

POLS 30010 STYLE GUIDE

These stylistic guidelines **must** be followed in papers submitted for this course. Failure to follow these simple directions will reduce your assignment grade.

1. Number your pages.
2. Use Times Roman or Times New Roman 12 point font.
3. Use 1 inch margins (left, right, top, bottom). FYI: Doing so requires changing the default settings in older (pre-2007) versions of Microsoft Word.
4. Double-space.
5. Use “in text” citation. At the end of the sentence or paragraph for which you have a source, cite the author and year of publication in parentheses (Author Year). If the information or quote comes from a specific page(s), add the page number after a comma (Author Year, #).
6. Include a References section at the end of your paper which should include all the works (books, articles, web pages, interviews) cited within the paper. The References section does not count as part of your page limit.
7. Web citation: For sources only published on-line (as opposed to sources, like journal articles and newspapers, that may be *accessed* on-line but published in other forms), cite to the author of the web page and the year of publication (likely 2012). Do **not** put web addresses (URLs) in the text of your paper.

CITATION EXAMPLE

Parties have long been viewed as mediating linkages between citizen and government (Brown 1995). Early theorists expressed concern that the multitude of choices and messages with which citizens would have to contend made democracy unwieldy and impractical; by organizing elections, parties have long been lauded as making democracy workable (Ranney and Kendall 1956). Indeed, theorists, social scientists, and political practitioners alike often describe parties as uniquely suited to provide this vital link between the people and their government. As broad-based organizations, American parties are praised for their ability to negotiate consensus and cooperation among wide-ranging interests and groups. As established institutions, parties boast the resources, experience, and skills necessary to undertake the complex task of putting forth slates of candidates and policy positions. Party elites have an interest in protecting and upholding the party’s reputation, be it for particular standards of conduct, candidate quality, or issue stands (Smith 2012; Wittman 1990). Thus, the longevity of the American parties contributes to accountability that extends beyond particular electoral contests, times, and places. “In short, only political parties provide us with the cohesion, continuity and accountability necessary to make democracy work” (California Committee 2012).

References

- Brown, Robert D. 1995. “Party Cleavages and Welfare Effort in the American States.” *American Political Science Review* 89:22-33.
- California Committee for Party Renewal. 2012. “Seeking Legal Relief From Excessive Regulation of California’s Parties.” Accessed 6 January 2012 <<http://www.ca.gov/~ccpr>>.
- Ranney, Austin and Willmoore Kendall. 1956. *Democracy and the American Party System*. New York: Harcourt, Brace and Company.
- Smith, John (Republican party activist). 2012. Interview with the author, 9 January.
- Wittman, Donald A. 1990. “Spatial Strategies When Candidates Have Policy Preferences.” In *Advances in the Spatial Theory of Voting*, eds. James M. Enelow and Melvin J. Hinich. Cambridge: Cambridge University Press.