References to direct quotations, statistics, paraphrases or ideas borrowed from published work immediately follow the borrowed item: generally, the author’s last name, the year of publication and the relevant page number(s), depending on what information precedes the reference in the text.

* If the author’s name is in the text, it is omitted in the reference. If the reference is to a complete work, page numbers are not required. For example:

   According to Alan Cairns, “the electoral system has been an important factor in the evolution of the Canadian party system” (1968: 78).

   Alan C. Cairns’s study of the impact of the electoral system on political parties (1968) concludes....

   Electoral systems are not neutral (Cairns, 1968).

* If a reference involves two authors, both names should be included. For example,

   “...one cannot deny that Canada’s political parties are facing serious challenges to their presumed monopoly on the linkage function” (Tanguay and Gagnon, 1996: 3).

* If a reference has more than two authors, the first author’s last name should be followed by “et al.” For example,

   The effect of identification with governing parties on feelings of efficacy and trust has received attention (Lambert et al., 1986).

* If there is more than one reference in the manuscript to the same author(s) and the same year of publication, insert a, b, c, and so forth following the year. For example, ...

   ... (Lambert et al., 1986a). ... (Lambert et al., 1986b).

* When more than one source is to be included in a single citation, they are listed preferably in alphabetical order, separated by semi-colons. If the list is not exhaustive, but representative of the literature, the list of names and dates should be preceded by the phrase “for example.”

   Though the number of scholars who have addressed the question is small, the evidence is compelling (for example, Irvine, 1974; Irvine and Gold, 1980; Johnston, 1985; Meisel, 1967, 1975).

* Also, a brief phrase might be inserted within the parentheses, such as

   ... (but see Lambert et al., 1986a).
* The citation of an institution should precede the information itself. Also, references that lack an author’s name require the name of the institution that sponsored the reference. For an example of each,

Municipal data (City of St. Catharines, 1982: 2) indicate that property tax rates....

* References to court cases should contain sufficient information within the text to connect the reader with the item in the list of references at the end of the manuscript. For example,

The Supreme Court of Canada has also rejected the limitations of a “political question” doctrine that would put executive decisions in foreign policy and defence matters largely beyond judicial review (*Operation Dismantle v. The Queen*, 1985).


* References to sources on the Internet should approximate as much as possible conventional formats regarding printed sources, indicating when the site was last revised or when you last accessed the site. For example,

The survey employed by the election study team of 2000 (Blais, André et al. ces.html, July 20, 2001) included these questions.

8. Reference List at the End of the Manuscript

Only references cited in the text are to be included in the list titled “References” at the end of the manuscript.

(a) The list should be in alphabetical order (Treat Mc as Mac. Surnames containing, for example, De, de la, or Von, should be listed under D or V.)

(b) Names should be in upper and lower case.

(c) When several references have the same author(s), the name should be repeated each time and the list should be in chronological order. If the list includes several references by the same author in the same year, distinguish between or among them by adding a letter to the date of publication (for example, 2002a, 2002b, and so forth).

(d) In co-authored references, all authors’ full names must be included as they appear in the work being referenced.

(e) Generational references in names, such as Jr or II, should be listed following the given name and a comma. For example,

Rockefeller, John D., III. [the rest of the reference].

Here are some examples of how to cite different types of material. Titles of publications should be italicized rather than underlined.
Books


Chapter in an edited book


Journal article


Conference paper


Occasional paper series


Thesis or dissertation


Government documents


**Court reports**


**Magazine or newspaper articles**


**Sources on the Internet**

Cite sources on the Internet as closely as possible to conventional formats noted above. For example, consult the printed version, that would be referenced as:


Or consult the electronic version, that would be referenced as:


Note that in the reference to the electronic document, the date of the print version of the source and the date of an author’s access to the electronic source are both listed in reference to the electronic version. If an Internet-based source lacks an author (institutional or human), a publisher or a date of printed publication, use the file name, the date the site was last revised or the date you accessed the site. For the latter case,


**Endnotes**

If any at all, manuscripts should contain only brief and necessary explanatory endnotes listed as “Endnotes” following the text and preceding the list of references.