

**Indiana Political Science Association**  
**STYLE GUIDELINES FOR PUBLICATION**  
*Journal of Political Science Studies*  
(Revised August 2023)

**Aims and Scope**

The *Journal of Political Science Studies* (JPSS) is a peer-reviewed journal and published annually online. The official publication of the Indiana Political Science Association, JPSS publishes original research articles from political science and affiliated disciplines faculty and students examining diverse research questions from a variety of theoretical and methodological approaches.

**Submission Guidelines:**

1. Please submit your paper to the editors via e-mail attachment.
2. All electronic files should be formatted for PCs.
3. All files should be in a format that can be opened by Microsoft Word. The “suffix” on the document title should be either **.doc**, **.docx**, or **.rtf**.

**Peer Review Process and Anticipated Timelines:**

1. Manuscripts will be accepted on a rolling basis.
2. The target date for publication of each annual volume is December of each year.
3. To merit consideration in that year’s volume, please submit your manuscript for publication consideration by the end of March.
4. The editors will review each submission for appropriateness and to determine whether to send it out for review.
5. Your manuscript will be forwarded to at least two external reviewers or members of our editorial review board.
6. Once your paper has been reviewed, the editor will return your manuscript to the e-mail address included on your title page. If your paper has been selected for inclusion in the journal, you will have 90 days to make any revisions.

**Submission Materials**

1. Include a title page that can be removed by the editor when the paper is sent out for review. The title page should include the author’s name, academic affiliation, and contact information.
2. Include a copy of your manuscript without any identifying information
3. Please include any tables or figures as separate Word files.

**Formatting Guidelines, General:**

1. Your submission should be typed in 12-point Times New Roman.
2. Your submission should be double spaced with 1” margins.
3. Your manuscript should include page numbers at the bottom of the page; however, do not include any information that might identify the author in this footer.
4. The paper should be in APA format. APA uses in-text citations; for example:
  - a. Hoppin and Taveras (2004) have noted ...
  - b. Although some iron triangles are still evident today, subsystems can take on a variety of forms depending on the strategies used by subsystem participants (Stein & Bickers, 1995).
5. For more information about APA citation style, please consult the American Psychological Association’s website at: <https://apastyle.apa.org/>.

6. Use **footnotes** for additional explanatory information. Please keep your use of notes to a minimum. Please use the insert command in Word to do the footnotes. Number your footnotes as 1, 2, 3, etc.
7. Include your reference list at the end of the paper. As per APA format, you do not need to list the full first name of the authors; initials will suffice.
8. Please keep your paper to 25 pages or less.

**Formatting Guidelines, Tables:**

1. Please include your tables in a separate Word file.
2. In your paper, mark the insertion point for the table with the statement “Insert Table X Here.”
3. All tables should be numbered and titled.
4. Please format your tables according to APA style. You can find sample tables starting on or from the *Publication Manual of the American Psychological Association* (7<sup>th</sup> Edition).

**Formatting Guidelines, Figures:**

1. Flowcharts and other graphics should be submitted in a separate Word file.
2. In your paper, mark the insertion point for the graphic with the statement “Insert Figure X Here.”
3. Please submit these graphics as JPEG or GIF files.
4. If you make a flowchart in Power Point, you can save this file as a JPEG. [Hint: File > Save As. In the “Save as type” drop down menu, select “JPEG File Interchange Format.”]

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