
2. An abstract will be used in PAQ from Volume 31, January 2017. Use 125 words or less.

3. **In-Text citations** are not used in PAQ. Only use endnotes, not parenthetical text citations.

4. **Affiliation** of author (university name) appears after the article Conclusion and before Notes or References.

5. **Acknowledgments** (optional) appear unnumbered before numbered Notes entries, not indented.

6. **Notes** Use only titles in short notes, not year of publication. Use first author plus “et al.” to cite more than three authors.

   Book or article [title in shortened form] cited in Notes, referring to a References entry:


   2. See Little, *Norms of Collegiality*, 34.


7. **References** (modified from Chicago Manual of Style)

   Use headline style caps for article and book titles,

   Spell out journal titles, but omit “The”,

   Spell out the names of months,
Use initials with a space between them (Key, J. S.) but only abbreviate first name if full name is not available or is not used in publications,

Drop out all but the last two or more digits in the second number of a page range do not use p. or pp.( 136-49, 26-29, 108-09, 1023-359),

Two or more works by one author: use ------ (six hyphens) and sort alphabetically by title.,

Access date only needed for online-material citations if source’s text is periodically updated.,

After seven authors or editors have been listed for one source, use “et al.”

**Examples**

**Book:**


**Article (doi is not used):**


