

There are multiple, perfectly acceptable systems used by scholars to document their research – MLA, APA, Chicago, etc.. Even within political science, different journals use different citation guides. However, in order to avoid confusion, **everyone in this course is required to use the parenthetical referencing system.** This system uses a bibliography at the end of the text and notes in parentheses within the body of the text to indicate the source. Bibliographies should be listed alphabetically by authors' last names (or article title for anonymous articles) for all works cited. Do not do a separate book or article section. So the text will look something like this:

“Gordon Brown claimed the era of boom and bust was over because of the sophistication and flexibility of finance (Gamble, 2009b, p. 454). Clinton’s Treasury Secretary Lawrence Summers, in agreement with Greenspan, spiked a plan to regulate credit default swaps in the late 1990s (Friedman, p. 158). The conventional wisdom was that ‘private regulation’ of financial markets was optimal (Greenspan, 1997).”

At the end of this paper would be a bibliography (really, a ‘Works Cited’ page) that looked like this:

Works Cited

- Gamble, Andrew (2009b) “British Politics and the Financial Crisis,” *British Politics* 4:4, pp. 450-462.00
 Friedman, Jeffrey (2009) “A Crisis of Politics, Not Economics: Complexity, Ignorance, and Policy Failure,” *Critical Review* 21:2-3, pp. 127-183.
 Greenspan, Alan (1997) “Fostering Financial Innovation: The Role of Government,” in James Dorn (ed.), *The Future of Money in the Information Age*. Washington, DC: Cato Institute, pp. 45-51.

Below is a basic guide for the most common types of sources. However, there are dozens of variations that cannot be covered in a handout. The only way to know how to deal with these is to consult a style manual. If you do not own one, you should purchase one. There are no hard and fast rules for when to reference something in your work. The general purpose is to allow the reader to go back and find the sources that you used in your paper, so you want to give them proper “directions”. In general, if you are representing the ideas of someone else – and absolutely when you are using their exact words! – then you should include a reference. The best rule of thumb is, if you are not sure if you need a reference or not, go ahead and include it. Better to “over-cite” than to “under-cite”. In addition, many of your sources will likely be gathered through online databases that contain PDF or html version of printed articles. Since these articles original form is a paper version, you should cite them as such. You do not even need to indicate that you extracted them from an electronic database. Articles should only be treated as web-based if they ONLY exist in electronic form.

BIBLIOGRAPHY FORMAT:

BOOK: Last Name, First Name (Year) *Title*. City: Publisher.

EX: Casey, Terrence (2002) *The Social Context of Economic Change in Britain*. Manchester, UK: Manchester University Press.

In Text: (Casey, 2002, p. 129)

JOURNAL ARTICLE: Last Name, First Name (Year) “Article Title.” *Journal Title* Volume: Number, Page Numbers.

EX: Hall, Peter (1999) “Social Capital in Britain.” *British Journal of Political Science*. 29: 2, 417-461.

In Text: (Hall, 1999, p. 436)

EDITED VOLUMES: Editor Last Name, Editor First Name, ed. (Year) *Title*. City: Publisher.

EX: Bermeo, Nancy, ed. (2001) *Unemployment in the New Europe*. New York: Cambridge University Press.

In Text: (Bermeo, 2001, p. 21)

CHAPTER FROM AN EDITED VOLUME: Author Last Name, First Name (year) "Chapter Title" in Editor Last Name, Editor First Name, ed. *Title*. City: Publisher.

EX: Graham Wilson, "The Crisis of Capitalism and the Downfall of the Left," in Terrence Casey, ed., *The Legacy of The Crash*. New York: Palgrave Macmillan, pp. 122-138.

In Text: (Wilson, 2011, p. 130)

MULTIPLE AUTHORS (Books & Journals): First Author's Name and Second Author's Name (Year) *Title*. City: Publisher.

EX: Ruane, Joseph and Todd, Jennifer (1997) *The Dynamics of Conflict in Northern Ireland*. New York: Cambridge University Press.

In Text: (Ruane and Todd, 1997, p. 95)

NEWS MAGAZINE: Last Name, First Name. "Article Title" *Magazine Title*. Date Pages.

EX: Dickerson, John F. and Tumulty, Karen. "Take It Outside, Boys: Why Bush Fired His Feuding Economic Advisors." *Time* December 8, 2002. pp. 10-12.

In Text: (Dickerson and Tumulty, p. 11)

NEWS MAGAZINE (No Author Listed): "Article Title." *Magazine Title*. Date, Pages.

EX: "An Anti-War Centre Begins to Hold," *The Economist*. August 12, 2006, 21-22.

In Text: ("An Anti-War Centre Begins to Hold" p. 11)

NEWS MAGAZINE (Online Edition): Last Name, First Name. "Article Title." *Magazine Title* Online Edition. Date Accessed.

EX: Karen Tumulty, "Ready to Run" *Time* Online Edition. Accessed September 3, 2006.

In Text: (Tumulty)

NEWSPAPER: Last Name, First Name. "Article Title." *Newspaper*. Date, Pages.

EX: Preston, Julia "UN Teams Begin Analysis of Documents from the Iraqis." *New York Times*. December 9, 2002. p. A15.

In Text: (Preston, p. A15)

NEWSPAPER (No Author Listed): *Newspaper*. Date. Page Number.

EX: *Wall Street Journal*. August 21, 2011. A1.

In Text: (*Wall Street Journal*)

NEWSPAPER (Online Version): *Newspaper* Online Edition. Date Accessed. .

EX: *Wall Street Journal* Online Edition. Accessed on August 21, 2010.

In Text: (*Wall Street Journal* Online Edition)

WEBSITE: Organization (URL) Date Accessed.

EX: Republican National Committee Website (<http://www.GOP.com/>) Accessed on March 1, 2012.

In Text: (RNC Website)