

Government and Opposition: Style Sheet

Updated – February 2021

Contributions should be supplied as Word documents. Submissions should be submitted in UK English, using –ize and single quotation marks.

Headings

For level 1 headings, please use bold. For level 2 headings, please use bold + italic. For level 3 headings, use italic only

Numbers

Spell out numerals under 10. Sentences should not start with a numeral – either rewrite sentence or spell out the number. Use commas for numbers of four digits or more: e.g. 1,000, except in tables, where there should be no comma

Dates

Dates should be presented without punctuation in the following order: day, month, year, e.g. 10 April 1825.

Quotations

Use single quotation marks, and double quotation marks within single quotation marks. Quotations of over 60 words should be set as displayed quotes (no quotation marks). Punctuation should fall outside the quotation marks, unless the quoted material forms a grammatically complete sentence: Smith says that the evidence is ‘inconclusive’, but Jones says, ‘the evidence is inconclusive.’

Capitalization

Use capitals for titles or ranks directly preceding names, e.g. President Bush; but lower case for the president; the president, George Bush. Capitals should be used for parts of recognized geographical names e.g. Northern Ireland or West Africa, but for a general description use lower case: e.g. northern England. Names of institutions and movements should be in capitals if derived from a proper name: e.g. Christianity, Marxism, but lower case for fascism, conservatism.

Endnotes

Notes appear at the end of articles, before the references section. Note references should appear at the ends of sentences and outside punctuation rather than within it: e.g. Supreme Court History.²

References

We use the Harvard (author, date) style of referencing, and include reference sections at the end of articles.

In-text references

Each time a reference is made to a document or source, author surname and year (and page number where appropriate) should appear in parentheses. No need to include ed. or eds. If the text is already in parentheses, put a semicolon before the reference to avoid having brackets within brackets if possible:

It is said that this is easy (Smith 1990: 31–32)
(it is said that this is easy; Smith 1990: 31–32)

If the author name is mentioned in the text, the reference should appear in a logical position after the author name:

Smith's study (1990: 31) shows that this is easy

Where reference is made to multiple sources, they should appear in alphabetical order (semicolons between references). If this list is very lengthy, it is better to try to have this at the end of a sentence to make for easier reading.

(Jones 1993: 13; Smith 1990: 31)

References to multiple works by the same author should have comma in between, list earliest work first:

(Smith 1990: 31, 1995: 2)

Where work has two authors, cite both names (with 'and' in between); where there are 3 or more authors use 'et al.' See below for how to present these works in the reference section:

Smith and Jones 1992; Smith et al. 1990

When more than one author has the same surname and date, always cite their first initial to avoid confusion:

J. Smith 1990; N. Smith 1990

Where there is more than one work by an author (or group of authors) in one year, follow the date with a lower case letter, following the order in which they appear in the text (the alphabetical order of author's names is ignored)

Smith and Jones 1995a, 1995b, 1995
Smith and Jones 1995b; Smith et al. 1990a

If the reference is in the source for a table or figure, then date only appears in brackets:

Source: Smith (1990: 21)

ibid. should not be used

Reference sections:

- Reference sections should include all the references cited in the text, and no others - i.e. all items in the reference section must be cited in the text.
- Journal and newspaper titles do not include 'the', except for *The Times*, *The Economist*.
- Print newspaper and magazine articles do not need a page number or web address.
- Names starting Mc, Mac etc should all be alphabetized as if they start with Mac.
- If it's necessary to cite when a work was first published, add this in brackets at the end of the reference (first published 1999).
- All entries in the reference section and notes should end with a full stop, even if they end with a web address.
- No need to include http:// if the address starts with www. Web address should not be a hyperlink or underlined.
- Articles, short reports, papers, webpages, press releases etc are treated as unpublished articles (titles in roman, in quotation marks).
- Pamphlets, longer reports, books etc available on the internet are treated as published books (with titles in italics).
- et al. should always be roman, not italics.
- at the beginning of a reference, (ed) or (eds) should come before the year: Smith J (ed.) (2001) ... or Smith J and Bloggs H (eds) (2001) ...

Examples

Please ensure that your references are complete, and that all of the references in the reference list are cited in the text. Wherever possible, please prepare your references using the samples below. For more than 3 authors, please cite the first author and *et al.*

Reference to an article

Wilkinson S (2015) Where's the Party? The Decline of Party Institutionalization and What (if Anything) that Means for Democracy. *Government and Opposition: An International Journal of Comparative Politics* 50(3), 420–445. <https://doi.org/10.1017/gov.2015.5>

If the article is published online early and not yet in print:

Finke D and Herbel A Politics and Parliamentary Oversight in the European Union. *Government and Opposition: An International Journal of Comparative Politics*, published early online, September 2016, <https://doi.org/10.1017/gov.2016.28>

Reference to a book

Adeney K (1997) *Federalism and Ethnic Conflict Regulation in India and Pakistan*. New York: Palgrave.

Churchill WS (1956) *A History of the English-Speaking Peoples*. Vol. 1, *The Birth of Britain*, 2nd edn. New York: Dodd, Mead.

Reference to a chapter in an edited book

Gomery D (1988) The New Hollywood. In Nowell-Smith G (ed.), *The Harvard History of World Cinema*. New Haven, CT: Harvard University Press, pp. 2–20.

Reference to an edited book:

Dyson K and Wilks S (eds) (1983) *Industrial Crisis: A Comparative Study*. Oxford: Oxford University Press.

Reference to a report or paper in a series (include web address if available):

McLeod D and Lustig N (2011) Inequality and Poverty under Latin America's New Left Regimes. *Tulane Economics Working Paper Series* 1117, <https://ideas.repec.org/p/tul/wpaper/1612.html>.

Reference to conference papers and theses (include web address if available):

Loewen P and Blais A (2006) Testing Publius' Federalism: Losers Consent, Winners Lament? Paper presented at the Conference on the Comparative Study of Electoral Systems, Seville, 26 March, www.cses.org/plancom/2006Seville/LoewenBlais2006.pdf

Kenny PD (2013) The Patronage Network: Broker Power, Populism, and Democracy. PhD dissertation, Yale University.

Internet references:

Projects

Regan P and Clark D (2010) The Institutions and Elections Project, Binghamton University, www.binghamton.edu/political-science/institutions-and-elections-project.html

Web articles (if author named)

Levine P and Lopez M (2002) Youth Voter Turnout Has Declined by Any Measure. Fact sheet, Center for Information and Research on Civic Learning and Engagement fact sheet, <http://pweb.jps.net/~lsbonnin/mark/docs/MeasuringYouthVoterTurnoutFinal.pdf> (accessed 21 May 2015).

Web articles (if no author)

Your Europe (2014) Elections Abroad. 21 May, http://europa.eu/youreurope/citizens/residence/elections-abroad/index_en.htm (accessed 12 October 2015).

Speeches available online

Osborne G (2010) The Financial Situation. Speech, Mansion House, London, 16 June, www.gov.uk/government/speeches/speech-by-the-chancellor-of-the-exchequer (accessed 3 December 2012).