

Based on Scott, Gregory M., and Stephen M. Garrison. 2006. *The Political Science Student Writer's Manual*. 5th ed. Upper Saddle River, NJ: Pearson Prentice Hall.

The Title page must include the following: 1) title of the paper, 2) name of the writer, 3) course name, section number, and instructor, 4) name of college or university, and 5) date.

The Political Thought of Eduard Bernstein:

A Marxist Revisionist

by

I. R. Studios

Western Political Theory II

POLS 5510

Dr. I. M. Wise

January 1, 2006

Valdosta State University

Running head: Eduard Bernstein

[A running head is not to exceed a total of 50 spaces.]

In addition to the information shown on the title page instructions, position papers and policy analysis papers must include the name, title, and organization of the public official who has the authority to implement the recommendations you are making. You should use the format for position papers found in Scott and Garrison or by Dr. Argyle when writing these, not the format shown in this handout.

The Rising Cost of a College Education in Westate

Submitted to

The Honorable Melinda Socrates, Chair

Education Committee, Westate

Senate

by

U. R. Stucke

Policy Analyst and Student

PADM 7090

Dr. Dilbert Catbert

Valdosta State University

January 1, 2006

Using Headings in your Paper

[All line numbers are from the top of the page, not from the top margin.]

The Political Thought of Eduard Bernstein:(3rd line)

A Marxist Revisionist (5th line)

Unless otherwise instructed, the text (including all headings) should be double-spaced.

No more than 40 spaces should go on one line for any level of a subheading (normally, not over one-half a line should be used).

Each section should contain an explanatory proposition or thesis statement. The introductory section of the paper, no matter what it is called, should contain the explanatory proposition for the overall paper. An example would be: Eduard Bernstein's general theory is based upon the ideas of Marx, but his belief in reason, his exposure to British socialism, and his experience as a political activist in Germany led him to make major revisions in Marx's basic arguments.

Always indent 5 spaces at the beginning of each paragraph, and do not leave more than the normal space (in most cases, two lines) between paragraphs. In short papers, which include the majority of seminar papers, you should not leave a blank space on the page so you can start the next section on the following page. This is done only in longer, book-length manuscripts.

NOTE:
APSA calls for 1-inch margins all around, as reflected in this handout. If the paper is to be bound in any way you must leave additional space on the left margin.

However, you should never place a heading as the last entry on a page. If there is not room for the heading and at least two additional lines of text, then go to the next page. In MS Word you should use the formatting instructions to prevent widows and orphans.

Eduard Bernstein the Marxist: His
[*Primary* heading]
Developmental Years

Primary headings should be centered, with each word except articles, prepositions, and conjunctions capitalized.

Use an explanatory proposition that relates to this section of the paper. For example: Eduard Bernstein's early political development was heavily influenced by the writings of Karl Marx.

Within this or any section, it may be appropriate to further subdivide the discussion. Using a *secondary* heading, as shown below would do this. *Secondary* headings are placed at the left margin, not underlined.

Bernstein's Education

Tertiary headings are used if you need three levels. These headings are placed at the left margin and are underlined, as shown below. Only the first word and proper nouns are capitalized.

The gymnasium class of Herr Dortmunder

Always number your pages, including footnote and bibliography pages. All pages, including the title page, are to be numbered with Arabic numerals in the upper right corner. Footnotes should be

used only if you must add essential information that supplements the text, but cannot add it to the text for some reason—commonly because it destroys the "flow" of the writing. If you add such a footnote, use the endnote style. Endnotes are to be numbered consecutively throughout the paper, using Arabic numerals set a half-line above the text, immediately following a punctuation mark, as shown.¹ Endnotes are to be placed after the text of the paper, on a separate sheet of paper labeled "Footnotes" (shown as a primary heading).

Following your endnote page (if you have one) you should have your list of references, beginning on a separate page, in the first level of subheading used in your paper. You are to list your references using APSA style, as shown in *The Political Science Student Writer's Manual 5th ed.* Examples of this style are provided in the next sections.

Citation Format

You must cite any work that you take data, words, or ideas from. APSA citation style is easy to use. The author's last name, year of publication, and date are inserted parenthetically in the text (Author 2006, 22-23.). Use paragraph or line numbers for electronic text. Do not include page numbers when referring to the entire text.

As one study (Argyle Barrilleaux 1986, 35) notes, "the next president should think carefully before eliminating the Cabinet Council system."

If either the author's name or the publication date is mentioned in the text, it should be omitted from the parenthetical information. You would still include the page number(s) within the parentheses

unless you are referring to the entire work.

As Argyle and Finke (1986, 23-24) point out . . .

A 1986 study of Hispanic voting behavior (Argyle & Finke) . . .

A 1986 study by Argyle and Finke . . .

In a work by two or three authors, cite them in the order they appear on the text.

One introductory text in political science (Peterson, Allen, and Argyle 1995) . . .

(Peterson, Allen, and Argyle) . . .

If a work has four or more authors, cite the surname of the first author followed by "et al."

As Jones et al. (1989) argue . . .

If you are citing a work that has an institution as the author, use the full name of the institution in the first cite. In subsequent citations, you may use an abbreviation.

(American Society for Public Administration [ASPA], 1995)

(ASPA)

Electronic correspondence (E-mail, chatroom, etc.) is cited as personal correspondence in the text only.

R. P. Gilboy (personal communication, March 25, 1999)

References

The list of references begins on a separate page, with the word "References" formatted as a primary level heading. List references alphabetically by the authors' last names. Indent every line after

the first line of each reference by 5 spaces; the first line is to be flush with the left margin. Capitalize the first word and last word in a title, as well as all other words except articles, coordinating words, and prepositions. Capitalize all important words in the names of journals. References are to be double-spaced, including between references.

Journals

For journals, give the month, the season, or the issue number (in that order of preference) in parentheses after the volume number.

Journal Articles

One author.

Argyle, Nolan J. 1993. "Administrative Thought in Colonial America." *Southeastern Political Review* 21 (1): 30-56.

Two authors

Nash, Michael D., and Nolan J. Argyle. 1984. "Services for the Mentally Ill: A Reversal in Federal Policy." *Administration in Mental Health* 11 (Summer): 111-123.

Three authors

Argyle, Nolan J., Lon S. Felker, and Edwin R. Griffith. 1982. "Is Public Personnel Management Bankrupt? Reflections on the Current State of the Art." *Public Service* 9 (August) 1-5.

Books

The author's name (inverted) is listed first, followed by the publication date, title, place of publication, and publisher. In place of publication do not include the state unless the city is not well known. If you include the state, use postal abbreviations.

One author

Argyle, Nolan J. (1979). *The Bridge at Kilometer 575*. New York: Manor.

Two or more authors

Meier, Kenneth J., and Jeffrey L. Brudney. 1993. *Applied Statistics for Public Administration* 3rd ed. Belmont, CA.: Wadsworth.

Edited book

Peterson, James W., Lee M. Allen, and Nolan J. Argyle. Eds. 1994. *Perspectives on Politics: Classic to Contemporary*. Dubuque, IO: Kendall-Hunt.

Chapter in an edited book

Argyle, Nolan J. 1994. "Public Administration, Administrative Thought, and the Emergence of the Nation State. In *Handbook of Bureaucracy*, ed. Ali Farazmand. New York: Marcel Dekker.

Electronic Media

Never use electronic media if the source is available in print. Print versions are more readily available to the reader than most electronic sources. Refer to Scott and Garrison (2006, 71-73) for information on citing electronic sources, and for other types of citations.

Refer to the 5th edition of the APSA manual for additional references.

References

Scott, Gregory M., and Stephen M. Garrison. 2006. *The Political Science Student Writer's Manual*. 5th ed. Upper Saddle River, NJ: Pearson Prentice Hall.

Annotated Bibliography Entry (Sample)

Argyle, Nolan J. 1993. "Administrative Thought in Colonial America." *Southeastern Political Review* 21 (1): 30-56.

This article examines the intellectual heritage of the American administrative state. According to the author, the founding fathers who developed the administrative structure of the new nation drew on a rich intellectual heritage, a heritage that helped shaped their worldview; a worldview further shaped by the intense questioning of the relationship between church and state that dominated administrative development during this era, as well as by arguments concerning the proper relationship of the state to the individual. An understanding of the forces shaping the worldview of the founding fathers provides the contemporary student of administration with a greater appreciation of current arguments concerning the nature of the modern American administrative state.