

Styleguide: Swiss Political Science Review (SPSR)

Original articles, research notes

Content

1	Manuscript Style	2
	Order of Contents	2
	General Guidelines	2
	Tables and Figures	3
2	In-text Citations	3
	General Rules	3
3	References	3
	General Rules	3
	Author Names and Order	3
	Language Policy	4
	Reference Type: Books	4
	Reference Type: Journal Articles	4
	Reference Type: Edited books	5
	Reference Type: Chapters in Edited Books	5
	Reference Type: Working Papers	5
	Reference Type: Theses	5
	Reference Type: Conference Paper or Presentation	5
	Reference Type: Reports	5
	Reference Type: Newspaper Articles	5
	Reference Type: Online Sources	6
	Reference Type: Classical References	6

1 Manuscript Style

Order of Contents

- Title
(case capitalization)
- Abstract
(max. 150 words, for articles in French, German or Italian an English abstract is also required)
- Keywords
(3-5)
- Main text
(Section title case capitalization, no numbering of the sections, use footnotes)
- References
(see information on reference style below)
- Tables
(titled and numbered, title case capitalization)
- Figures
(titled and numbered, title case capitalization)
- Appendix
(tables and/or figures numbered separately in the appendix; if necessary, provide references)

After acceptation:

- Add acknowledgments
(either as a first footnote after the title of the introductory section or at the end of the article, but before the reference list)
- Add a biographical note
(after the reference list, title: “Biography” resp. “Biographies”, max. 50 words. Include: name function, institution. Research interests. E-mail address)
- Provide separate files of the figures. Use one of the following formats: .gif, .jpg, .png, .ps, .eps, or .pdf

General Guidelines

- English: use either British or American English.
- French, German or Italian: follow the Swiss Orthography.
- Introduce acronyms in parentheses at the first reference, following the spelled-out full form
- Quotation marks:
 - introduce non-standard terms
 - show the use of a word in a non-standard, ironical sense
 - introduce a translated foreign word at the first reference, following the original word and possibly its acronym in parentheses. For official English translations of e.g. organizations consult databases such as “TERMDAT” of the Federal Chancellery of Switzerland (<https://www.termdat.bk.admin.ch/Search/Search/language=en> [accessed: 23.03.2017]).
 - for direct quotations. Use block formatting for long quotations
- Numbers: according to Swiss orthography, e.g. N = 1'000'000, R² = 0.82, decimal points (.)
- Per cent signs: without an empty space, e.g. 34.4%
- Currency symbols: with an empty space, e.g. US \$ 98.00, £ 44.40

Tables and Figures

- Use the terms “Table” and “Figure”
- Each table and figure has a title (above the table / figure, title case capitalization)
- If necessary, introduce additional remarks below the table / figure with “Note:” or “Notes:”
- If necessary, specify the source below the table / figure with “Source:”

2 In-text Citations

General Rules

- Always insert page numbers in the case of direct quotations
- Several works: 1. alphabetical order, 2. chronological order
- Two authors: use “and” in the language of your article, i.e. “and” (English), “et” (French), “und” (German), “e” (Italian)

Table 1: Guidelines for In-Text Citations

	Citation in-text	Citation in-text (Parentheses)
1 Author (incl. Page Numbers)	Borner (1998)	(Borner 1998)
	Borner (1998: 105)	(Borner 1998: 105)
2 Authors (incl. Page Numbers)	George and Bennett (2005)	(George and Bennett 2005)
	George and Bennett (2005: 310)	(George and Bennett 2005: 310)
More than 2 Authors (incl. Page Numbers)	Moran et al. (2008)	(Moran et al. 2008)
	Moran et al. (2008: 15)	(Moran et al. 2008: 15)
Several works (incl. Page Numbers)		(Borner 1998; George and Bennett 2005; Hawkins et al. 2012) (Borner 1998: 105; George and Bennett 2005: 310; Hawkins et al. 2012: 15)

3 References

General Rules

- Title: “References”, “Literatur”, “Références”, “Riferimenti bibliografici”
- Other reference types than specified below: please use a similar style or contact the editorial office.
- Please check whether any of the references need updating, e.g. first online articles that have been published in the meantime.

Styles for Endnote, Citavi and Bibtex are available (Bibtex only English, Endnote and Citavi in English, French and German). However, please note that the output generated by the respective software depends also largely on the quality of the data entered into the software.

Author Names and Order

- Several references by the same author/s begin with the oldest reference.
- Several references in one year are separated by adding a letter, e.g. 2016a, 2016b

- One author: name1, firstname1
(Example: Borner, S.)
- Two authors: name1, firstname1 and firstname2 name2
(Example: George, A. L. and A. Bennett)
- 3 to 7 authors: name1, firstname1, firstname2 name2 and firstname3 name3
(Example: Meier, A., H. Graf and H. Wuffli)
- more than 8 authors: write the names of the first six authors and the last author:
name1, firstname1, firstname2 name2, firstname3 name 3, firstname4 name4, firstname5 name5,
firstname6 name6, ..., firstname_last name_last
- Organization as author: use the full name of the organization, acronyms can be used if they are
already introduced in the text and if one of the following applies: long full name, full name in a
foreign language, or work has been published using the acronym.

Language Policy

- Use conjunctions and prepositions in the references or in-text citations according to the language
of your article in the SPSR (see Table 2). Example for a German book in an English article:
Borner, S. (1988). Volkswirtschaftliche Beratung und politische Aktion. In Meier, A., H. Graf
and H. Wuffli (eds.), *Praxisorientierte Volkswirtschaftslehre. Festschrift für Francesco
Kneschaurek*. Bern: Stämpfli (93–106).
- All citations to articles published in the SPSR should reference the journal's title in English
regardless of the language in which the article is written:
Beetschen, M. and F. Rebmann (2016). Le néocorporatisme suisse en déclin? Les commissions
extra-parlementaires dans un environnement en mutation (1957–2010). *Swiss Political Science
Review* 22(1):123–144.

Table 2: Citation Abbreviations and Conjunctions in English, French, German and Italian

English	French	German	Italian
and	et	und	e
(ed.)	(dir.)	(Hrsg.)	(a cura di)
(eds.)	(dirs.)	(Hrsg.)	(a cura di)
In	Dans	In	In
No.	no.	Nr.	num.

Reference Type: Books

- Boucher, D. (1998). *Political Theories of International Relations. From Thucydides to the Present*.
Oxford: Oxford University Press.
- George, A. L. and A. Bennett (2005). *Case Studies and Theory Development in the Social Sciences*.
Cambridge: MIT Press.

Reference Type: Journal Articles

- Bottici, C. (2003). The Domestic Analogy and the Kantian Project of Perpetual Peace. *Journal of
Political Philosophy* 11(4): 392–410.
- Druckman, J. N., D. P. Green, J. H. Kuklinski and A. Lupia (2006). The Growth and Development of
Experimental Research in Political Science. *American Political Science Review* 100(4): 627–635.

If the journal article has not been published yet, specify the status of the article:

Clayton, A., D. Z. O'Brien and J. M. Piscopo (2018). All Male Panels? Representation and Democratic Legitimacy. *American Journal of Political Science*. Advanced online: <https://doi.org/10.1111/ajps.12391> [accessed: 31.10.2018].

Reference Type: Edited books

Ruggie, J. G. (ed.) (1993). *Multilateralism Matters. The Theory and Praxis of an Institutional Form*. New York: Columbia University Press.

Moran, M., M. Rein and R. E. Goodin (eds.) (2006). *The Oxford Handbook of Public Policy*. Oxford: Oxford University Press.

Reference Type: Chapters in Edited Books

Caporaso, J. A. (1993). International Relations Theory and Multilateralism: The Search for Foundation. In Ruggie, J. G. (ed.), *Multilateralism Matters. The Theory and Praxis of an Institutional Form*. New York: Columbia University Press (51–90).

Grover, R. A. (1989). Hobbes and the Concept of International Law. In Airaksinen, T. and M. A. Bertman (eds.), *Hobbes: War Among Nations*. Aldershot: Gower (79–90).

Reference Type: Working Papers

Hawkins, K. A., S. Riding and Cas Mudde (2012). *Measuring Populist Attitudes*. Committee on Concepts and Methods Working Paper Series No. 55. Mexico City: CIDE.

Reference Type: Theses

Himmelsbach, R. (2014). *Playing Second Fiddle: Expert Advice and Decision-Making in Switzerland*. Doctoral thesis. Lausanne: University of Lausanne.

Reference Type: Conference Paper or Presentation

Merkel, W. (2014). *Crisis of Democracy: Analytical Concept or Empty Signifier?* 8th ECPR General Conference, Glasgow.

Fisher, S., L. Lessard-Phillips, S. Hobolt and J. Curtice (2006). *How Do Electoral Systems Affect Turnout Motivation*. Annual Meeting of the American Political Science Association, Philadelphia.

Reference Type: Reports

World Bank (1991). *World Development Report 1991: The Challenge of Development*. New York: Oxford University Press.

Swiss National Bank (2005). *98th Annual Report*. Bern: Swiss National Bank.

Reference Type: Newspaper Articles

Bonner, R. (1996). "Killing of 6 Workers Puts Red Cross at a Crossroads". *The New York Times*, 22.12.1996.

Neue Zürcher Zeitung (2006). "Festhalten an Abschaffung der Lex Koller". *Neue Zürcher Zeitung*, 23.11.2006.

Reference Type: Online Sources

Rixen, T. and Ingo Rohlfing (2005). *The Political Economy of Bilateralism and Multilateralism: Institutional Choice in Trade and Taxation*. MPRA Paper No. 325. Online: https://mpra.ub.uni-muenchen.de/325/1/MPRA_paper_325.pdf [accessed: 16.07.2007].

Reference Type: Classical References

Hobbes, T. (1839 [1658]). De Homine. In Molesworth, W. (ed.), *Opera Philosophica*. London: Bohn.