

MACIS Style Guide for Term Papers

- Style and form are important components of a term or research paper. A well-crafted paper not just informs about your professional standards but, in addition, facilitates the read.
- In Political science, different styles are used. Therefore, **if you instructor does not demand using a particular style**, you might want to- consistently- follow one of these documentation styles:
 - APA style (*detailed in the Publication Manual of the American Psychological Association*)
 - Chicago style (*cf. Chicago Manual of Style*)
 - Modern Language Association style (*cf. Gibaldi 2003*)
 - CSE style (*cf. CSE (Council of Science Editors) Manual for Authors, Editors and Publishers*)
 - CBE style (*Council of Biology Editors*)

Alternatively, you might want to copy the style of your preferred journal ranked in the Social Sciences Citation Index. A comprehensive style guide is, for instance, provided by the Journal of Politics (JOP) (*cf. <http://www.journalofpolitics.org/for-authors-of-accepted-papers/the-job-style-guide>*).

- Do not forget to list your bibliography.
- 12-point font size and a line-spacing of 1.5 or 2.0 are commonly used for term papers.
- Provide numbers and titles for any figures or tables that you present in your analysis.
- Make sure you have followed the ETH “Citation etiquette” (<https://www.ethz.ch/content/dam/ethz/main/education/rechtliches-abschluesse/leistungskontrollen/plagiarism-citationetiquette.pdf>)
- Needless to say, prior to handing in a paper, it should carefully be edited in order to minimize misspellings, grammatical errors and typos.
- Also do not forget to list your name, address, institutional affiliation and date.
- When submitting your term paper per email, please use PDF (but first check with you instructor how to submit your paper).

References

Gibaldi, Joseph (2003) *MLA Handbook for Writers of Research Papers*, Modern Language Association of America.