

Quarterly Journal of Political Science

Style guidelines, like politics, are reflections of both rules and preferences. The topics addressed in this document, correspondingly, range from our publisher's firm requirements to our editors' congealed tastes. Our objective is not to cramp authors' styles by imposing our own but rather to strive for an optimal level of conformity in which the readers of the *Q* benefit from contributions that are clear in content and consistent in form. The guidelines are not exhaustive. On matters not covered, please consult *The Chicago Manual of Style*.

Keith Krehbiel and Nolan McCarty
Editors in Chief

Preparing a Final Version

- **Abstract.** Include an abstract of not more than 200 words.
- **Acknowledgments.** Please be brief. Avoid hyperbole and effusive expressions of debts of gratitude to family, friends, pets, etc.
- **Main body.** Send your final version as a Word or LaTeX file. Our publisher will typeset it to our specifications, after which our files and formats will be used through copy-editing and publication.
- **Tables.** Use lines or rules sparingly in tables. Titles should be left-aligned in 10-point bold serif font (e.g., Times Roman or a close substitute). Text in tables, likewise, should use a serif font. Titles should convey table-specific information but not descriptive information about data available elsewhere in the article. For example, exclude “from the 55th-99th U.S. House of Representatives” if the period of study is the same throughout the study and included in the description of data in the text. Likewise, exclude lengthy footnotes that repeat information available elsewhere in the article.
- **Figures and graphs.** Please submit all figures and graphs as separate files in EPS, TIFF, or JPEG formats. By default we will use color figures in the PDF files available online, but the hard copy of the *QJPS* is printed in black and white. When supplying color figures or halftones (photos), ensure that there is sufficient contrast to enable clear black and white printing. Do not put boxes around figures. Halftones should be supplied in 300 dpi resolution; all other figures should be 600 dpi. Use a single common san serif font (e.g., Arial or a close substitute). Avoid shaded backgrounds and unnecessary borders. Strive for clarity and parsimony. Titles should be in 10-point bold, flush left, sentence case.
- **References.** Format as recommended in the *APSA* style guidelines.

Supplementary Materials with Final Submissions

The *Quarterly Journal of Political Science* is committed not only to data availability and replicability of empirical research but also to clarity and completeness of theoretical research. As a condition for publication, therefore, authors must also submit supplementary materials that are pertinent to their forthcoming article. In addition to (but separate from) the final version of the text, tables, and figures to be published, supplementary files are to be combined and submitted as a single zip archive that will be posted at www.qjps.com. These include any of the following that are pertinent to the forthcoming article.

- Proofs for any lemmas or propositions that are referenced and/or stated without proof in the article.
- Datasets and documentation necessary to replicate all figures and tables appearing in the manuscript.
- Computer code (e.g., Stata do-files, SAS or Gauss commands, Matlab programs, etc.) and documentation necessary for replicating all figures, tables, or simulations.
- Printable copies of auxiliary analyses, tables, or figures referenced in the manuscript but not reported in the published version.

The contents of the archive will be inspected by the *QJPS* Replication Assistant, however the authors are ultimately responsible for the clarity of documentation, the veracity of the data, the condition of proofs, and for generally correcting, updating, and maintaining supplementary materials.

Reporting of Data

- Please use three significant digits in tables and text.
- We prefer the reporting of standard errors, because *QJPS* readers can divide. We frown upon stars and daggers not only because they are unsightly but also because *QJPS* readers have inalienable rights to choose their own critical values.
- Because the alternative hypothesis $\beta \neq 0$ is not as interesting as $\beta \geq 0$, p -values should be one-tailed in most instances.
- In text and tables, avoid abbreviations in the names of variables. Modern typesetters can accommodate upper and lower case fonts and words longer than eight characters, so full descriptive words or phrases are preferred.
 - Opaque: The coefficient for *DINVTSHR* is positive.
 - Clear: The coefficient for *Democratic incumbent's vote share* is positive.
- See also Tables in the section Preparing a Final Version (above).

Sections and Subsections

- Please refrain from using a heading for the first section of the article. Readers do not need to be told that an article begins with an introduction.
- Sub-subsections are usually excessively organizational. Well-crafted transition sentences can more effectively communicate a change of focus.
- Do not number sections or subsections unless numerical cross-referencing is frequent and essential. Otherwise, material in other sections can be cross-referenced adequately by stating its relative place in the article or by the content of the section. Examples: “We reconsider this assumption below.” “This assumption is modified in the section on robustness.”
- Unless your article follows a unorthodox sequence of development that may confuse the reader, do not include a roadmap paragraph of the form: “In the first section we review the literature. In the second section we present our hypotheses...”

Citations. Please follow *APSA* formatting conventions, noting also the following.

- Comprehensive coverage of literatures is neither necessary nor desirable in *QJPS* articles. Please confine citations to directly relevant work.
- Do not cite works on points that are uncontroversial, such as, “Members of Congress are reelection-seekers (Mayhew 1974).”
- Citations to canonical works are usually unnecessary: “The solution concept is Nash equilibrium (see Nash 1957).”
- Even when multiple authors have long and difficult-to-spell names, spell them out rather than merging their initials. For example, after first citing Ansolobehere, de Figueiredo, and Snyder (2003), truncate subsequent references to Ansolobehere et al., not to AdFS. (Don’t even think about Ansodefigder.)

Verb tense. We favor present tense, therefore:

- Avoid future tense, as in, “This paper will show...”. If the paper is complete (and we deemed it worthy of publication), then it *shows*. Similarly, when describing actions in a sequential game, write “Nation A fights if...” rather than “Nation A will choose to fight if...”. A global search for *will* usually reveals most uses unnecessary. Search and destroy accordingly.
- Avoid past tense. “Riker (1962) taught us that...” suggests that we learned in 1962. The book is still in libraries and is still read, so, “Riker (1962) teaches us...” (*The Chicago Manual of Style* affirms the “historical present tense” is acceptable even when the author is dead, so, for example, “Chaucer says...”)

- Conditional statements are usually tightest in present tense. Bulky: If committees were to act as gatekeepers, then we would expect that x and y . Better: “If committees are gatekeepers, then x and y .”

Quotation marks. Use quotation marks sparingly, reserving them for genuinely quoted and cited material.

- Do not use quotation marks to suggest apology or deception, as in: This “signaling” model implies.... If the intended meaning is, “This model, which is not really a signaling model, implies...” then it is usually possible and always preferable to avoid ambiguity altogether by using a different, descriptively accurate adjective.
- Do not use quotation marks for well-known terms on grounds that they happen also to have lay meanings, as in: If voters are “sophisticated,” the outcome is x . Readers are likely to know the meaning of the term in context. If they do not, quotation marks do not help. Instead, provide a descriptive modifier (e.g., voters are Farquaharson-sophisticated) or state the intended meaning using a clarifying clause (e.g., voters are sophisticated in the sense of McKelvey and Niemi).
- Although it may seem only “fair” to conform to the “norm” of using quotation marks as a “substitute” for defining ambiguous terms, a better norm—whether fair or not—is to abandon quotation marks and to substitute definitions.
- We prefer italics to quotation marks when introducing, referring to, or defining terms or variables: By *institutions* we mean codified constraints on behavior.

Miscellaneous

- Capitalization should be confined to proper nouns. Therefore, do not capitalize the words parliament, president, or court unless referring to, say, the European Parliament, President Eisenhower, or the Supreme Court.
- Specific parts of your article that you choose to number qualify as proper nouns. Therefore, capitalize references to Assumption 1, Proposition 2, Figure 3, Equation 4, and so on, but do not capitalize unnumbered references to, say, the assumptions of the model or the proposition in the previous section.
- Equations should be numbered if reference is made to them in text. Such references should be of the form, Equation 3, without parentheses around the equation number.
- Avoid using nouns as adjectives, especially when confusion results. For example, the heading *Variable Definitions* suggests that your definitions vary. We prefer fixed *Definitions of Variables*.
- Do not begin sentences with “There.” For example: “There exists a controversial literature on x .” should be, “The literature on x is controversial.”

- The word *hopefully* means with hope, or full of hope—not, I hope. Consequently, do not write, “Hopefully, this research will stimulate additional work on...” when you mean “We hope this research will...” (Note also: the research does not hope—you do.)
- The phrases *the point that* and *the fact that* are almost always unnecessary and can be omitted with a simple sentence reconstruction. For example, “The point that the coefficient is insignificant...” is fixed in, “The insignificance of the coefficient...”
- Causality versus temporality. The words *since* and *as* are often used to connote both temporality and causality. Often this leads to confusion as in: “Since we started the *QJPS*, more excellent articles have been published.” Did the publication of excellent articles increase after February 2005? Or, did the *QJPS* cause the increase in the quality of publications? Confusion is averted by using *because* for causal statements and *since* for temporal statements. (The use of *while* as a synonym for *although* creates parallel problems and has a parallel solution.)
- Gerunds should be used sparingly. We prefer “x increases y if we control for z” to “x increases y controlling for z”
- Passive versus active voice. Avoid passive voice except when doing so requires excessive use of first-person pronouns.
- Pronouns. If you are the sole author and use a first-person pronoun, *we* (Keith and Nolan—two of us) prefer that you use the pronoun *I*.
- Gender. Gender neutrality is desirable but should not be forced with avoidable uses of *his or her* and *he or she*, or by calling the POTUS *she*. Use gender-free nouns when possible. For example, congressmen and congresswomen are also members of Congress or, more generically, legislators. Similarly, if, in a game between an agency and a court, a pronoun is needed, the pronoun *it* often suffices. In instances in which *it* has an ambiguous referent, confusion is cleverly circumvented by calling the agency *agency* and the court *court*.
- *Deploy* is not a synonym for *employ* or *use*. It means to spread out or arrange strategically. Consequently, “we deploy two models” is inappropriate unless, improbably, your article is one in which two model Humvees are deployed.

January 5, 2009