Example Political Science Manuscript Format

John Doe

December 99, 2009

**Abstract:** The abstract should be no more than 150 words. The abstract should provide a very concise descriptive summary of the research stream to which the manuscript contributes, the specific research topic it addresses, the research strategy employed for the analysis, the results obtained from the analysis, and the implications of the findings. Often this is followed by a word count. To automatically insert a word count in Microsoft Word use Insert > Quick Parts > Field, and click NumWords. You will need to update this field.

Word count:

For formatting manuscripts see the most recent APSA Style Manual (2006) and the 15th or 16th Chicago Manual of Style, and the instructions for submission to a specific journal.

The font should be 12 point for all parts of the body text, including notes, and references. All body text, including notes and references should be double-spaced. Footnotes and references should be in a font of the same size and style as the main text. Footnotes may be used, but should not be used for citations. Do not use endnotes. Tables and figures may be single spaced.

Different journals have different length requirements: APSR (12,000 words), AJPS (10,000 words, including the main body of text, notes, references, and the headers of tables and figures, but not the title page, abstract, or supporting information), JOP (35 pages including text, footnotes/endnotes, references, and tables/figures, but not counting the title page and abstract), Political Analysis (25-30 pages including notes and references, and 3-6 tables and figures).

Margins should be 1 (JOP) to 1.25 (APSA 2006 Style) inches.

Do not include a paragraph laying out the the organization of the paper. It is unneccesary.

# Primary Heading

## Secondary Heading

Tertiary Heading. Generally, no more than two levels of headings should be used in a manuscript, and preferably one. Headings should be in title case. Do not numbers sections. Do not include a section for the introduction.

# Specific Instructions

## Variables

All variables used in tables and figures should be mentioned and described in the text. The first mention of the variable should be italicized. Thereafter, format variable names using normal text. In all cases the variable should be capitalized. Italicization should be used only for measured variables, and not general concepts. The names of variables should be consistent within the manuscript and in the text and tables. Do not use acronyms or computational abbreviations when discussing variables in the text. All variables that appear in tables or figures should have been mentioned in the text, standard summary statistics (n, mean, median, standard deviation, range, etc.) provided, and the reason for their inclusion discussed.

## Tables and Figures

Authors should in most cases attempt to position Tables, Figures and other graphical materials as they should appear embedded in the context of the text. For the submission you may location tables and figures on separate pages, with one table or figure per page, with a in-text locator for each, and in any case. For example, [Table 1 about here].

 For figures include either vector graphics, e.g. pdf, or png. Tables and figures should be comprehensible without reference to the text, e.g., in any figures, axes should be clearly labeled. You can include color in your figures, but since papers may be printed out, you should ensure they are understandable in grayscale.

In AJPS, “The use of asterisks or other symbols to represent varying levels of statistical significance is strongly discouraged.”

# Appendix A: Appendices

Appendices should be lettered to distinguish them from numbered tables and figures. Include a descriptive title for each appendix (e.g., "Appendix A: Data Transformation and Estimation").

# REFERENCES

References should be listed in a separate section headed "REFERENCES." All listed references must be cited in the text, and vice versa. Publication information for each reference must be complete and correct.

References should be in the APSA or Chicago format. Use a citation tool such as Mendeley, Zotero, EndNote, Colwiz, or even the built-in citation manager in Word in order to manage and format your citations.