

Major Research Paper Formatting Requirements

PUBLIC POLICY, ADMINISTRATION AND LAW
YORK UNIVERSITY

MPPAL MANUSCRIPTS uses the author-date system of documentation, which consists of parenthetical in-text citations and a reference list.

In-text Citations

In-text citations include the author and year, and a reference to a specific page or part of the work if needed (e.g., Shaw 1996, 66). All in-text citations must have a corresponding entry in the reference list.

- › If the author's name is in the text: Shaw (1996, 66).
- › Name *two or three* authors in full each time (Harris and May 2004; Harris, May, and Wong 2003).
- › For *four or more* authors, use the first author et al.
- › Same author, same year (Harris 2003a, 2003b).
- › A series of references should be alphabetized, enclosed within a single pair of parentheses, and separated by semicolons (Smith 2004; Wong 1998).
- › If the author is unknown, provide a title and year ("Article Title" 1999).
- › If the work is in press: (Smith forthcoming).

Endnotes

Notes are to be used for further explanation only, not as a substitute for a full reference. All citations in the notes, including online sources, must follow the author-year in-text format and have a corresponding entry in the reference list. Do not refer readers to a website for more information; if you used the site as a source, indicate the author and year in the note, and provide a full reference in the reference list.

Designate notes in the text with a superscript Arabic numeral, and list them as endnotes after the text and before the reference list. A note giving acknowledgements should be designated with an asterisk. Example:

¹ See Shaw (1999), Davis and Rowe (2003a, 2003b), and the Ontario Ministry of Health and Long-Term Care (2006).

Tables and Figures

Submit tables and figures in black print only.

A *source* is required for all tables and figures. The source should follow the author-page style, with full information provided in the reference list. If the data were compiled from numerous sources or surveys, the source note may read "author's compilation." For example:

Source: Author (year).

Notes to tables and figures follow a specific order. *General notes* apply to the entire table, and often include abbreviations. They are followed by specific notes, which refer to a particular row, column, or cell. *Specific notes* are designated by superscript letters. If the same note applies to more than one row, column, or cell, use the same superscript letter in the appropriate locations throughout the table. Probability notes come last, and are designated with asterisks. Example:

Notes: Revenues are in 2003 US dollars. GNI = gross national income.

^a Estimated from incomplete data.

* $p < .01$. ** $p < .01$.

References

The reference list provides full documentation for all citations in the text, tables, figures, and endnotes. Only sources that have been cited in the paper should appear in the references.

The reference list is organized alphabetically by author. For each reference, list the names of up to ten authors. Multiple works by the same author(s) are listed in chronological order.

Book:

Author, A.A., B.B. Author, and C.C. Author. 2003. Title of Book. Toronto: Publishing House.

Book, Edited:

Jones, T., B. Smith, and R. King, eds. 2003. Book Title, 2 nd edition. Location: Publisher.

Chapter in Book:

Author, A.A. 2002. "Title of Chapter." In Title of Book, ed. J. Brown and S. Dole. Toronto: Publishing House.

Government Publication:

Statistics Canada. 2001. 2002 Census Dictionary Reference. Cat. No. 92378XPE. Ottawa: Industry Canada.

Journal Article:

Author, A.A. and B.B. Author. 2005. "Title of Article." Journal Name 56(2):2548.

Journal Article - In Press:

Author, A.A. and B.B. Guy. forthcoming. "Article Title." Journal Name.

Newspaper:

Author, A.A. 2002. "Title of Article." Globe and Mail, 30 July, A20.

Online Article/Report:

Author, A. and B. Author. 2003. "National Study on Whatever: Report No. 2."
Accessed 14 October 2005 on the Department of Whatever website at <http://www...>
provide URL leading directly to source.

Online Document - URL inaccessible or no longer available:

Same as above, but provide URL leading to the point of access (if, for example, a fee or password is required), or to the home page followed by the parenthetical explanation (no longer available).

Online Document or News Item - Author Unknown:

"Title of Article or Page." 2004. Canada Newswire, News Media section, 22 March.
Accessed 1 April 2005 at <http://www...> (give URL leading directly to source).

Paper Presented at Conference:

Smith, R. 1991. "Title of Paper." Paper presented at the Research Symposium sponsored by the National Group. New York, 30 June.

Research Report or Paper --Published:

Author, A. and B. Author. 1997. Title of Report. Research Report No 33. Location: Department, Institution.

Thesis:

Smith, R. 2000. "Title of Thesis." PhD dissertation, University of Western Ontario, London.

Website - refer to a specific section or page, not to the entire site:

Canadian Public Policy. 2007. Information for Contributors -Manuscripts for Submission section. Accessed 14 September 2007 at <http://economics.ca/cpp/en/authors.php>

Working Paper:

Author, A.A. 2007. "Title of Paper." Working Paper No. 12, Department of Economics, McMaster University, Hamilton.

*In conjunction with the submission requirements of Canadian Public Policy (URL: cpp.economics.ca/, Email: cpp.adp@gmail.com).