



APSA Guide

American Political Science Association

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Title Page

Formatting a cover page is a simple process. All that is needed is to have the following information centered in the page.

- ✓ Title of the paper
- ✓ Name of writer (student)
- ✓ Course name
- ✓ Section number
- ✓ Name of the instructor
- ✓ Name of the college or university
- ✓ Date of submission

It should look like this:

The Obama Presidency: Guantanamo Must Be Closed

By

Jacob Gutierrez

American Federal Government

POL1113

Dr. Julie Māhoe

Oklahoma City Community College

May 3, 2016

General Format

- ***The margins*** are one inch on all sides. Normally, the Word document is defaulted to this setting. To set the margins manually, then follow these steps.
 - 1) Go to the LAYOUT tab located at the top of the ribbon.
 - 2) Click the first button labeled MARGINS, and select the NORMAL option.
- ***The spacing*** is double with no extra space in between paragraphs.
 - 1) If there is writing in the document already, hold down the CTRL key and press A, this will select everything. Select the writing if needed. In the PARAGRAPH section inside the HOME tab, click the PARAGRAPH SETTINGS arrow located at the bottom right corner.
 - 2) There are three sections in this menu: GENERAL, INDENTATION, and SPACING. In the GENERAL section, there are two boxes: Alignment and Outline level. Alignment should be LEFT, and Outline level should be BODY TEXT.
 - 3) For the INDENTATION, there are five parts: Left, Right, Mirror indents, Special, and By. Left should be 0.5. Right is 0. Mirror indents should be UNCHECKED. Special is NONE, and By is BLANK, or zero.
 - 4) In the SPACING section, found in the bottom half, there is an option called LINE SPACING. Make sure that it says Double. Then, in the same section, to the left of the double spacing, there are two boxes: BEFORE and AFTER. Make sure both are set to zero. This will avoid the extra space in between the paragraphs. Click OK.
- ***Page numbers*** are required for each page EXCEPT for the title page. They go on the top-right hand corner of the page. Use Arabic numerals only, and do not use a name.
 - 1) Go to the INSERT tab. Click PAGE NUMBER.
 - 2) Choose TOP OF PAGE, then the third option, Plain # 3.
 - 3) On the Design tab, click Different first page.
- **The Font** used is **Times New Roman** size **12**

Abstract

What is an abstract? In APSA format, an abstract is a short summary, no more than 150 words, of the whole work. It states the paper's topic, research and analysis methods, and results and conclusions.

Why is it needed? The abstract is done in order to allow potential readers the information contained so that they may decide if it is of sufficient interest to them. Because people who are doing research want specific information, this helps them sort through a lot of information in a shorter amount of time.

How do I format it? In a page of its own, after the cover page but before the paper, place a centered title of "Abstract" at the very top of the page. Followed on the next line, centered as well, the title of the paper.

Example:

2

Abstract

The Obama Presidency: Guantanamo Must Be Closed

This paper studies and analyzes the many factors needed to run the Guantanamo Bay Prison under the Obama administration. Through extensive research and expert consultations, it has been found that the policies on the operation of the prison Guantanamo are out dated and, after further research, are not needed anymore. The policies are not needed because the prison is no longer needed. Viewed from an economic standpoint, the prison is a waste of money that can be used to fund other types of organizations.

Parenthetical Citations

What are they? A parenthetical citation is the in-text reference to the source from where the information comes from.

How to do them? Citations go at the end of the sentence. All that is needed is the first word of the works cited entry, the date of publication, and the page number if applicable. Keep in mind that the words *A*, *An*, and *The* do not count for alphabetical order or parenthetical citation.

Example Reference

Smith, John. 2008. *The Book of Awesome*. New York: McGraw-Hill Education.

Author with signal phrase

According to John Smith (2008, 98), leading expert researcher on greatness, "The most amazing being in the world is me."

Author without signal phrase

“The most amazing being in the world is me” (Smith 2008, 98).

Example Reference

The Journal of the Conference on College Composition and Communication. 2001. Illinois: National Council of Teachers of English.

No author with signal phrase

According to *The Journal of the Conference on College Composition and Communication* (2001, 34), a reference book on greatness, “Students should write clearly.”

No author without signal phrase

“Students should write clearly” (*Journal* 2001, 34).

Example Reference

Grammar for Fifth Graders. N.d. New York: Writer’s Publishing House.

No date given

“Commas should always precede a conjunction” (n.d., 98).

Appendix

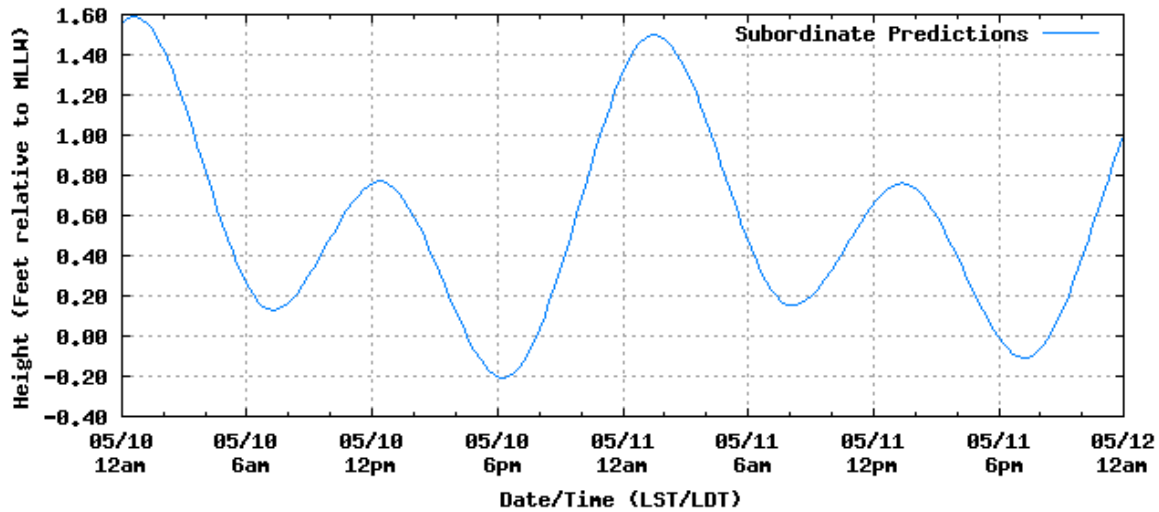
What is an appendix? It is an extra page where reference material is placed to help the reader examine data relevant to the essay.

What goes in an appendix? Supplements that add, not just restates, information that is important to the text, such as maps, tables, charts, statistics, or other visual aids.

How do I make one? After the References list page, add a page titled Appendix A; if more are needed, then Appendix B, etc. Then, add and cite the content.

Appendix A

Table 1



National Ocean Service. 2013. "Guantanamo Bay, StationId: TEC4667"
tidesandcurrents.noaa.gov. <https://tidesandcurrents.noaa.gov/noaatidepredictions/NOAATidesFacade.jsp?Stationid=TEC4667>

References List

Books

Basic Format:

- Author, editor, or translator. (If not available, use the title).
- Date of publication.
- Title of the work in *Italics*.
- The place of publication.
- Publisher.

One Author

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

Two Authors

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

Four or More Authors

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

Chapter in a Multiauthor Collection

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

Note: If the author and the editor are the same person, repeat the name.

Subsequent Editions

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

Note: if there is no edition number, use Rev. ed. For Revised edition.

Multivolume Work

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

Government Documents

Congressional Journals

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

Congressional Debates

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

Congressional Reports and Documents

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

Bills and Resolutions

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

Note: S.R. stands for Senate Resolution number. The House will be H.R., and the number that follows is the number of the bill or resolution.

Legal Proceedings, Statutes, and Hearings

Statutes at Large

National Flood Insurance Programs Enhanced Borrowing Authority Act. 2006. U.S. Statutes at Large. Vol. 120, p. 317.

Citing U.S. Code

National Flood Insurance Program Enhanced Borrowing Authority Act. 2006. U.S. Code. Vol. 42, sec. 4001.

Cite United States Constitution

Only in the text. Cite using the Number of the Article or Amendment, Section Number, and the Clause if necessary. Example: (U.S. Constitution, art. 3, sec. 3).

Executive Department Documents

(Corporate author. Year. Title. City, and publisher.)

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

Note: GPO stands for Government Printing Office. There are different ways to do the publisher when citing Executive Department Documents, choose one and be consistent.

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

Washington, DC: Government Printing Office, 2005

Washington, DC: GPO, 2005

Washington, DC, 2005.

Supreme Court

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

Lower Courts

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

Note: F. stands for Federal Reporter. 2d would be the series.

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

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

Periodicals

Journal Articles

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

Monthly Magazine

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

Weekly or Bimonthly Magazine

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

Newspaper Article

Fine, Austin. 2010. "Hoag on Trail." *Carrollton (Texas) Tribune*, 24 November.

(*The* is omitted from the title. Also, if the city is not mentioned, add it. If the city is not well known, add the state in parenthesis and Italics)

Interview

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

Only reference in the text.

Electronic Sources

Electronic Book

1. Author's name
2. date of publication
3. title of the work
4. URL
5. The date of the latest access in parenthesis

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

Chapter in Electronic Book

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

Electronic Journals

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

Material from a Website

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).

References

- Amshiral, Sretas. 2004. *Aviation in the Far East*. <http://www.flighteasthist.org> (January 3, 2005).
- Bruck, Connie. 2006. "The World of Business: A Mogul's Farewell." *The New Californian*, 18 October.
- Congressional Record*. 1930. 72st Cong., 2d sess., vol. 72, pt. 8.
- Department of Labor. 2004. *Report on Urban Growth Potential Projections*. Washington, DC: GPO.
- Gray, Alexa North. 2005. "Foreign Policy and the Foreign Press." In *Current Media Issues*, ed. Barbara Bonnard. New York: Boulander.
- Hunzecker, Joan. 2004. "Teaching the Toadies: Cronyism in Municipal Plitics." *Review of the Local Politics* 4 (June): 250-62.
- Jorgenson, Mary. 2004. Interview by Alan McAskill. In *Hospice Pioneers*. Ed. Alan McAskill, 62-86. Richmond: Dynasty Press.
- National Flood Insurance Program Enhanced Borrowing Authority Act*. 2006. U.S. Code. Vol 42, sec. 4001.
- Oklahoma Legislature. 2006. Joint Committee on Public Recreation. *Final Report to the Legislature, 2006, Regular Session, on Youth Activities*. Oklahoma City.