

REVIEW OF KEYNESIAN ECONOMICS

GUIDANCE FOR CONTRIBUTORS

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2 Introduction

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The actual copy editing will be undertaken by a freelance and the article will be read through carefully for clarity and consistency. The grammar will be checked and any queries noted. Our copy editors are not experts in heterodox economics so, while they can improve grammar, the meaning needs to be clear.

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Present your file as simply as possible. Do not do any designing or formatting. Regardless of how smart the text looks on screen, any complex formatting will have to be stripped out. Complex formatting will take up more of your time and will also complicate and delay the production process.

All text should be ranged left, unjustified and without hyphenation for word division at the ends of lines.

Use hard carriage returns only to end headings and paragraphs and to signify indents. Use tabs to identify new paragraphs.

Be careful not to key in unnecessary spaces: only one space is necessary at the end of a sentence after a full point.

One space must be keyed after a comma or other punctuation and before an opening parenthesis. There is no space following full points after initials (Mr JB Smith) or between contractions (UK).

Leave additional spacing above and below section headings and above and below indented quotes (see Quotations in Section 9).

8 Headings

Heading levels (a maximum of three which may be numbered in Arabic, eg 1, 1.1, 1.1.1, etc) should be clearly indicated throughout. Please type all headings with initial capital for the first word only.

Do not use underlining or capitals (except for proper nouns).

9 House style and spelling

The language of the journal is English.

Remember that direct quotations should not be changed to conform to our house style but should appear as in the original.

ABBREVIATIONS are usually expressed without full stops.

ACCENTS are retained in foreign words, except in French upper case.

CITATIONS The style used for citations should be consistent. Harvard, Chicago, MLA, APA or similar styles are all acceptable.

For example:

For a book reference:

Davidson, P. (2011), *Post Keynesian Macroeconomic Theory, Second Edition: A Foundation for Successful Economic Policies for the Twenty-first Century*, Cheltenham, UK and Northampton, MA, USA: Edward Elgar.

For a book reference where a subsequent edition is cited:

Smith, Adam (1776), *An Inquiry into the Nature and Causes of the Wealth of Nations*, reprinted in W.B. Todd (ed.) (1976), *Glasgow Edition of the Works and Correspondence of Adam Smith*, vol. I, Oxford: Oxford University Press. (The in-text reference should be '(Smith 1776 [1976])'.)

For a translation:

As for a book reference where a subsequent edition is cited but using 'trans.' in place of 'reprinted in'.

For a chapter in an edited volume:

Gibson, B. (2010), 'The structuralist growth model', in M. Setterfield (ed.), *Handbook of Alternative Theories of Economic Growth*, Cheltenham, UK and Northampton, MA, USA: Edward Elgar, pp. 17–48.

For a journal article:

Lipsey, R. and K. Lancaster (1956), 'General theory of second best', *Review of Economic Studies*, **24** (63), 11–32.

For a mimeo, conference paper, discussion paper, dissertation, working paper, speech, broadcast or press release use as much of the following form as is appropriate:

Bacon, N. and J. Storey (1994), 'Individualism and collectivism and the changing role of trade unions', paper presented at the Labour Process Conference, Aston University, 21 March.

For a web reference:

Kuoppamäki, P. (2003), 'Jokes about economists and economics', available at: <http://www/netec.mcc.ac.uk/JokEc> (accessed 24 January 2007).

COMMAS should be omitted before the final 'and' or 'or' in lists unless the concepts in the list are complicated and the comma aids clarity. Commas are usually unnecessary after adverbial phrases or conjunctions, especially when they begin a sentence – for example: yesterday, however, at last, during the summer.

CROSS REFERENCING – Any internal cross referencing should be to footnotes or footnote markers, not pages.

DATES should be written 18 August 2011 and decades should be the 2000s without an apostrophe.

FOOTNOTES - Insert superior Arabic figures in the text at the appropriate point.

FULL POINTS are not needed after headings.

HYPHENATION - Avoid using hyphens wherever possible, unless doing so makes the text confusing.

PARENTHESSES (round brackets) should be used for simple interpolations, with square brackets used for editorial notes or interpolations in quotations.

QUOTATIONS/EXTRACTS must be an exact reproduction of the original in both spelling and punctuation even if this conflicts with the journal style. Use single quotes for extracts in the text of less than 50 words in length and double quotes for quotes within quotes. For extracts exceeding 50 words in length material should be indented from the left margin, with space above and below and quotation marks should be omitted. Any notes or editorial comment within the extracts should appear in square brackets and any omissions should be indicated by 3 dots followed by a full point if it occurs at the end of a sentence. Ensure that opening quotation marks are distinguished from closing quotation marks.

SPELLING should follow the *Concise Oxford English Dictionary*. Where the dictionary gives alternative spellings for some words please use the -ize suffix where possible. See Section 10 for more details of these spellings.

Omit apostrophes in plurals, for example 1950s, MPs.

Avoid too much emphasis. Italics should be used sparingly for emphasis.

Replace parochialisms such as 'in this country' or 'this year' with the country name or specific year.

10 Words ending in -ise, -ize and -yse

10.1 Use -ize in preference to -ise as a verbal ending in cases where both spellings are in use. Generally corresponding to the Greek -izo, it is added to form verbs to the stems of nouns ending in -ism, -ization, -izer, -y and to complete nouns.

Examples:

agony	agonize	criticism	criticize
appetizer	appetize	philosophy	philosophize
civilization	civilize	standard	standardize
colony	colonize	transistor	transistorize

Verbs in -ize formed on proper names:

bowdlerize, galvanize, macadamize, pasteurize.

10.2 The ending -ise must be used when the verb corresponds to a noun having -ise as part of the stem, eg in the syllables -vis- (seeing, as in televise), -cis- (cutting, as in excise), -mis- (putting, as in compromise) and when it is identical with a noun in -ise, as in exercise, surprise.

10.3 Nouns with endings other than -ism, -ization, -izer and -y, such as those in -ition and -ment, are not usually associated with verbs in -ize (or -ise). Exceptions are aggrandizement/aggrandize and recognition/recognize. Reference should be made to the *Concise Oxford English Dictionary* in doubtful cases.

Some of the more common verbs in -ise follow:

advertise	demise	excise	promise
advise	despise	exercise	revise
analyse	devise	franchise	supervise
apprise	disfranchise	improvise	surmise
arise	disguise	incise	

10.4 -ise is also a termination of some nouns:

compromise	enterprise	franchise	surmise
demise	exercise	merchandise	surprise

disguise

expertise

reprise

10.5 In verbs such as analyse, catalyse, paralyse, -lys- is part of the Greek stem (corresponding to the element -lusion) and not a suffix like -ize. The spelling -yze is therefore etymologically incorrect and must not be used.

SG-b

24.10.12