Style sheet – Political Data Yearbook

Last updated 23 May 2025

Reference Style.....1
General Style 5

Reference Style

Use the **Harvard** (author-date) system. References in the text should take the form of (last name, year, and page number, if a direct quote or otherwise appropriate). Present the reference list alphabetically and chronologically at the end of the text, using initials, not full first names. The reference list should use initials, not first names. Identify publications by the same author(s) in the same year with a, b, c (e.g. 1974a, 1990b - no space between the year and the letter).

In the text:

- Refer only to the author's last name in brackets, unless there are two authors with the same name.
- Order citations consistently, either all in the article, in date order, or in alphabetical order, e.g., (Carnes 2013; Borwein 2021; Curto-Grau and Gallego 2024), or (Borwein 2021; Carnes 2013; Curto-Grau and Gallego 2024)
- If there are more than three authors, name the first three authors, then 'et al.' (Allen, Magni, Searing et al. 2020). If you want to recognise a study by a large group of authors, we can cite the full team by name in the bibliographic reference. This will also help address the gender citation gap.

Examples:

Article in journal

De la Calle, L. (2025). 'Fighting collective threats: socialist revolutions and the management of the COVID-19 pandemic'. *European Political Science Review,* 17(2), 221–238.

(de la Calle 2025)
If it's a direct quote, add page number (de la Calle 2025: 8)

Waas, L. and Rittberger, B. (2023). 'The Berlin puzzle: Why European solidarity prevailed in the adoption of the Corona recovery fund'. *European Journal of Political Research*, 63(2), 644–663.

(Waas and Rittberger 2023)

Article in journal, advance online publication
Howorth, J. (2010). 'Sarkozy and the "American Mirage" or Why Gaullist continuity will overshadow transcendence'. *European Political Science,* advance online publication 5 May, doi:10.1057/eps.2010.3.

(Howorth 2010)

Book
Ozzano, L. (2020). *The Masks of the Political God: Religion and Political Parties in Contemporary Democracies*. ECPR Press and Rowman & Littlefield International.

(Ozzano 2020)

Poguntke, T., and Webb, P. (2005). *The Presidentialisation of Politics: A Comparative Study of Modern Democracies*. Oxford University Press.

(Poguntke and Webb 2005)

Edited book
Deschouwer, K. (ed.) (2017). *Mind the Gap: Political Participation and Representation in Belgium*. ECPR Press and Rowman & Littlefield International.

Chapter in book
Hook, G.D. (1998). 'Japanese business in triadic globalization', in H. Hasegawa and G.D. Hook (Eds.), *Japanese Business Management: Restructuring for Low Growth and Globalization* (pp. 19–38). Routledge.

(Hook 1998)

Conference paper
Panke, D., Grundsfeld, L. and Tverskoi, P. (2024). 'International Organizations in Turbulent Times: Exit-Related Challenges from Within', *ECPR General Conference 2024,* University College Dublin, Ireland, 12–15 August 2024
https://ecpr.eu/Events/Event/PaperDetails/76792

(Panke, Grundsfeld and Tverskoi 2024)

Preprint
Saikkonen, I. and Christensen, H.S. (2021) *Guardians of democracy or passive bystanders? A conjoint experiment on elite transgressions of democratic norms*. SocArXiv. http://doi.org/10.31235/osf.io/j6tvy

(Saikkonen and Christensen 2021)

Dataset
Jenke, L. and Sullivan, N.J. (2024). '*Replication Data for: Attention and political choice: A foundation for eye tracking in political science'*. http://doi.org/10.7910/DVN/BQWZJF

(Jenke and Sullivan 2024)

Preregistration materials
Jenke, L. and Sullivan, N.J. (2024). 'Eye tracking preregistration template'. *osf.io/preprints/psyarxiv/yvfeq*

(Jenke and Sullivan 2024)

Thesis
Bias, L. (2020). *The (Im)possibility of Feminist Critique in Authoritarianism: Revisiting Western Knowledge-Transfer in Russia and Serbia*. PhD dissertation, Department of Politics and International Relations, University of Oxford.

(Bias 2020)

Newspaper article
Giuffrida, A. (2025). *Black smoke signals Vatican conclave has failed to elect new pope on first day*. The Guardian, 7 May.

(Giuffrida 2025)

Website
Varieties of Democracy (2025). Inexorable Force or Dying Wave? The long-term trends of democratization and the third wave of autocratization, available at http://www.v-dem.net/media/publications/WP_152.pdf, accessed 9 May 2025.

(Varieties of Democracy 2025)

Reports or working papers
Organization Name. (Year). *Title of Report*. Publisher or Organization. Available at: URL

Blog
Author Last Name, Initial(s). (Year). 'Title of post', *Blog Name*, Day Month. Available at: URL

Podcasts/audiovisual
Host(s) Last Name, Initial(s). (Year). *Title of Episode* [Podcast/Video]. *Series Title*, date aired. Available at: URL

Translated works

Author Last Name, Initial(s). (Year). *Title of Work*. Translated by Translator Initial(s). Last Name. Publisher.

Social media

Author or Account Name. (Year). Full text of post, up to first 20 words... [Platform], Day Month. Available at: URL

Style

Spelling

Either British or American spelling is fine, provided usage is consistent throughout your article. If using British English, follow US spellings only for proper nouns, e.g. Centers for Disease Control and Prevention, Department of Defense, Labor Day, One World Trade Center, Ann Arbor, Pearl Harbor, World Health Organization.

Abbreviations and acronyms

- Write out in full on first mention with acronym in brackets. Stick with acronym thereafter.
- No dots on abbreviations such as Ms or St. Do not use full points in abbreviations, or spaces between initials, including those in proper names: PhD, IMF, mph, M&S.
- Use all capitals if an abbreviation is pronounced as the individual letters (an initialism): BBC, CEO, US, VAT; if it is an acronym (pronounced as a word) spell out with initial capital, e.g. Nasa, Nato, Unicef.
- Words that start off as acronyms but then fall into common parlance should be rendered in initial caps only, so they don't appear too SHOUTY, e.g. Covid, Aids. Note that pdf and plc are lowercase.
- If an abbreviation or acronym is used more than once, put it in brackets at first mention: so Association of Chief Police Officers (Acpo), seasonal affective disorder (Sad); alternatively, use the abbreviation with a brief description, e.g. the conservation charity the RSPB.
- Our journals' readership is global so we cannot expect readers from one country to recognise acronyms of organisations in another. If an organisation is mentioned only once, it is not necessary to give its abbreviation or acronym.

Capitalisation

Avoid unnecessary capital letters because they make text more difficult to read and can create ambiguity.

DO capitalise:

- Paper / workshop / course titles
- Proper nouns: names of people, places, organisations
- Job titles
- Team and department names. Only capitalise words like 'team' if they are part of the official name, otherwise leave them in sentence case
- First word in a sentence
- Days, months, and holidays (not seasons)
- Historical events and periods

- Specific courses or subjects
- Trade names and trademarks
- Religious terms and deities
- Brand names and company names

Do NOT capitalise

- Non-specific job titles
- Areas of research, i.e. political theory, international relations

Figures, tables and artwork

See our guidance about preparing artwork and graphics for submission. Submit figures and tables on separate pages. Indicate in the text the location of tabular material. Figures and tables not crucial to your argument we can publish on the journal's website as supplementary material.

Hyphenation

Use one word wherever possible. Hyphens tend to clutter up text. There is no need to use hyphens with most compound adjectives, where the meaning is clear and unambiguous without: civil rights movement, financial services sector, etc. Hyphens should, however, be used to form short compound adjectives, e.g. two-tonne vessel, three-year deal, 19th-century politician. Do not use hyphens after adverbs ending in -ly, e.g. genetically modified food, but hyphens are needed with short and common adverbs, e.g. much-loved character, well-established principle. When an adverb can also be an adjective (e.g. hard), the hyphen is required to avoid ambiguity – it's not a hard, pressed person, but a hard-pressed one; an ill-prepared report, rather than an ill, prepared one. Prefixes such as macro, mega, micro, mini, multi, over, super and under rarely need hyphens.

Measurements and units

- **Dates.** 21 July 2016 (day month year; no commas; no th/st). 21 July – 6 August, 6 – 10 August, etc.; From 3 August – 5 September. In the 21st century but 21st-century politician; fourth century BC; AD2007, 2500BC, 10,000BC. Use figures for decades: the 1960s (no apostrophe!).
- **Decimal points**. Use dots, not commas.
- **Time**. 24-hour clock to avoid ambiguity, so 08:00, 16:00. Use 12:00 noon to avoid confusion. Take care when using GMT/BST and remember CET/CEST

Numbers

- Spell out from one to nine; numerals from 10 to 999,999; thereafter use m, bn or tn for sums of money, quantities or inanimate objects, e.g. 5m tonnes of coal,

30bn doses of vaccine, £50tn; but million or billion for people or animals, e.g. 1 million people, 25 million rabbits, the world population is 7 billion.

- Spell out ordinals from first to ninth, thereafter 10th, 31st, etc.
- Numbers from one to nine should usually be written as figures when they come alongside a unit of measurement, for example 5 miles, 3kg.

Punctuation

- **Ampersand**. Use in company names when the company does: Johnson & Johnson, Marks & Spencer, P&O, etc, but use 'and' in the names of government departments and agencies: Department of Work and Pensions, Advanced Research and Invention Agency. Avoid using an ampersand (&) to replace 'and' in general text.
- **Brackets**. See 'parentheses'
- **Bullet points and lists**. Introduce each item in the list with a colon. Use square bullets or numbering as required. For single words or short statements, begin each item with a lowercase letter (no punctuation). Try to avoid listing full sentences in lists, but if you must, begin each item with an uppercase letter and punctuate with full stops. Use the Oxford comma if it helps avoid ambiguity in a list of items.
- **Dashes**. Always put a space each side of an en dash (–). Do not use a short hyphen (-) with a space either side of it. To type an en-dash in Word, use Ctrl + - (on the numeric keypad) or Alt + 0150 (on any keypad). Use en dashes for time / date ranges.
- **Ellipsis**. Use ellipses (…) to indicate omitted text, pauses in speech, or trailing off in thought. Use a space before and after ellipses: 'She didn't want to go there … ' There is no need for a full stop.
- **Exclamation marks**. Use sparingly (!) to convey emphasis, surprise, or strong emotion.
- **Parentheses (brackets)**. If the sentence is logically and grammatically complete without the information contained within the parentheses (round brackets), the punctuation stays outside the brackets. (A complete sentence that stands alone in parentheses starts with a capital letter and ends with a stop.) Use square brackets [ ] in direct quotes when an interpolation from the writer or editor, not uttered by the speaker, is added for clarification.
- **Square brackets**. Use, sparingly, for interpolated words in quotations.
- **Question marks**. Omit the question mark if the sentence does not pose a direct question. Examples:
    - Backsliding democracy? A political sociology perspective
    - A shadow on democracy? The shadow economy and government responsiveness

    - As you wish? Public preferences for models of representation and MPs' role orientations

If the phrase does not make sense as a stand-alone sentence, as in the above three examples, either recast your title, or use a colon instead of a question mark.

- **Quotation marks**. Use single quotes at the start and end of a quoted section. Use double quotes for quoted words within that section.