

## Citing your Sources, Following the Style Guide of the Canadian Journal of Political Science

Students in Political Science will be required to follow the Style Guide used by the *Canadian Journal of Political Science*. Below, instructions go into more detail about what exactly that means. If you're unsure about anything, take a look at a recent volume of the *Journal* to see how they did it. If you're still unsure, come to my office hours to ask. Bring the source with you, and we can talk about how to properly cite it in your paper.

Most importantly, the CJPS does NOT use footnotes. In-text citations are a key feature of sourcing for all of their articles, and papers submitted ought to follow that format.

### 1. In-text Citations:

The *Journal* employs embedded in-text (parenthetical or author-date) citations, with a list of references at the end of the article (section 6) following endnotes (see section 7).

References to direct quotations, statistics, paraphrases or ideas borrowed from published work immediately follow the borrowed item: generally, the author's last name, the year of publication and the relevant page number(s), depending on what information precedes the reference in the text. When citing page numbers from 100 and up, it is not necessary to repeat the first numeral in the last page referenced if it is the same as the first-page numeral cited; that is, 100-23, rather than 100-123.

• **If the author's name is in the text**, it is omitted in the reference. If the reference is to a complete work, page numbers are not required. For example:

According to Alan Cairns, "the electoral system has been an important factor in the evolution of the Canadian party system" (1968: 78).

Alan C. Cairns's study of the impact of the electoral system on political parties (1968) concludes....

Electoral systems are not neutral (Cairns, 1968).

- **If a reference involves two authors**, both names should be included. For example,

“...one cannot deny that Canada’s political parties are facing serious challenges to their presumed monopoly on the linkage function” (Tanguay and Gagnon, 1996: 3).

- **If a reference has more than two authors**, the first author’s last name should be followed by “et al.” For example,

The effect of identification with governing parties on feelings of efficacy and trust has received attention (Lambert et al., 1986).

- **If there is more than one reference in the manuscript to the same author(s) and the same year of publication**, insert a, b, c, and so forth following the year. For example,

... (Lambert et al., 1986a). ...(Lambert et al., 1986b).

- **When more than one source is to be included in a single citation**, they are listed preferably in alphabetical order, separated by semi-colons. If the list is not exhaustive, but representative of the literature, the list of names and dates should be preceded by the phrase “for example.”

Though the number of scholars who have addressed the question is small, the evidence is compelling (for example, Irvine, 1974; Irvine and Gold, 1980; Johnston, 1985; Meisel, 1967, 1975).

- **Also, a brief phrase might be inserted within the parentheses**, such as

... (but see Lambert et al., 1986a).

- **The citation of an institution should precede the information itself**. Also, references that lack an author’s name require the name of the institution that sponsored the reference. For an example of each,

Municipal data (City of St. Catharines, 1982: 2) indicate that property tax rates....

- **References to court cases** should contain sufficient information within the text to connect the reader with the item in the list of references at the end of the manuscript. For example,

The Supreme Court of Canada has also rejected the limitations of a “political question” doctrine that would put executive decisions in foreign policy and defence matters largely beyond judicial review (*Operation Dismantle v. The Queen*, 1985).

Of particular note is Justice Thurgood Marshall’s argument against capital punishment (U.S. Supreme Court, *Gregg v. Georgia*, 1976).

- **References to sources on the Internet** should approximate as much as possible conventional formats regarding printed sources, indicating when the site was last revised or when you last accessed the site. For example,

The survey employed by the election study team of 2000 (Blais, André et al. ces.html, July 20, 2001) included these questions.

## 2. Reference List at the End of the Manuscript (aka the Bibliography)

Only references cited in the text are to be included in the list titled “References” at the end of the manuscript.

- The list should be in alphabetical order (Treat Mc as Mac. Surnames containing, for example, De, de la, or Von, should be listed under D or V.)
- Names should be in upper and lower case.
- When several references have the same author(s), the name should be repeated each time and the list should be in chronological order. If the list includes several references by the same author in the same year, distinguishing between or among them by adding a letter to the date of publication (for example, 2002a, 2002b, and so forth).
- In co-authored references, all authors’ full names must be included as they appear in the work being referenced.

•Generational references in names, such as Jr or II, should be listed following the given name and a comma. For example,

Rockefeller, John D., III, [the rest of the reference].

**Here are some examples of how to cite different types of material. Titles of publications should be italicized rather than underlined.**

### **Books**

Archer, Keith, Roger Gibbins, Rainer Knopff and Leslie Pal. 1995. *Parameters of Power: Canada's Political Institutions*. Scarborough: Nelson.

Atkinson, Michael M., ed. *Governing Canada : Institutions and Public Policy*.1993. Toronto: Harcourt Brace Jovanovich Canada.

Locke, John. 1965. *The Reasonableness of Christianity*, ed. George W. Ewing. Chicago: Regnery.

Trimble, Linda and Jane Arscott. 2003. *Still Counting: Women in Politics Across Canada*. Toronto: Broadview Press.

### **Chapter in an edited book**

Bennett, Colin J. and Robin Bayley. 1999. "The New Public administration of Information: Canadian Approaches to Access and Privacy." In *Public Administration and Policy: Governing in Challenging Times*, ed. Martin W. Westmacott and Hugh P. Mellon. Scarborough: Prentice-Hall.

### **Journal article**

Salazar, Debra J. and Donald K. Alper. 2002. "Reconciling Environmentalism and the Left: Perspectives on Democracy and Social Justice in British Columbia's Environmental Movement." *Canadian Journal of Political Science* 35: 527-66.

## **Conference paper**

Nesbitt-Larking, Paul. 1994. "The 1992 Referendum and the 1993 Federal Election in Canada: Patterns of Protest." Paper presented at the annual meeting of the Canadian Political Science Association, Calgary.

## **Occasional paper series**

Panayiotis, C. Afxentiou. 1999. "Convergence across Canadian Provinces." Discussion paper series. No. 99-03. Department of Economics. University of Calgary.

## **Thesis or dissertation**

Barr, C. W. 2000. "Evaluations of Political Leaders in Canada, Britain and the United States." Doctoral dissertation. York University, Toronto, Ontario.

## **Government documents**

Canada. Parliament. 1992. *Report of the Special Joint Committee on a Renewed Canada* [Beaudoin-Dobbie Committee]. Ottawa: Supply and Services.

Canada. Privy Council Office. 1996. *Discussion Paper on Values and Ethics in the Public Service*. Ottawa: Privy Council Office.

Alcock, Reg. 2001. Canada. *House of Commons Debates*. November 27, 7576.

## **Court reports**

Supreme Court of Canada. *Morgentaler v. The Queen*, [1976] 1 S.C.R. 616.

Dickson, C.J. *Morgentaler v. The Queen*, [1976] 1 S.C.R. 616, at 672.

Supreme Court of Canada. *Simmons v. The Queen*, (1988) 55 D.L.R. (4<sup>th</sup>) 673.

U.S. Supreme Court. *Brown v. Board of Education*, 347 U.S. 483 (1954).

## Magazine or newspaper articles

Johnson, A. D. 1998. "Measuring Excellence." *Maclean's*, November 23, 30-33.

"Spending Limits Irk Cabinet." 1997. *The Globe and Mail* (Toronto), December 3, A1.

## Sources on the Internet

Cite sources on the Internet as closely as possible to conventional formats noted above. For example, consult the printed version, that would be referenced as:

Walker, Janice R. and Todd Taylor. 1988. *The Columbia Guide to Online Style*. New York: Columbia University Press.

Or consult the electronic version, that would be referenced as:

Walker, Janice R. and Todd Taylor. 1988. *The Columbia Guide to Online Style*.  
[http://www.columbia.edu/cu/cup/cgos/idx\\_basic.html](http://www.columbia.edu/cu/cup/cgos/idx_basic.html) (April 23, 2001).

Note that in the reference to the electronic document, the date of the print version of the source and the date of an author's access to the electronic source are both listed in reference to the electronic version. If an Internet-based source lacks an author (institutional or human), a publisher or a date of printed publication, use the file name, the date the site was last revised or the date you accessed the site. For the latter case,

Canada Election Study. 2001. <http://www.fas.umontreal.ca/pol/ces-eec/ces.html> (July 20, 2001).

### 3. Endnotes

If any at all, manuscripts should contain only brief and necessary explanatory endnotes listed as "Endnotes" following the text and preceding the list of references.