 42), five builders backed out of the project due to doubts about the local economy.

More Than One Source

Note that the references are arranged alphabetically:

Several commentators have supported the council's decision to expand the ruling (Barrere 2004; Grady 2004; Payne 2004).

Two Authors with the Same Last Name

Use a first initial to differentiate two authors with the same last name.

Research suggests that few taxpayers will appreciate the new budget cuts (B. Grady 2005; L. Grady 2004).

Two Works by the Same Author

If two references by the same author appear in the same note, place a comma between the publication dates:

George (2005, 2004) argues for sweeping tax reform on the national level.

If the two works were published in the same year, differentiate them by adding lowercase letters to the publication dates. Be sure to add the letters to the reference list, too:

The commission's last five annual reports pointed out the same weaknesses in the structure of the city government (Estrada 2004a, 2004b).

Reprints

It is sometimes significant to note the date when an important text was first published, even if you are using a reprint of that work. In this case, the date of the first printing appears in brackets before the date of the reprint:

During that period, there were three advertising campaign strategies that were deemed potentially useful to political campaigners (Adams [1960] 2004, 12).

Classic Texts

You may use the author-date system to structure notes for classic texts, such as the Bible, standard translations of ancient Greek works, or numbers of *The Federalist Papers*, by citing the date and page numbers of the edition you are using. Or you may refer to these texts by using the systems by which they are subdivided. Since all editions of a classic text employ the same standard subdivisions, this reference method has the advantage of allowing your reader to find the citation in any published version of the text. For example, you may cite a biblical passage by referring to the particular book, chapter, and verse, all in roman type, with the translation given after the verse number. Titles of books of the Bible should be abbreviated.

"But the path of the just is as the shining light, that shineth more and more unto the perfect day" (Prov. 4:18 King James Version).

The Federalist Papers may be cited by their standard numbers:

Madison addresses the problem of factions in a republic (*Federalist* 10).

Public Documents

According to the 2005 revised edition of the APSA *Style Manual*, you may cite public documents using the standard author-date technique. The *Style Manual* recommends consulting the fourteenth edition of *CMS* (16.148-98) and Chapter 12 of the latest edition of Kate L. Turabian's *Manual for Writers of Term Papers, Theses, and Dissertations* (Univ. of Chicago Press, 2004) for more detailed information. While the 2005 APSA *Style Manual* provides models of reference list entries for a few types of government documents, neither it nor the fifteenth edition of *CMS* (2003) offers corresponding examples of parenthetical text citations. The following models are based, therefore, on information taken from the APSA *Style Manual* and from Chapters 15 and 16 of the fourteenth edition of *CMS* (1993).

Congressional Journals. Parenthetical text references to either the *Senate Journal* or the *House Journal* start with the journal title in place of the author, the session year, and, if applicable, the page:

Senator Jones endorsed the proposal as reworded by Senator Edward's committee (*U.S. Senate Journal* 2006, 24).

Congressional Debates. Congressional debates are printed in the daily issues of the *Congressional Record*, which are bound biweekly and then collected and bound at the end of the session. Whenever possible, you should consult the bound yearly collection instead of the biweekly compilations. Your parenthetical reference should begin with the title *Congressional Record* (or *Cong. Rec.*) in place of the author's name and include the year of the congressional session, the volume and part of the *Congressional Record*, and finally the page:

Rep. Valentine and Rep. Beechnut addressed the question of funding for secondary education (*Cong. Rec.* 1930, 72, pt. 8: 9012).

Congressional Reports and Documents. References to these reports and documents, which are numbered sequentially in one- or two-year periods, include the name of the body generating the material, the year, and the page:

Rep. Slavin promised from the floor to answer the charges against him within the next week (U.S. Congress. House 2006, 12-13).

NOTE. You may omit the *U.S.*, if it is clear from the context that you are referring to the United States. Whichever form you use, be sure to use it consistently, in both the notes and the reference list.

Bills and Resolutions

The recent ruling prohibits consular officials from rejecting visa requests out of hand (U.S. Congress. Senate. 2005).

Statutes

Citing to the Statutes at Large

Congress stipulates that any book deposited for copyright in the Library of Congress that suffers serious damage or deterioration due to age be rebound in library cloth (*Book Preservation Act*, 2006, *Statutes*).

Citing to the United States Code

Congress stipulates that any book deposited for copyright in the Library of Congress that suffers serious damage or deterioration due to age be rebound in library cloth (*Book Preservation Act*, 2006, *U.S. Code*).

United States Constitution. According to *CMS 14* (15.367), references to the United States Constitution include the number of the article or amendment, the section number, and the clause, if necessary:

The president has the power, in extraordinary circumstances, either to convene or to dismiss Congress (U.S. Constitution, art. 3, sec. 3).

It is not necessary to include the Constitution in the reference list.

Executive Department Documents. A reference to a report, bulletin, circular, or any other type of material issued by the executive department starts with the name of the agency issuing the document, although you may use the name of the author, if known:

Recent demographic projections suggest that city growth will continue to be lateral for several more years, as businesses flee downtown areas for the suburbs (Department of Labor 2004, 334).

Legal References

Supreme Court As with laws, court decisions are rarely given their own parenthetical text citation and reference list entry, but are instead identified in the text. If you wish to use a formal reference, however, you may place within the parentheses the title of the case, in italics, followed by the source (for cases after 1875 this is the *United States Supreme Court Reports*, abbreviated *U.S.*), which is preceded by the volume number and followed by the page number.

The judge ruled that Ms. Warren did have an obligation to offer assistance to the survivors of the wreck, an obligation which she failed to meet (*State of Nevada v. Goldie Warren* 324 U.S. 123).

Before 1875, Supreme Court decisions were published under the names of official court reporters. The reference below is to William Cranch, *Reports of Cases Argued and Adjudged in the Supreme Court of the United States, 1801-1815*, 9 vols. (Washington, DC, 1804-17). The number preceding the clerk's name is the volume number; the last number is the page:

The first case in which the Supreme Court ruled a law of Congress to be void was *Marbury v. Madison*, in 1803 (1 Cranch 137).

For most of these parenthetical references, it is possible to move some or all of the material outside the parentheses simply by incorporating it in the text:

In 1969, in *State of Nevada v. Goldie Warren* (324 U.S. 123), the judge ruled that an observer of a traffic accident has an obligation to offer assistance to survivors.

Lower Courts Decisions of lower federal courts are published in the *Federal Reporter*. The note should give the volume of the *Federal Reporter* (*F.*), the series, if it is other than the first (*2d*, in the model below), the page, and, in brackets, an abbreviated reference to the specific court (the example below is to the Second Circuit Court) and the year:

One ruling takes into account the bias that often exists against the defendant in certain types of personal injury lawsuits (*United States v. Sizemore*, 183 F.2d 201 [2d Cir. 1950]).

Publications of Government Commissions. According to *CMS 14* (15.368), references to bulletins, circulars, reports, and study papers that are issued by various government commissions should include the name of the commission, the date of the document, and the page:

This year saw a sharp reaction among large firms to the new tax law (Securities and Exchange Commission 2004, 57).

Corporate Authors. Because government documents are often credited to a corporate author with a lengthy name, you may devise an acronym or a shortened form of the name and indicate in your first reference to the source that this name will be used in later citations:

Government statistics over the last year showed a continuing leveling of the inflation rate (*Bulletin of Labor Statistics* 2006, 1954; hereafter *BLS*).

The practice of using a shortened name in subsequent references to any corporate author, whether a public or private organization, is sanctioned in most journals, including the *American Political Science Review*, and approved in *CMS 14* (15.252). Thus, if you refer often to the *U.N. Monthly Bulletin of Statistics*, you may, after giving the publication's full name in the first reference, use a shortened form of the title—perhaps an acronym such as *UNMBS*—in all later cites.

Publications of State and Local Governments. According to *CMS 14* (15.377), references to state and local government documents are similar to those for the corresponding national government sources:

In arguing for the legality of cockfighting, Senator Lynd actually suggested that the "sport" served as a deterrent to crime among the state's young people (Oklahoma Legislature 2004, 24).

CMS 14 (16.178) restricts bibliographical information concerning state laws or municipal ordinances to the running text.

Electronic Sources

Parenthetical references to electronic sources should present the same sorts of information as references to printed sources, when possible. In other words, include the author's last name, the year of publication, and the relevant page number from the source, if given. However, some types of information that appear in standard text citations, such as the author's name and relevant page numbers, are often missing in electronic sources and so cannot appear in the reference. If the author's name is missing, the parenthetical reference can include the title of the document, in quotation marks. If the online article has numbered paragraphs, you may supply numbers for paragraphs bearing the relevant passages:

The election results that November may have been what startled Congress into taking such an action ("Effects of Landmark Elections" 2004, para. 12-14).

Interviews

According to the revised 2005 edition of the *APSA Style Manual*, unpublished interviews should be identified within the text of a sentence rather than in a parenthetical citation. Include in the sentence the name of the interviewee, the means of communication (whether by telephone, written correspondence, or a formal, face-to-face interview), the date, and, if relevant, the location. If the interview is published, however, it should be given both a text citation and an entry in the reference list at the end of the paper.

Published Interview.

In an interview last March, Simon criticized the use of private funds to build such city projects as the coliseum (Fox 2005, 58–59).

Unpublished Interview Conducted by the Writer of the Paper. If you are citing material from an interview that you conducted, you should identify yourself as the author and give the date of the interview:

In an interview with the author on 23 April 2004, Dr. Kennedy expressed her disappointment with the new court ruling.

The Author-Date System: Reference List

In a paper using the author-date bibliographic system, the parenthetical references point the reader to the full citations in the reference list. This list, which always follows the text of the paper, is arranged alphabetically according to the first element in each citation. Usually this element is the last name of the author or editor, but in the absence of such information, the citation is alphabetized according to the title of the work, which is then the first element in the citation.

The bibliography is double-spaced throughout, even between entries. As with most alphabetically arranged bibliographies, there is a kind of reverse indentation system called a "hanging indent": after the first line of a citation, all subsequent lines are indented five spaces.

Capitalization

The *APSA Style Manual* uses standard, or "headline style," capitalization rules for titles in the bibliographical citations. In this style, all first and last words in a title, and all other words except articles (*a, an, the*), coordinating words (*and, but, or, for, nor*), and all prepositions, are capitalized.

Books

One Author

Northrup, Alan K. 2004. *Living High Off the Hog: Recent Pork Barrel Legislation in the Senate*. Cleveland: Johnstown.

First comes the author's name, inverted, then the date of publication, followed by the title of the book, the place of publication, and the name of the publishing house. For place of publication, do not identify the state unless the city is not well known. In that case, use postal abbreviations to denote the state (*OK, AR*).

Periods are used to divide most of the elements in the citation, although a colon is used between the place of publication and publisher. Custom dictates that the main title and subtitle be separated by a colon, even though a colon may not appear in the title as printed on the title page of the book.

Two Authors. The name of only the first author is reversed, since it is the one by which the citation is alphabetized:

Spence, Michelle, and Kelly Rudd. 2005. *Education and the Law*. Boston: Tildale.

Three Authors

Moore, J. B., Jeannine Macrory, and Natasha Traylor. 2004. *Down on the Farm: Renovating the Farm Loan*. Norman: Univ. of Oklahoma Press.

According to *CMS 15* (17.104), you may abbreviate the word *University* if it appears in the name of the press.

Four or More Authors

Herring, Ralph, et al. 2004. *Funding City Projects*. Atlanta: Jessup Institute for Policy Development.

Editor, Compiler, or Translator As Author. When no author is listed on the title page, *CMS 15* (17.41) calls for you to begin the citation with the name of the editor, compiler, or translator, followed by the appropriate phrase—*ed., comp., or trans.*:

Trakas, Dylan, comp. 2004. *Making the Road-Ways Safe: Essays on Highway Preservation and Funding*. El Paso: Del Norte Press.

Editor, Compiler, or Translator with Author. Place the name of the editor, compiler, or translator after the title, prefaced by the appropriate phrase—*Ed., Comp., or Trans.*:

Pound, Ezra. 1953. *Literary Essays*. Ed. T. S. Eliot. New York: New Directions.
Stomper, Jean. 1973. *Grapes and Ruin*. Trans. and ed. John Picard. New York: Baldock.

Two or More Works by the Same Author. The revised 2005 edition of the *APSA Style Manual* prohibits the replacement of an author's name in entries after the first by a three-em dash. Instead all entries by the same author must bear his or her name, and they must be arranged chronologically by publication date rather than alphabetically by title:

Russell, Henry. 1978. *Famous Last Words: Notable Supreme Court Cases of the Last Five Years*. New Orleans: Liberty Publications.

Russell, Henry, ed. 1988. *Court Battles to Remember*. Denver: Axel & Myers.

Chapter in a Multiauthor Collection

Gray, Alexa North. 2005. "Foreign Policy and the Foreign Press." In *Current Media Issues*, ed. Barbara Bonnard. New York: Boulanger.

The parenthetical text reference may include the page reference:

(Gray 2005, 191)

If the author and the editor are the same person, you must repeat the name:

Farmer, Susan A. 2004. "Tax Shelters in the New Dispensation: How to Save Your Income." In *Making Ends Meet: Strategies for the Nineties*, ed. Susan A. Farmer. Nashville: Burkette and Hyde.

Author of a Foreword or Introduction. There is no need, according to *CMS* 15 (17.46, 17.74–75), to cite the author of a foreword or introduction in your bibliography, unless you have used material from that author's contribution to the volume. In that case, the bibliography entry is listed under the name of the author of the foreword or introduction. Place the name of the author of the work itself after the title of the work:

Farris, Carla. 2004. Foreword to *Marital Stress and the Professoriat: A Case Study*, by Basil Givan. New York: Galapagos.

The parenthetical text reference cites the name of the author of the foreword or introduction, not the author of the book:

(Farris 2004)

Subsequent Editions. If you are using an edition of a book other than the first, you must cite the number of the edition or the status, such as *Rev. ed.* for *Revised edition*, if there is no edition number:

Hales, Sarah. 2004. *The Coming Water Wars*. 2d ed. Pittsburgh: Blue Skies.

Multivolume Work. If you are citing a multivolume work in its entirety, use the following format:

Graybosch, Charles. 1988–89. *The Rise of the Unions*. 3 vols. New York: Starkfield.

If you are citing only one of the volumes in a multivolume work, use the following format:

Ronsard, Madeleine. 2005. *Monopolies*. Vol. 2 of *A History of Capitalism*. Ed. Joseph M. Sayles. Boston: Renfrow.

Reprints

Adams, Sterling R. [1964] 1988. *How to Win an Election: Promotional Campaign Strategies*. New York: Starkfield.

Modern Editions of Classics. If the original year of publication is known, include it, in brackets, before the publication date for the edition used:

Burke, Edmond. [1790] 1987. *Reflections on the Revolution in France*. Ed. J. G. A. Pocock. Indianapolis: Hackett.

Remember, if the classic text is divided into short, numbered sections (such as the chapter and verse divisions of the Bible), you do not need to include the work in your bibliography unless you wish to specify a particular edition.

Periodicals

Journal Articles. Journals are periodicals, usually published either monthly or quarterly, that specialize in serious scholarly articles in a particular field. The revised 2005 edition of the *APSA Style Manual* stipulates that a reference for a journal article must include either the month, the season, or the issue number (in that order of preference), placed just after the volume number.

Flunzecker, Joan. 2004. "Teaching the Toadies: Cronyism in Municipal Politics." *Review of Local Politics* 4 (June): 250–62.

Note that the name of the journal, which is italicized, is followed without punctuation by the volume number. A colon separates the name of the month, in parentheses, from the inclusive page numbers. Do not use *p.* or *pp.* to introduce the page numbers.

Magazine Articles. Magazines, which are usually published weekly, bimonthly or monthly, appeal to the popular audience and generally have a wider circulation than journals. *Newsweek* and *Scientific American* are examples of magazines.

Monthly Magazine The name of the magazine is separated from the month of publication by a comma:

Stapleton, Bonnie. 1981. "How It Was: On the Campaign Trail with Ike." *Lifetime Magazine*, April, 16–21.

Weekly or Bimonthly Magazine The day of the issue's publication appears before the month:

Bruck, Connie. 2006. "The World of Business: A Mogul's Farewell." *The New Californian*, 18 October.

Newspaper Articles. While the revised 2005 edition of the *APSA Style Manual* does not discuss reference list entries for newspaper articles, *CMS* 15 (15.234–42, 16.117–18) deals with the topic in some detail. Here are two typical models:

New York Times. 2006. Editorial, 10 August.

Fine, Austin. 2005. "Hoag on Trial." *Carrollton (Texas) Tribune*, 24 November.

Note that *The* is omitted from the newspaper's title. If the name of the city in which an American newspaper is published does not appear in the paper's title, it should be appended, in italics. If the city is not well known, the name of the state is added, in italics, in parentheses, as in the second model above.

Public Documents

Congressional Journals. References to either the *Senate Journal* or the *House Journal* begin with the journal's title and include the years of the session, the number of the Congress and session, and the month and day of the entry:

U.S. Senate Journal. 2006. 105th Cong., 1st sess., 10 December.

The ordinal numbers *second* and *third* may be represented as *d* (52d, 103d) or as *nd* and *rd*, respectively.

Congressional Debates

Congressional Record. 1930. 72st Cong., 2d sess., vol. 72, pt. 8.

Congressional Reports and Documents. Following the designation of Senate or House, include as many of the following items as possible, in this order: committee title, year, title of report or document, Congress, session, and report or document number or committee print number.

U.S. Congress. House. Committee on the Budget. 2006. *Report on Government Efficiency As Perceived by the Public*. 105th Cong., 2d sess. H. Rept. 225.

Bills and Resolutions

U.S. Congress. Senate. 2005. *Visa Formalization Act of 2005*. 105th Cong., 1st sess. S.R. 1437.

The abbreviation *S.R.* in the model above stands for *Senate Resolutions*, and the number following is the bill or resolution number. For references to House bills, the abbreviation is *H.R.*

Statutes

Citing to the Statutes at Large

Book Preservation Act. 2006. *Statutes at Large*. Vol. 82, sec. 6, p. 184.

Citing to the United States Code

Book Preservation Act. 2006. *U.S. Code*. Vol. 38, sec. 1562, p. 265.

United States Constitution. While the revised 2005 edition of the *APSA Style Manual* does not discuss references for the U. S. Constitution, *CMS 14* (16.172) states that the Constitution is not listed in the bibliography.

Executive Department Documents. Include the name of the corporate author, the year, title, city, and publisher.

Department of Labor. 2004. *Report on Urban Growth Potential Projections*. Washington, DC: GPO.

The abbreviation for the publisher in the above model, *GPO*, stands for the *Government Printing Office*, which prints and distributes most government publications. According to *CMS 15* (15.327), you may use any of the following formats to refer to the GPO:

Washington, DC: U.S. Government Printing Office, 2005
 Washington, DC: Government Printing Office, 2005
 Washington, DC: GPO, 2005
 Washington, DC, 2005

Remember to be consistent in using the form you choose.

Legal References

Supreme Court Use the same format as for the parenthetical text citation, only add the date after the name of the case:

State of Nevada v. Goldie Warren. 1969. 324 U.S. 123.

For a case prior to 1875, use the following format:

Marbury v. Madison. 1803. 1 Cranch 137.

Lower Courts Include the volume of the *Federal Reporter (F.)*, the series, if it is other than the first (*2d*, in the model below), the page, and, in parentheses, an abbreviated reference to the specific district.

United States v. Sizemore. 1950. 183 F.2d 201 (2d Cir.).

Publications of Government Commissions

U.S. Securities and Exchange Commission. 1984. *Annual Report of the Securities and Exchange Commission for the Fiscal Year*. Washington, DC: GPO.

Publications of State and Local Governments. Remember that references for state and local government publications are modeled on those for corresponding national government documents:

Oklahoma Legislature. 2006. Joint Committee on Public Recreation. *Final Report to the Legislature, 2006, Regular Session, on Youth Activities*. Oklahoma City.

Electronic Sources

If a source is available in both print and electronic forms, it is preferable to use the print form, which is probably more readily available to readers than the electronic form. But if you have used the electronic version and it is different from the print version, the general practice is to make your reference to the electronic source as similar as possible to that for the print version, adding the full retrieval path (the electronic address) and the date of your last access of the material.

Electronic Book. Begin with the author's name, reversed, followed if possible by date of publication, then the title of the work, the retrieval path, and the date of your last access to the work, in parentheses.

Amshiral, Sretas. 2004. *Aviation in the Far East*. http://www.flight_easthist.org (January 3, 2005).

Chapter in an Electronic Book

Burriss, Akasha. 2004. "Experiments in Transubstantiation." *Surviving Global Disaster*. <http://www.mceekah/exit/paleoearth.html> (March 5, 2005).

Note that you may continue a lengthy URL on the next line of the reference. Do not add a hyphen at the end of the first line.

Electronic Journals. Include all of the following information that you can find, in this order: name of author, reversed; year of publication; title of article, in quotation marks; title of journal, in italics; any further publication information, such as volume number, day or month; full retrieval path; and date of your last access, in parentheses:

Zoheret, Jeanie. 2003. "The Politics of Social Deprivation." *B & N Digest 3* (February). <http://postmodern/tsu/b&n.edu> (December 5, 2004).

Material from a World Wide Web (WWW) Site. The author's name (reversed) and year of publication are followed by the title of the article, in quotation marks; the title, if applicable, of the complete work or Web page, in italics; the full Web address (URL); and, finally, the date on which you last accessed the page, in parentheses:

Squires, Lawrence. 2004. "A Virtual Tour of the White House, circa 1900." *National Landmarks: Then and Now*. <http://www.natlandmk.com/hist> (August 21, 2004).

E-Mail Material. The revised 2005 edition of the *APSA Style Manual* suggests that e-mail, bulletin board, and electronic discussion group messages be cited as personal communication in the text and left out of the reference list.

Interviews

Published Interviews

Untitled Interview in a Book

Jorgenson, Mary. 2004. Interview by Alan McAskill. In *Hospice Pioneers*. Ed. Alan McAskill, 62–86. Richmond: Dynasty Press.

Titled Interview in a Periodical

Simon, John. 2004. "Picking the Patrons Apart: An Interview with John Simon." By Selena Fox. *Media Week*, March 14, 40–46.

Interview on Television

Snopes, Edward. 2004. Interview by Klint Gordon. *Oklahoma Politicians*. WKY Television, 4 June.

Unpublished Interview. According to the revised 2005 edition of the *APSA Style Manual*, unpublished interviews should be identified within the text of a sentence rather than in a parenthetical citation and left out of the reference list.

Unpublished Sources

Theses and Dissertations. If the work has a sewn or glued binding, place the title in italics, like a book; otherwise designate the title by quotation marks:

Hochenauer, Art. 2005. *Populism and the Free Soil Movement*. Ph.D. diss. University of Virginia.

Sharpe, Ellsperth Stanley. 2003. "Black Women in Politics: A Troubled History." Master's thesis. Oregon State University.

Paper Presented at a Meeting

Zelazny, Kim, and Ed Gilmore. 2005. "Art for Art's Sake: Funding the NEA in the Twenty-First Century." Presented at the Annual Meeting of the Conference of Metropolitan Arts Councils, San Francisco.

Manuscript in the Author's Possession

Borges, Rita V. 1969. "Mexican-American Border Conflicts, 1915–1970." University of Texas at El Paso. Photocopy.

The entry includes the institution with which the author is affiliated and ends with a description of the format of the work (typescript, photocopy, etc.).

Sample Bibliography: APSA Author-Date System

NOTE. Most of the sources used as models in this chapter are not references to actual publications.

Ariès, Philippe. 1962. *Centuries of Childhood: A Social History of Family Life*. Trans. Robert Baldock. New York: Knopf.

Cesbron, Henry. 1909. *Histoire critique de l'hystérie*. Paris: Asselin et Houzeau.

Farmer, Susan A. 2004. "Tax Shelters in the New Dispensation: How to Save Your Income." In *Making Ends Meet: Strategies for the Nineties*, ed. Susan A. Farmer. Nashville: Burkette and Hyde.

Herring, Ralph, et al. 2004. *Funding City Projects*. Atlanta: Jessup Institute for Policy Development.

Hunzecker, Joan. 2004. "Teaching the Toadies: Cronyism in Municipal Politics." *Review of Local Politics* 4:250–62.

Moore, J. B., Jeannine Macrory, and Natasha Traylor. 2004. *Down on the Farm: Renovating the Farm Loan*. Norman: Univ. of Oklahoma Press.

Northrup, Alan K. 2004. *Living High Off the Hog: Recent Pork Barrel Legislation in the Senate*. Cleveland: Johnstown.

Skylock, Browning. 1991. "'Fifty-Four Forty or Fight!': Sloganeering in Early America." *American History Digest* 28(3): 25–34.

Squires, Lawrence. 2006. "A Virtual Tour of the White House, circa 1900." *National Landmarks: Then and Now*. <http://www.natlandmk.com/hist> (21 August 2004).

Stapleton, Bonnie. 1981. "How It Was: On the Campaign Trail with Ike." *Lifetime Magazine*, April.

U.S. Securities and Exchange Commission. 1984. *Annual Report of the Securities and Exchange Commission for the Fiscal Year*. Washington, 2005.

.2 AVOIDING PLAGIARISM

You want to use your source material as effectively as possible. This will sometimes mean that you should quote from a source directly, whereas at other times you will want to express such information in your own words. At all times, you should work to integrate the source material skillfully into the flow of your written argument.

When to Quote

You should quote directly from a source when the original language is distinctive enough to enhance your argument, or when rewording the passage would lessen its impact. In the interest of fairness, you should also quote a passage to which you will take exception. Rarely, however, should you quote a source at great length (longer than two or three paragraphs). Nor should your paper, or any substantial section of it, be merely a string of quoted passages. The more language you take from the writings of others, the more the quotations will disrupt the rhetorical flow of your own words. Too much quoting creates a choppy patchwork of varying styles and borrowed purposes in which your sense of your own control over your material is lost.

Quotations in Relation to Your Writing

When you do use a quotation, make sure that you insert it skillfully. According to the *APSA Style Manual*, quotations of four lines or fewer should be integrated into your text and set off with quotation marks:

"In the last analysis," Alice Thornton argued in 2006, "we cannot afford not to embark on a radical program of fiscal reform" (12).

Quotations longer than four lines should begin on a new line and be indented five spaces from the left margin:

Blake's outlook for the solution to the city's problem of abandoned buildings is anything but optimistic:

If the trend in demolitions due to abandonment continues, the cost of doing nothing may be too high. The three-year period from 2004 to 2004 shows an annual increase in demolitions of roughly twenty percent. Such an upward trend for a sustained period of time would eventually place a disastrous hardship on the city's resources. And yet the city council seems bent on following the tactic of inaction. (2004, 8)

Acknowledge Quotations Carefully

Failing to signal the presence of a quotation skillfully can lead to confusion or chopiness:

The U.S. Secretary of Labor believes that worker retraining programs have failed because of a lack of trust within the American business culture.

"The American business community does not visualize the need to invest in its workers" (Winn 2004, 11).

The first sentence in the above passage seems to suggest that the quote that follows comes from the Secretary of Labor. Note how this revision clarifies the attribution:

According to reporter Fred Winn, the U.S. Secretary of Labor believes that worker retraining programs have failed because of a lack of trust within the American business culture. Summarizing the secretary's view, Winn writes, "The American business community does not visualize the need to invest in its workers" (2004, 11).

The origin of each quote must be indicated within your text at the point where the quote occurs as well as in the list of works cited, which follows the text.

Quote Accurately

If your transcription of a quotation introduces careless variants of any kind, you are misrepresenting your source. Proofread your quotations very carefully, paying close attention to such surface features as spelling, capitalization, italics, and the use of numerals.

Occasionally, in order to make a quotation fit smoothly into a passage, to clarify a reference, or to delete unnecessary material, you may need to change the original wording slightly. You must, however, signal any such change to your reader. Some alterations may be noted by brackets:

"Several times in the course of his speech, the attorney general said that his stand [on gun control] remains unchanged" (McAffrey 2004, 2).

Ellipses indicate that words have been left out of a quote:

"The last time voters refused to endorse one of the senator's policies . . . was back in 1982" (Laws 2005, 143).

When you integrate quoted material with your own prose, it is unnecessary to begin the quote with ellipses:

Benton raised eyebrows with his claim that "nobody in the mayor's office knows how to tie a shoe, let alone balance a budget" (Williams 2006, 12).

Paraphrasing

Your writing has its own rhetorical attributes, its own rhythms and structural coherence. Inserting several quotations into one section of your paper can disrupt the patterns of your prose and diminish its effectiveness. Paraphrasing, or recasting source material in your own words, is one way to avoid the chopiness that can result from a series of quotations.

Remember that a paraphrase is to be written in your language; it is not a near-copy of the source writer's language. Merely changing a few words of the

original does justice to no one's prose and frequently produces stilted passages. This sort of borrowing is actually a form of plagiarism. To integrate another's material into your own writing fully, use your own language.

Paraphrasing may actually increase your comprehension of source material, because in recasting a passage you will have to think very carefully about its meaning—more carefully, perhaps, than if you had merely copied it word for word.

Avoiding Plagiarism When Paraphrasing

Paraphrases require the same sort of documentation as direct quotes. The words of a paraphrase may be yours, but the idea belongs to someone else. Failure to give that person credit, in the form of references within the text and in the bibliography, may make you vulnerable to a charge of plagiarism.

Plagiarism is the use of someone else's words or ideas without proper credit. Although some plagiarism is deliberate, produced by writers who understand that they are guilty of a kind of academic thievery, much of it is unconscious, committed by writers who are not aware of the varieties of plagiarism or who are careless in recording their borrowings from sources. Plagiarism includes:

- Quoting directly without acknowledging the source
- Paraphrasing without acknowledging the source
- Constructing a paraphrase that closely resembles the original in language and syntax

One way to guard against plagiarism is to keep careful notes of when you have directly quoted source material and when you have paraphrased—making sure that the wording of the paraphrases is yours. Be sure that all direct quotes in your final draft are properly set off from your own prose, either with quotation marks or in indented blocks.

What kind of paraphrased material must be acknowledged? Basic material that you find in several sources need not be documented by a reference. For example, it is unnecessary to cite a source for the information that Franklin Delano Roosevelt was elected to a fourth term as president of the United States shortly before his death, because this is a commonly known fact. However, Professor Smith's opinion, published in a recent article, that Roosevelt's winning of a fourth term hastened his death is not a fact, but a theory based on Smith's research and defended by her. If you wish to use Smith's opinion in a paraphrase, you need to credit her, as you should all judgments and claims from another source. Any information that is not widely known, whether factual or open to dispute, should be documented. This includes statistics, graphs, tables, and charts taken from sources other than your own primary research.