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HONORS MEMORANDUM # 4

A Manual of Minutiae

This memorandum addresses all those petty details that may give you indigestion as you try to type and print the final draft of your senior honors thesis. This manual simply suggests one format for a senior honors thesis. For the most part these are recommendations, not rules or requirements. You may find an alternative thesis format in the *Chicago Manual of Style* or one of Kate Turabian's manuals that is closer to your own tastes. You are free to use any of these standard formats. Please do not become obsessed with these details.

i. Organization

In most instances a senior honors thesis will have only

- [1] a title page,
- [2] a table of contents,
- [3] substantive chapters, and
- [4] a list of references.

You may include other preliminary and reference materials. The usual order is as follows:

Preliminary Pages (placed before the first chapter)

The following preliminary pages precede the body of the dissertation in the following order and are numbered using lower case Roman numerals centered at the bottom of each page:

1. Title page [see the sample on the next page]
2. Dedication page
3. Table of contents
4. List(s) of symbols, figures, tables, illustrations, and/or photographs
5. Preface
6. Acknowledgement(s)

Reference Matter (placed after the final chapter)

Reference Matter follows the text of the dissertation. This may include:

1. Appendices
2. Addenda (such as questionnaires or computer data)
3. References
4. Bibliography

Note that a bibliography lists works that you consulted. "References" is a list of works actually cited in the text of your senior thesis.

ii. Formatting

Paper and Methods for Printing Final Copies

The three copies of your work prepared for submission to the department should be on 8 1/2" x 11" white paper. No special paper is required and both copies may be photocopies of the original. The original should be either typewritten or printed by some type of computer printer. For your text use a standard typeface that is no smaller than 10-point on a printer or 12-pitch on a typewriter.

Spacing and Indentation

The senior thesis should be double spaced on one side of the page. The first line of each paragraph should be indented four to eight spaces.

The Reference Matter (e.g., Appendices, etc.) may be single-spaced. If you single-space your list of references, then you should leave a blank line before each entry. References usually use a “hanging indentation” in which the first line of each reference begins at the left margin and subsequent lines are indented one-half inch.

Margins

Every page of the dissertation should be kept within the following margins:

Top: 1 inch minimum
 Bottom: 1 1/4 inch minimum
 Right: 1 inch minimum
 Left (binding edge): 1 1/2 inch minimum

The Title Page

Your title page should give the thesis title, your name, and the date of submission. It should also indicate that this is a senior honors thesis. One recommended format is as follows:

| |
|---|
| <p>Party Systems and Political Stability in Albania</p> <p>by</p> <p>Mortimer Snerd</p> <p>A Senior Honors Thesis Submitted to the Department of Political Science, University of California, San Diego</p> <p>March 3, 2005</p> |
|---|

Pagination

By convention every page of the thesis is numbered, *except* for the title page. This includes text, tables, photographs, illustrations, appendices and bibliography. [1] The preliminary pages are numbered in *lower-case Roman numerals*, which are centered at the bottom of the page. The numbering of these preliminaries begins with iii. [2] The text and all other pages of the thesis, including any separate pages for tables or charts and all references, are numbered in Arabic numerals *beginning with 1*, and continuing consecutively through the end of the manuscript.

Chapter Headings

Begin each chapter on a new page. Indicate the chapter number and chapter title. It helps the reader to format these in bold and a larger font (for example, 14-point type). To set these off from the beginning of the text leave several blank lines before you begin the first line of the chapter. When someone is thumbing through your thesis, the beginning of each new chapter should jump out.

Headings Within Chapters

Within chapters use no more than three levels of headings (below the chapter heading itself) as in the following examples:

Primary Heading

Then the text follows on the next line like this
example. . . .

[*Note:* The primary heading is centered and bolded. It may also be set off from the text before and after by at least one extra blank line.]

Secondary Heading

Then the text follows on the next line like this
example. . . .

[*Note:* The secondary heading is left justified and bolded. It may also be set off from the text before and after by an extra blank line.]

Tertiary Heading. Then the text follows immediately on the same line like this example. . . .

[*Note:* The tertiary heading is left justified, bolded and italicized (or underscored). It may also be set off from the text before by an extra blank line of text.]

Quotations

Put direct quotations in quotation marks. There is one exception to this, however: If a quotation exceeds six lines, it should be single-spaced and set off from the text with an indentation of an additional 1/2" on both the right and left, measured from the right and left margins. No quotation marks are used in this case.

Footnotes vs. In-text Citations

Citations to sources may be placed in [1] endnotes at the end of each chapter, [2] endnotes at the end of the thesis or [3] footnotes at the bottom of each page. In the last case, they should be separated from the text by a solid line extending approximately twenty spaces from the left margin. Footnotes are single-spaced with a double space between footnotes on the same page. Endnotes may be either double-spaced or single-spaced.

Alternatively, you may choose to use [4] the in-text citation style that has become common in political science. In this case you should limit endnotes or footnotes to those few points of clarification that would otherwise disrupt the flow of your argument in the main text. The format of in-text citations and references are described in sections iii to v of this manual.

Formatting Tables

You should look carefully at tables in books and articles that you have consulted in order to get a sense of the specific practices used in political science. Before composing a table you should identify clearly and explicitly just

what you intend to convey to the reader. Do not let the tables simply “grow.” Keep in mind that tables are used to display trends, findings, or relationships; tables merely providing information or data (“storage” tables) should be relegated to an appendix if they must be included at all.

Tables should stand on their own; they should be understandable to the reader who has not yet consulted the text. Thus, all columns and rows should be clearly labeled (with only the most common abbreviations). The exact meaning of numbers should be explained. Are they percentages, frequencies, or something else? Indicate the number of cases on which percentages are calculated and whether they are column, row, or table percentages. Do not carry a number beyond two decimal places unless absolutely necessary.

| Independent Variables | Model 1 | Model 2 |
|---|--|---|
| Average Income per capita, 1998 | 1.98 (1.07) | 2.08* (.99) |
| Fraternity Membership per capita ^a | 2.23** (.33) | 2.27** (.35) |
| Blood Sacrifices per capita, 1998 | — | 1.23** (.11) |
| Intercept | -0.46** (0.05) | -0.21** (.02) |
| | R ² = 0.349 F= 6.44 n = 143 | R ² = 0.559 F= 13.44 n = 143 |

Source: Mortimer Snerd, “Minority Coalition Governments in Contemporary Ruvakia” *Transcarpathian Political Science Review* 86 (October 2000), 941.

Note: Figures are unstandardized OLS coefficients; standard errors are in parentheses.

^aFraternity membership includes sororities.

Significance: *p = .05., **p = .001.

Each chart, table, graph, and figure should be numbered and have a caption (that is, a title for the “illustration”). The standard is for captions to be placed above tables and below figures and pictures. Captions may be single or double spaced. All captions, with the appropriate page numbers, are listed in the (optional) list of figures and/or tables; lengthy captions may be abbreviated to the first phrase.

Placement of Charts, Tables, Graphs, and Figures

Charts, Tables, Graphs, and Figures (collectively, “illustrations”) may be located [1] at appropriate places in the text or [2] in an appendix, located prior to references and/or bibliography. If located in the text these illustrations may be placed [1] on the same page along with the text or [2] on a separate page. If necessary, wide tables, charts, and figures should be placed sideways, with the upper portion of the illustrations towards the “binding” edge.

If you put tables in an appendix at the end of the thesis, indicate the intended placement of each table in the text. That is, after the paragraph in which you first mention a table, place on a separate line (centered), a notation like the following:

[Table 5 about here]

The Appendix

If your thesis draws on data not documented in standard sources or in the text of the article, an appendix describing these data may be necessary. For example, with respect to survey data, you might wish to include such things as a description of the sample, including a definition of the geographical area and details about how the sample was

drawn and the exact wording of survey questions. Descriptions of experimental procedures may also be appropriate appendix material.

Even if not involving new data, extensive technical details of statistical analyses or formal proofs may also appropriately be placed in an appendix if their presence in the text interferes with the presentation of the fundamental arguments.

Moreover, it is a good practice to provide a table or summary of the means and standard deviations of variables used in any multivariate analyses. If these materials are not explicitly discussed in the text, provide them in an appendix.

iii. In-text Citations

In this system of citations brief notes on sources appear in the text without interrupting the flow of the argument. A citation usually requires only the last name of the author(s), year of publication (*n.d.* if it is forthcoming), and (sometimes) page or chapter numbers. The page or chapter numbers must appear unless the reference is really to the entire work as a whole.

That is, the standard citation should be of the following form:

(Jacobson 1992, 19)

A citation refers to a work that is the source of information, the source of a quotation, or the source of information about someone's point of view:

Los Angeles is a big place (Erie 1999).

This refers to a book by Erie published in 1999 as the source of the information about Los Angeles' size.

If the sentence is about the published work itself, and this is usually only the case in footnotes and endnotes, then this citation is grammatically part of the sentence and hence not set off by parentheses:

For a lucid assessment, see Bridges 1988.

Note that in this example the sentence is about the work (Bridges' 1988 article), rather than the author (we are not directed to see Bridges herself).

Alternatively, if the sentence refers to the author, then the author's name appears in the text and the date alone is set off by parentheses to indicate the source of information about the author:

Strong (1988) sharply disagrees.

Pages, chapters, and so forth follow the date, preceded by a comma; p. and *pp.* are omitted:

Chandler (1995, 121-25)

(Cox et al. 1998, chaps. 6, 7)

Multiple Authors and Works

If there are two or three authors, cite all names each time:

(McCubbins, Hoston, and Beck 1980)

If there are four or more authors, *et al.* (in roman type) should follow the first author's name, even in the first reference:

(Shiffman et al. 1986)

When more than one study is cited, arrange the references in alphabetical order and separate them with semicolons or semicolons and commas, as necessary:

(Confucius 1951; Magagna 1990; Smith 1986)

(Confucius 1951; see also Magagna 1990, Smith 1986, and Strom 1987)

If two or more authors have the same last name, a first initial should be used to distinguish between them:

(B. Hiscox 1998; M. Hiscox 1994)

Use commas to separate two works by the same author:

(Irons 1993, 1995)

If works by the same author are also published in the same year, add lowercase letters to the dates of publication and repeat these in the reference section:

(Cornelius 1997a, 1997b)

Older Works

For reprints, both original and reprint dates should be given:

(Marx and Engels [1933] 1964, 25)

For new editions, only the date of the edition used should be specified.

Classics may be cited in either of two ways. The first is to use the author—date system with the date of a particular edition and page numbers. The second commonly includes the author's name, title of the work, and a series of numbers representing decreasing subdivisions of the work:

(Thucydides *Peloponnesian War* 2.40.2-3)

In this case, the numbers happen to refer to book, section, and sentence. Citations to chapters and verses of the Bible or to numbers of the *Federalist Papers* would be of the same type. Since the subdivisions are the same for all editions, no edition need be specified and the reference entry may be omitted.

Government and Legal Documents

Government documents may be cited in the normal author—date form. However, many have corporate authors whose names are too long to write out each time in the text. In this case, include a short form or acronym in parentheses (or in brackets in parentheses) immediately after the first reference and use the acronym thereafter. For example, a first reference might be *U.S. International Trade Commission (1978, 12; hereafter USITC)*, and the second, *USITC (1978, 16)*.

An in-text citation to a statute or court case should include the name of the case (in italics except for *v.*) or statute and the year:

(*Baker v. Carr* 1962)

(Budget and Impoundment Act 1987)

Datasets from ICPSR

In-text citations for a dataset from the Inter-University Consortium of Political and Social Research (ICPSR) should follow the pattern for single-authored or multi-authored books. Thus, this citation will give the author and study date.

Internet Sites

In-text citations to an internet site should also follow the pattern for an article or book with the author's name and the document (or publication) date.

iv. What Goes in the Notes?

If you use an in-text citation format, then footnotes or endnotes present explanatory material. These should be used sparingly.

The corresponding note numbers in the text should be typed in superscript, preferably at the end of a sentence and at least at the end of a clause. The note number should follow end punctuation (except a dash) and be placed outside a closing parenthesis.

Information on citations of newspaper articles, interviews, and personal communications should be included in the notes, not the references.

Interviews and Personal Communications

These are usually best indicated in the text or in a note. Give the name of the person, the means of communication (*telephone conversation, personal correspondence, interview, etc.*), the date, and (if appropriate) the place.

Newspaper Articles

Include the author's name (unless anonymous), title of article, title of paper, day, month, year, and section if relevant. Do not give page numbers unless you also give the edition (e.g., *eastern edition*).

Elisabeth Gerber, "California's Next Referendum," *San Diego Chronicle*, 26 May 1995. sec. F.

v. References

In-text citations direct the reader's attention to the more detailed references at the end of the thesis. The references provide complete source information to aid further research. Include no reference that is not actually cited. Be careful to refer to the most recent edition of each book used.

The examples that follow show proper forms for common kinds of references. List all references alphabetically by author. Give the full first name, instead of an initial, unless the author is widely known by the first initials. When there are several works by the same author, place them in chronological order, with the earliest publication first, repeating the name of the author with each new entry.

Books

One Author. The standard simple form for a reference should be as follows:

Comisso. Ellen. 1978. *Fly-fishing in the Yukon*. Indianapolis: Bobbs-Merrill.

The author's name and date—the bits of information in the citation—appear first, followed by the book title, place of publication, and publisher. Each element—author, publication date, title, and publisher—ends with a period.

If the city of publication is well known, there is no need to identify the state (or DC). Use postal acronyms for states (*MA, OH*).

In publisher's names the words *The* and *Inc.* may be omitted, as may *Press* (except for *University Press*), *Publisher*, and *Company*.

Chapter and page numbers should be included in the in-text citations, but not in the references.

Two Authors. When the book has been authored by two individuals, use:

Chandler, William, and Ann Craig. 1988. *The Uses of Torture in Undergraduate Education*. 6th ed. Glenview, IL: Scott, Foresman.

The surname comes first for the initial author only, and a comma separates the names.

Edited Collections

Gourevitch, Peter, Paul Drake, and Harry Hirsch, eds. 1988. *The Wit and Wisdom of Pat Robertson: A Salute to America's Finest Son*. New York: Cambridge University Press.

Chapters in Multi-author Collections

If you cite a specific chapter that has a different author than the book, then the chapter should be listed separately as in the following example:

Strong, Tracy. 1984. "Justice: Its Cause and Cure." In *The End of Political Theory*, ed. Alan Houston. New York: Praeger.

The chapter title appears with headline capitalization and quotation marks. Page numbers for the chapter are not necessary. If the author and the editor are the same person, repeat the name:

Mares, David. 1988. "American Hegemony as the Source of Latin American Prosperity." In *Approaches to the Study of International Politics*. ed. David Mares. Boston: Allyn & Bacon.

Do not use a form analogous to this one for a chapter in a single-author book. Rather, indicate the whole book and specify the chapter in the in-text citation.

Multivolume Works

Magagna, Victor. 1990. *The History of Sexuality*. 2 vols. Trans. Robert Hurley. New York: Vintage Books.

Magagna, Victor. 1990. *The Use of Pleasure*. Vol. 2 of *The History of Sexuality*. Trans. Robert Hurley. New York: Vintage Books.

If a cited work consists of more than one volume, give the number of volumes after the title. If the cited work is just one volume in a set, give its volume number after the title, followed by the more general title.

Articles in Scholarly Journals

The most common citation to an article in a scholarly journal will be as follows:

Shirk, Susan. 1980. "A Dynamic Model of Sino-American Relations." *Rocky Mountain Political Science Review* 74 (September):651-69.

The article title appears with headline capitalization regardless of how it was presented in the actual journal. The journal title is followed by the volume number, month (in parentheses), a colon, and then the page numbers for the article. Allow no space between the colon and the page numbers.

If the article has not yet been published, but has been accepted for publication, use the following form:

Jacoby, William G. N.d. "Ideology and Popular Culture." *American Political Science Review*. Forthcoming.

Dissertations and Theses

Popkin, Samuel. 1965. "The Promise of the Emerging Republican Majority in National Politics." Ph.D. diss. [or *masters thesis*.] Duluth University.

Papers Presented at Meetings

Lake, David, and Samuel Kernell. 1997. "The Littlest Mermaid as an N-Person Prisoners' Dilemma." Presented at the annual meeting of the American Political Science Association, Chicago.

Quisenberry, Mary, and Christine Vaz. 1997. "Ways to Secretly Disenroll Students at UCSD." University of California, San Diego. Typescript.

Identify the material form that you used (*typescript, mimeo, photocopy, etc.*) and the institution (e.g., university) with which the author is affiliated.

Older Works

Reprint Editions. Both the original date (in square brackets, []) and the reprint date should be given. Publication information for the reprint should follow, with the word *Reprint* included:

Marx, Karl, and Friedrich Engels. [1933] 1964. *The Communist Manifesto*. Reprint. New York: Monthly Review

Modern Editions of Classics

Burke, Edmund. 1987. *Reflections on the Revolution in France*. Ed. J. G. A. Pocock. Indianapolis: Hackett.

Madison, James, Alexander Hamilton, and John Jay. 1966. *Federalist Papers*. Ed. Roy P. Fairfield. Garden City, NY: Anchor Books.

No reference is necessary if you prefer not to specify a particular edition, provided the work has short, numbered sections to replace page numbers in the citation.

Government and Legal Documents

Government documents constitute a bewildering variety of problems for references. The following are the most common forms:

Congressional Reports and Documents. The reference begins with *U.S. Congress*, followed by the chamber, committee, year, title, Congress, session, and report or document number or committee print number. Include bills and resolutions and publications by commissions in this category.

U.S. Congress. Senate. Committee on Foreign Relations. 1956. *The Mutual Security Act*. 84th Cong., 2d sess., S. Rept. 2273.

U.S. Congress. Senate. 1934. *Report of the Federal Trade Commission on Utility Corporations*. 70th Cong., 1st sess., S. Doc. 92, pt. 71A.

Hearings. Provide the same information as for reports and documents but with the exact date in place of the report or document number.

U.S. Congress. Senate. Committee on Foreign Relations. 1985. *Famine in Africa*. 99th Cong., 1st sess., 17 January.

Statutes. Provide the name of the statute, year, source (*U.S. Code* or *Statutes at Large*), volume, section, and (if relevant) page.

Administrative Procedure Act. 1946. *Statutes at Large*. Vol. 60, sec. 10, p. 243.

Congressional Debates. The reference begins with *Congressional Record*, followed by the year, Congress, session, volume, and part.

Congressional Record. 1966. 89th Cong., 2d sess., vol. 112, pt. 16.

Presidential Proclamations and Executive Orders. Provide president's name, year, title or description, *Federal Register*, volume, number, and page.

Reagan, Ronald. 1984. Caribbean Basin Economic Recovery Act, Proclamation 5142. *Federal Register*, vol. 49, no. 2, p. 341.

Executive Department Documents. Provide corporate author, year, title, city, and publisher. If author and publisher are the same, repeat the name or use an acronym.

U.S. Department of Commerce. Bureau of the Census. 1975. *Statistical Abstract of the United States*. Washington: Department of Commerce.

Treaties. Provide corporate author, year, treaty name, date, treaty series (e.g., TIAS), volume, and part or number.

U.S. Department of State. 1963. Nuclear Weapons Test Ban, 5 August. TIAS no. 5433. *U.S. Treaties and Other International Agreements*, vol. 14, pt. 3.

National Archives. Provide corporate author, title or description, file (if relevant), record group, and *National Archives*.

U.S. Congress. Senate. Committee on the Judiciary. "Lobbying." File 71A-F15. Record Group 46. National Archives.

Technical Reports. Provide author, year, title, city, publisher, and NTIS or ERIC number (if available).

Gottfredson, L. S. 1980. *How Valid Are Occupational Reinforcer Pattern Scores?* Baltimore: Johns Hopkins University. ERIC, ED 182 465.

Legal References. List full bibliographic information for court cases in the References. Give the case, year, volume, source, the page on which the case begins, and (in parentheses) district of any lower federal court. If possible, use *U.S. Reports* for Supreme Court decisions, rather than *Lawyer's Edition* or *Supreme Court Reporter*.

Baker v. Carr. 1962. 369 U.S. 186.

Lessard v. Schmidt. 1972. 349 F. Supp. 1078 (E.D. Wisc.).

Early in the Supreme Court's history, cases were identified by the recording clerk's name, rather than a source title:

Marbury v. Madison. 1803. 1 Cranch 137.

For more detail and numerous examples on the treatment of government documents, see *Chicago Manual of Style* 16.141-75 and the latest edition of Kate L. Turabian's *Manual for Writers of Term Papers, Theses, and Dissertations*, chap. 12.

English Translations

Duverger, Maurice. 1954. *Political Parties*. Trans. Barbara and Robert North. New York: Wiley.

Sources in Foreign Languages

Translate titles of books and articles in square brackets (that is, []) after the foreign title; if only the English translation is given, identify the original language in square brackets after the title. Do not translate the names of periodicals. For foreign language titles, capitalize only the first word and any proper nouns occurring in it (except for German, in which all common nouns are also capitalized):

Miyamoto, Yoshio. 1942. *Hoso to kokka* [Broadcasting and the national defense state]. Tokyo: Nihon Hoso Shuppan Kyokai.

Miyamoto, Yoshio. 1942. *Broadcasting and the National Defense State* [in Japanese]. Tokyo: Nihon Hoso Shuppan Kyokai.

Articles in Popular Magazines

References to popular magazines require only the author, year, article title, magazine title, month, and day (for a weekly or bimonthly)

Datasets from ICPSR

References to datasets from the Inter-University Consortium of Political and Social Research (ICPSR) should be modeled on the official citation provided by the ICPSR. The simple adjustments you must make are [1] add the ICPSR study number to the full reference; [2] use the date of ICPSR distribution as the publication date; and [3] change the upper-case of the study title.

For example, at the ICPSR web site the following information is given for a data set:

STUDYNO=6805;
CITATION=Eldersveld, Samuel J., John E. Jackson, M. Kent Jennings, Kenneth Lieberthal, Melanie Manion, Michael Oksenberg, Zhefu Chen, Hefeng He, Mingming Shen, Qingkui Xie, Ming Yang, and Fengchun Yang. FOUR-COUNTY STUDY OF CHINESE LOCAL GOVERNMENT AND POLITICAL ECONOMY, 1990 [Computer file]. ICPSR version. Ann Arbor, MI: University of Michigan/Beijing, China: Beijing University [producers], 1994. Ann Arbor, MI: Inter-university Consortium for Political and Social Research [distributor], 1996.

In the list of references at the end of your thesis this would appear as follows:

Eldersveld, Samuel J., John E. Jackson, M. Kent Jennings, Kenneth Lieberthal, Melanie Manion, Michael Oksenberg, Zhefu Chen, Hefeng He, Mingming Shen, Qingkui Xie, Ming Yang, and Fengchun Yang. 1996. *Four-County Study of Chinese Local Government and Political Economy, 1990 [computer file] (Study #6805)*. ICPSR version. Ann Arbor, MI: University of Michigan/Beijing, China: Beijing University [producers], 1994. Ann Arbor, MI: Inter-university Consortium for Political and Social Research [distributor], 1996.

Internet Sites

References for an internet site should be formatted much like references for articles or books but with the addition of the date of your last access to this site.

FTP (File Transfer Protocol) Sites. To cite text or data files available for downloading via ftp, give as much of the following information as is known: author's name, document date (year), full title of the work in quotation marks, any additional date information provided (month and day), address of the ftp site including full path needed to access the document, and the date of your last access.

Bruckman, Amy. 1994. "Approaches to Managing Deviant Behavior in Virtual Communities." April. <ftp://ftp.media.mit.edu/pub/asb/papers/deviance-chi94.txt> (December 4, 1994).

WWW (World Wide Web) Sites. References to text or data files that may be viewed or downloaded via the World Wide Web should give as much of the following information as is known: author's name, document date (year), title of the work in quotation marks, the title of the complete work if applicable in italics (for example, a full book title if you are citing a chapter), any additional date information provided (month and day), URL (Uniform Resource Locator or address) including full path needed to access the document, and the date of your last access in parentheses. URLs that are too long for one line should be continued on the next line without using a hyphen.

King, Gary, Michael Tomz, and Jason Wittenberg. 1998. "Making the Most of Statistical Analyses: Improving Interpretation and Presentation." September 7. <http://gking.harvard.edu/preprints.shtml> (October 22, 1998).

