The Adam Smith Review

GUIDELINES FOR AUTHORS

Please use UK spelling and punctuation, and the Harvard reference system. Please use double spacing throughout, including bibliography and endnotes.

The guidelines below provide more detailed information on style, references and bibliography.

Quotation marks

Following UK style, please use single quotation marks for dialogue and quoted material in the text. Reserve the use of double quotation marks for quotes within quotes, e.g. 'Edward found the trappings of "royalty" hung heavily.'

Commas and full stops fall outside the quotation mark except in the case where the material quoted is a complete sentence, in which case the full stop falls inside the quotation mark (as above).

Spelling

It is preferred if spellings conform to the new edition of the *Concise Oxford English Dictionary*, but please use 'ize' spellings as opposed to 'ise' for words such as 'organized', for the benefit of the US market. Please use 'judgment' not 'judgement'.

If you are using a wordprocessing package with a spell-check facility, please use it.

Italic

Use italic for titles of books, plays, films, long poems, newspapers, journals (but not for articles in journals or in edited collections), ships.

Italic type for emphasis should be used only sparingly. Bold should not be used for emphasis.

Abbreviations

Full stops should be used after abbreviations (p., Ch.) but not after contractions or in acronyms: Dr, St, Mr, BBC, UNESCO, USA.
Note especially:
ed. eds
vol. vols
ch. chs

but the exception:
no. nos.

Please avoid 'e.g.', 'i.e.' and 'etc.'.

Dates

Set dates out as follows: '8 July 1995', 'on 8 July', 'on the 8th'; '1990s' (not spelt out, no apostrophe); 'nineteenth century' (not 19th century); '1995–7', '1914–18'.

Numerals

- Spell out numbers under 10. Use numerals for measurements, e.g. 12 km, and ages, e.g. 10 years old.
- Use numerals for percentages in the text but spell out ‘per cent’, e.g. 24 per cent. The percentage sign (%) should be used only in tables and figures.
- Insert a comma for thousands and tens of thousands, e.g. 1,000 and 10,000.
- Use minimum numbers for number spans except in ‘teens’, e.g. 25–8, 136–42, 150–1, but l2–16.
- Make sure you use the numeral keys on your keyboard for 1 (one) and 0 (zero) and not a lowercase letter ‘l’ or an upper case letter ‘O’.

He/she

Avoid the use of ‘he’ (when he or she is meant) wherever possible, either through the use of ‘they’ or by repeating the noun.

Capitalization

Keep the use of capitals to a minimum. Use lower case for government, church, state, party, volume, and so on, unless a specific one is named, e.g. the Labour Party, the Conservative Government.

En rules

An en rule is longer than a hyphen and is used to replace ‘to’ in number spans, e.g. ‘24–8’. As there is no en rule key on the standard keyboard you should indicate en rules between numbers using the normal short hyphen. Our typesetters can then change all hyphens in number spans to en rules.

The en rule is also used to link two items of equal weight, e.g. ‘Nazi–Soviet pact’. To indicate words which should be linked with en rules (rather than normal hyphens) type a double hyphen, e.g. Nazi--Soviet pact. The typesetter can then search for double hyphens between words and replace them with en rules.

Spaced en rules are used as parenthetical dashes or pauses. Type a single hyphen with a space before and after to indicate a dash.

Foreign Languages

If your article contains accented characters (other than common European ones), such as macrons in transliterated Japanese, or languages with non-Roman alphabets (for example, Russian, Greek, Urdu, etc.), please consult with the Editor early on in the preparation of your typescript. By consulting early on in the process you will be able to prepare your text using fonts and formats that our typesetters will be able to deal with when the copy is ready to be set.

Notes

Please place all notes at the end of your paper, before the bibliography, by using the endnote function (‘end of section’) plus section break (‘continuous’) for bibliography. If you are unable to do this, please use the footnote function.

Note indicators in the text should appear outside punctuation, thus,[4] except for closing parentheses when the note is part of the parenthetical matter.

With the Harvard reference system, notes are restricted to explanatory statements that develop an idea or expand a quotation, where to do so in the text would disturb the balance. They are not used for bibliographic information.

Paragraphs

Please leave a double space between paragraphs without indenting.

Sentence spacing

Please leave a single space between sentences.

The Harvard reference system

Please use the Harvard reference system. For most works this will require citing the author's surname, the year of publication and the page reference immediately after the quoted material, for example, 'Many composers ... have attempted to return to this state of childhood grace' (Swanwick 1988: 56) and 'Scholars have noted … .' (Swanwick 1988; Bisset 1991; Brume 1998).

In the case of 'classic' works which exist in a number of different editions, please cite part, section, chapter and paragraph number whenever possible, in addition to page number if that too is helpful in identifying the passage, as an aid for scholars using other editions; for example (Hume 1978, I.iv.5: 234-5). If a classic work is to be cited by acronym of title, then, for example, Hume's *Treatise of Human Nature* would be (THN I.iv.5: 234-5); in the *first* citation in such cases please include author and date as well, for example (Hume 1978, THN I.iv.5: 234-5).

In the case of classic works (also works by Adam Smith) which are commonly referred to by acronym of title, please use full title (not just acronym) in your first mention of the work.

Further details on citing Smith's works are provided below. Titles of works should be italicized.

With the Harvard system it is essential that the bibliography lists every work cited by you in the text. Where there are two or more works by one author in the same year, distinguish them as 1988a, 1988b, and so on. Please type bibliographic entries in this order: author, initials, date, title, place of publication, publisher (see below for a sample bibliography).

If you need to mention the original publication date, please put it in square brackets after the date of the edition that you are using; for example, (Brume 1998 [1800]: 56) or (Hume 1978 [1739-40], I.iv.5: 234-5). If you do mention original dates in this way in the text, then in your bibliography the original date in square brackets would again follow the date of the edition you are using.

If you need to make it clear that your edition is a straight reprint of an earlier edition, please place the date of the original edition after a forward slash following the date of the edition you are using; for example, (Brushe 1987/1910: 56). If you do cite original editions in this way in your text, please include mention of the original edition in your bibliography.

Please be guided by the requirements of clarity for the reader without overburdening your text unnecessarily, bearing in mind that different disciplines have different conventions for citing works that have long been in print and/or exist in many editions.

Citations in the text for online material should include the surname(s) of the author(s), or the name of the 'authoring' organization, and the document date or date of last revision (which may require the date and month as well as the year):

White (29 June 1997)
Australian Bureau of Statistics (1997)

Citing works by Adam Smith

The Glasgow Edition will be taken as the standard edition of Smith's works. When using this edition please cite in text using the standard abbreviations for the titles with part, section, chapter and paragraph numbering as adopted by the editors of the Glasgow Edition. For example, TMS VI.ii.3.4; WN IV.ii.31; LJA ii.66; LRBL i.65; ED 4; 'Astronomy' IV.44; *Corr*. No. 129 from Hume, 28 Jan. 1772, or as *Corr*. No. 129, if the other information is given in the text. As the section numbering system is provided clearly in running headers in the Glasgow Edition and is now standardly used, there is no need to provide page numbers as well when citing the Glasgow Edition.

In the first citation of a work (elsewhere only if clarity requires it) it may be helpful to include date of publication for ease of identification of the work, especially if the title of the work does not appear in the published title of the volume; for example, (Smith 1976a, TMS VI.ii.3.4), (Smith 1978, ED 4) and (Smith 1980, 'Astronomy' IV.44).

Please note the following bibliographic style for the Glasgow Edition of Smith's works (if using the Liberty reprint, please cite as indicated for the case of TMS):

Smith, A. (1976a) *The Theory of Moral Sentiments*, D.D. Raphael and A.L Macfie (eds), Oxford: Oxford University Press. OR:
Smith, A. (1976a) *The Theory of Moral Sentiments*, D.D. Raphael and A.L Macfie (eds), Oxford: Oxford University Press; reprinted, Liberty Press (1982).
—— (1976b) *An Inquiry into the Nature and Causes of the Wealth of Nations*, R.H. Campbell and A.S. Skinner (eds), Oxford: Oxford University Press.
—— (1978) *Lectures on Jurisprudence*, R.L. Meek, D.D. Raphael and P.G. Stein (eds), Oxford: Oxford University Press.
—— (1980) *Essays on Philosophical Subjects*, (ed.) W.P.D. Wightman (ed.), Oxford: Oxford University Press.
—— (1983) *Lectures on Rhetoric and Belles Lettres*, J.C. Bryce (ed.), Oxford: Oxford University Press.
—— (1987) *Correspondence of Adam Smith*, E.C. Mossner and I.S. Ross (eds), Oxford: Oxford University Press.

If you are using any other edition of Adam Smith's works, please include the date of publication when citing in text, and if that edition does not provide full part, section, chapter and paragraph numbering, or does not provide it conveniently in a running header, please include page numbers as well; for example, in the case of Knud Haakonssen's edition of TMS, a citation would be (TMS 2002, VI.ii.3.4: 277-8).

Please include all cited editions of Smith's (and others') works in the bibliography.

Bibliography

When using the Harvard system of referencing, please type the bibliography entries in the following style:

Jaeger, J.C. and Cook, N.G.W. (1979) *Fundamentals of Rock Mechanics*, 3rd edn, London: Chapman & Hall.

Each entry should contain full publication details; do not use op. cit. or short titles referring to other entries in the bibliography.

Please print out the bibliography double-spaced in strict alphabetical order. Entries starting with M', Mc and Mac should all be ordered as though spelt as Mac. *Please ensure that you check dates carefully for consistency with text references to avoid time-consuming queries at copy-editing and proof stages.* The order of entries for one author with others should be:

1. Books and articles by a single author in date order (most recent date first). There is no need to repeat the author's name. Instead use a double em rule (see example below). You can indicate this by typing two hyphens followed by a space and the type-setter will convert all instances to a double em rule using a global command.
2. Titles by the author written with one other person, arranged alphabetically by second author and then by date.
3. Titles by the author with two or more others in order of date, as these will all be cited as, for example: Argyle *et al.* (1988) in the text. Check whether any of the entries need to be distinguished by using 1988a, 1988b, and so on (see above).

Two authors with the same surname usually need their initials when cited in the text for clarity.

The bibliography below shows how to deal with sources such as: unpublished theses (1); articles reprinted in collections (2); works which have been published in different editions (3); translated works: short (4) and long (5) references; and papers given to conferences (6). Please see below for electronic references.

Please type book and journal titles in italic; main words should have initial capitals. Do not use bold to highlight any elements of the entry. Type article and chapter titles with essential capitals only and in single quotation marks.

If you think it will be helpful to the reader, please group manuscript and other archive sources separately from published works when presenting the bibliography.

If you are using law reports, parliamentary papers, and so on, please be careful to make them consistent. For government reports use the name of the government department if there is no obvious author; do not use HMSO.

Electronic references

These should appear in the main bibliography and should include additional details as outlined here.

• A book, part of a book, a journal, or a journal article which has been published and is also available on the Internet should contain the usual reference details followed by the medium (e.g. Online), what it's available through (e.g. HTTP, Gopher, e-mail) and then the actual electronic address (URL) in angled brackets. Always include the date on which you accessed the information in brackets. For example:

Smith, A. (1997) *Publishing on the Internet,* London: Routledge. Online. Available HTTP: <http://www.ingress.com/~astanart.pritzker/pritzker.html> (accessed 4 June 1997).

• If the reference is to a book, part of a book, journal or journal article but was published only on the Internet then the entry should be as above but without the place name and publisher.

• If the reference is to a message on a discussion board the entry should be:

Author (year) 'Subject of message', Title of Discussion List. Online posting. Available e-mail: listserv@american.edu (1 August 1999).

• If the reference is to a personal e-mail message, do not give the e-mail address:

Author (year) 'Subject of message'. E-mail (30 January 2000).

As online material may be continually updated or revised, you cannot be sure that the material you refer to will not have been changed since the time you cited it. Therefore you should always include the date that you accessed the material.

Example of bibliography using Harvard system

Bannan, N. (1995) 'Underground town planning in the UK', unpublished thesis, University of Cambridge. **(1)**

Beale, A.J. and Collins, C.H. (eds) (1992) *Safety in Industrial Microbiology and Biotechnology*, London: Butterworth-Heinemann.

Betts, P. and Diaz, T. (1991) 'Mediated electro-chemistry: a practical solution to biosensing', in E. Willis (ed.) *Adventures in Biosensors*, pp. 34-92, London: JAI Press. **(2)**

Bickley, A.R. (1988) *Septimus Severus: The Later Years*, London: Hutchinson.

—— (forthcoming) *The Roman Town of Calleva*, London: Routledge.

Bickley, A.R., Cobb, S.L. and Gibbs, L.J. (1984) *The Roman City*, London: Routledge & Kegan Paul.

Bird, W.R. (1957) 'Differentiation of psychotic from non-psychotic personalities', *International Journal of Psychoanalysis*, 38: 266-75; reprinted in *Second Thoughts* (1967), pp. 43-50, London: Heinemann; and also in E.B. Spillius (ed.), (1988) *Melanie Klein Today*, vol. 1, pp. 121-30, London: Routledge. **(3)**

Birkey, C.W., Maruyama, T. and Fuerst, F. (1993) 'An approach to population and evolution genetic theory for genes in mitochrondria and chloroplasts', *Genetics*, 103: 513-27.

Bisset, G. (1991) *Roman France*, trans. D. Sheldon, London: Batsford. **(4)**

Braudel, F. (1949; 2nd edn 1966) *La Méditerranée et le Monde Méditerranéen à l'Epoque de Philippe II*; trans. Sian Reynolds (1999) *The Mediterranean and the Mediterranean World in the Age of Philip II*, London: Collins. **(5)**

Briant, T. 'Roman sites: an eighteenth-century view', paper presented at Oxford Antiquarian Society Conference on Roman sites in Northern Europe, Oxford, January 1998. **(6)**

Brown, L.M. (1995) *Principles of Biotechnology*, 2nd edn, Cambridge, MA: Harvard University Press.

Brume, D. (1998) [1800] *The Source of National Wealth*, Cambridge: Cambridge University Press.

Brushe, A.J. (1987) *Music, Grace and Temporality*, London: Routledge; reprint of 1910 edition, Oxford: Oxford University Press.

Diagrams and Illustrations

These would normally be presented in uncompressed digital files, finished artwork, well-drawn roughs or photographs. Please ensure that any diagrams are presented precisely and accurately.

Please consult the editor if you have any queries.

Outstanding Queries

If you have any outstanding queries, please contact the Editor: v.w.brown@open.ac.uk.

(February 2005)