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**


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.


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

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


*In Text:* (Hall, 1999, p. 436)
EDITED VOLUMES: Editor Last Name, Editor First Name, ed. (Year) Title. City: Publisher.
   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.
   In Text: (Wilson, 2011, p. 130)

MULTIPLE AUTHORS (Books & Journals): First Author’s Name and Second Author’s Name (Year) Title. City: Publisher.
   In Text: (Ruane and Todd, 1997, p. 95)

NEWS MAGAZINE: Last Name, First Name. “Article Title” Magazine Title. Date Pages.
   In Text: (Dickerson and Tumulty, 2002, p. 11)

NEWS MAGAZINE (No Author Listed): “Article Title.” Magazine Title. Date, Pages.
   In Text: (“An Anti-War Centre Begins to Hold” p. 11)

   In Text: (Tumulty)

NEWSPAPER: Last Name, First Name. “Article Title.” Newspaper. Date, Pages.
   In Text: (Preston, p. A15)

NEWSPAPER (No Author Listed): Newspaper. Date. Page Number.
   In Text: (Wall Street Journal)

   In Text: (Wall Street Journal Online Edition)

WEBSITE: Organization (URL) Date Accessed.
   In Text: (RNC Website)