

# Manuscript Formatting of MA Thesis

## Article Title and Section Headings

The guidelines for article titles and section headings are as follows (please do not underline):

Article title and principal subheads: 14-point roman type, title case, bold, and set on a line separate from the text.

Secondary subheads: 12-point roman type, title case, bold, and set on a line separate from the text.

Sub-subheads (run-in subheads): 12-point roman type, title case, bold and italic, run-in at the beginning of a paragraph, and followed by a period.

The thesis should have an abstract on a separate page after the title page.

## Numbers

*Numerals or words:* Spell out only single-digit numbers (1-9) and use numerals for all others. Use numerals for percentages and spell out percent (for instance, 9 percent). Centuries should be spelled out and lowercased.

*Decimal fractions:* In the text, when a quantity equals less than 1.00, a zero appears before the decimal. (for example, 0.25). If the quantity is always less than 1.00, as in probabilities, correlation coefficients, and the like, a zero is typically omitted before the decimal point ( $p < .05$ ,  $R = .10$ )

## Quotations

Quoted matter that runs six or more typed lines or that involves two or more paragraphs should be set off as a block quotation; the quotation should start a new line, be set

without quotation marks, and be set in 11-point type. Shorter quotations are run into the text and enclosed in quotation marks. Be sure to include page number(s) where quotation appeared.

Quotation marks should be used to set off a word of unusual meaning or an unfamiliar, excessively slangy, or coined word the first time it is used. Quotation marks are unnecessary thereafter. Commonly known facts and proverbial, biblical, and well-known literary expressions do not need to be enclosed in quotation marks.

### **Capitalization**

When in doubt, do not capitalize. Only acronyms should appear in all capital letters (after one spelled-out use). Civil, military, religious, and professional titles and titles of nobility are capitalized only when they immediately precede a personal name and are thus used as part of the name. Article and section titles of any kind should be capitalized in title case.

### **Italics**

Italicize names of books, newspapers, and journals; please do not underline them. Italicize the names of plaintiff and defendant in the citation of legal cases. Italics are used for isolated words and phrases in a foreign language if they are likely to be unfamiliar to readers. Foreign words or phrases familiar to most readers and listed in Merriam-Webster's Collegiate Dictionary, 11th edition (for example, *laissez faire*) are not italicized if used in an English context. Italicize a word on its first occurrence; thereafter they are best set in roman. Italics may be used for emphasis and on the first occurrence.

### **Citing Works within the Text**

To cite the works you used in developing your article, use the author-date system. For each work to which you refer, supply the author's last (family) name, date of publication of the work cited, and a page number(s) if needed. There should be a reference list entry for every text citation.

If you refer to an author in the text, the publication date and page numbers are a sufficient reference. For example: As Johnson argues (1994, 17)...

If a work has more than three authors, use the name of the first author followed by et al. For example: (Davidson et al., 1990, 27)

If you cite more than one work by the same author produced in the same year, distinguish among the works with an alphabetical identifier after the date. For example: (Lowi, 1985a, 13; Lowi, 1985b, 18).

Assign letters to the dates of each work according to the alphabetical order of the titles of the works. For example: If you cite *The City* and *Urban Policy* by Smith and both were published in 1987, cite *The City* as (Smith, 1987a) and *Urban Policy* as (Smith, 1987b).

If you cite an electronic source, include the author's last name (or file name if author's name is not available [for example, cgos.html]) and the date of publication or last revision (or date accessed if publication date is not available).

## Notes

Please DO NOT use endnotes. Use footnotes to elaborate or comment on material in the text and place them at the bottom of the text.

References: Prepare a list of all the works you cite in the text and arrange them alphabetically by author's last name (please include only the works that are cited in the text). If you cite more than one work by the same author, a 3-em dash replaces the name after the first appearance and the entries are arranged by the year of publication in ascending order (earliest to latest). If you cite more than one work by the same author published in the same year, arrange them alphabetically by title and distinguish them by putting an *a*, *b*, *c*, and so forth, following the year of publication. Titles and subtitles of books and articles in the references are capitalized headline style. Please include author's full given name, instead of using initials.

Examples of some of the more common reference list entries are as follows:

**Book, single author:**

Goodsell, Charles. 1994. *The Case for Bureaucracy: A Public Administration Polemic*. 3d ed. Chatham, NJ: Chatham House.

**Book, multiple authors:** (only the first author's name is inverted)

Keehley, Patricia, Steven Medlin, Laura Longmire, and Sue A. MacBride. 1997. *Benchmarking for Best Practices in the Public Sector: Achieving Performance Breakthroughs in Federal, State, and Local Agencies*. San Francisco, CA: Jossey-Bass.

**Book, edited:**

Halachmi, Arie, and Geert Bouckaert, eds. 1995. *The Enduring Challenges in Public Management: Surviving and Excelling in a Changing World*. San Francisco, CA: Jossey-Bass.

**Chapter or selection in an edited book:** (Please note: no quotation marks around chapter title; please include page numbers)

Ingraham, Patricia W., and David H. Rosenbloom. 1992. The State of Merit in the Federal Government. In *Agenda for Excellence: Public Service in America*, edited by Patricia W. Ingraham and Donald F. Kettl, 274-96. Chatham, NJ: Chatham House.

**Journal Article:** (Please note: no quotation marks around article title)

Roberts, Alasdair. 1995. Civic Discovery as Rhetorical Strategy. *Journal of Policy Analysis and Management* 14(2): 291-307. ("14" is the volume number, "2" is the issue number, and "291-307" is the page range. If possible, please use issue number and not month)

**Newspaper Article:**

Walker, Robert. 1995. Reality Strikes Mission to Planet Earth. *Space News*, August 28-September 3.

**Non-English Titles:**

Title of works in languages other than English are treated the same as English titles except that capitalization follows the conventions of the language of the work. An English translation should be provided for all titles (book titles, journal titles, journal article titles, newspapers, etc.). The translation should immediately follow the title, enclosed in brackets without italics or quotation marks, and only the first word (of title and subtitle) and proper nouns and adjectives are capitalized.

Mayntz, Renate, and Fritz W. Scharpf. 1973. *Planungsorganisation: die Diskussion um die Reform von Regierung und Verwaltung des Bundes* [Planning organization: A debate on the reform of government and administration of Germany]. Munich: Piper.

**Papers Presented at Meetings, Conferences, etc.:** (Please include month and days, as well as the city and state)

Baker, George. 1999. Distortion, Noise, and Incentive Provision with Imperfect Performance Measures. Paper presented at the National Academy of Sciences conference on Devising Incentives to Promote Human Capital, December 17-18, Irvine, CA.

**Public Documents/Reports and Documents:**

U.S. House. 1993. Committee of the Budget. *Omnibus Budget and Reconciliation Act of 1993: Report on the Budget*. Washington, DC: U.S. Government Printing Office. Report no. 103-111.

**Hearings:**

U.S. House. 1994. Committee on Public Works and Transportation. 1993 *Empowerment Zone and Enterprise Community Program: Hearing before the Subcommittee on Economic Development*. 103rd Cong., 2nd sess. February 7.

**Court Decisions/Legal Cases:**

The names of legal cases are italicized when mentioned in the text and the abbreviation v.

should also be italicized. These should be cited in the text and are NOT listed separately in the reference list. Examples of citations in running text follow:

In 1941, *Bridges v. California* (314 U.S. 252)

*United States v. Katzwallader* (183 F.2d 210 [1950])

**Electronic Sources** (please see section 17.15 of the *Chicago Manual of Style* for a listing of specific examples of source types):

**Electronic Books:**

Full facts of publication should be noted, including author's last and first name, date of publication, title, chapters or other titled parts of a book, edition, multivolume works, etc. (if applicable), a URL or address, including the path or directories necessary to access the document. Since some books are published in printed and electronic forms, always cite the source consulted.

Burka, L.P. 1993. A Hypertext History of Multi-User Dimensions. *MUD History*.  
<http://www.utopia.com/talent/lpb/muddex/essay>.

**Electronic Journals:**

Follow the example for the printed form of a journal article and add the URL (address) at the end of the citation.

**Online Newspapers, News Services, and other News Sites:**

These are identical to their print counterparts, with the addition of a URL.

**Informally Published Electronic Material:**

Include as much of the following information as can be determined: author of the content, title of the page, title or owner of the site, and the URL. When there is no clear indication of authorship, title, publisher, or date, it is still necessary to include the URL and what the source is (descriptive phrases may be used). If a site ceases to exist before publication, include such information parenthetically at the end of the citation.