

## STYLE SHEET

### Text

1. Quotations of more than six lines should be indented and double spaced. For shorter quotations use single inverted commas. All references should appear as footnotes. Use square brackets for interpolations; use three ellipsis marks to indicate the omission of material within a quotation. Original spelling and punctuation should be retained unless otherwise stated.
2. Capitals should be used sparingly. Capitalize proper names and substantives where they refer to particular individuals. Thus, "the King fled to Dover", but "kings do not habitually depart in haste"; "The Parliament refused to be threatened", but "parliaments are malleable".
3. Dates and numbers should take the following form. For dates the form is, "14 July 1789". Write "seventeenth century", not "C17th". Numbers under 100 should be spelled out, apart from page numbers, dates and month, or where they occur as part of a series. The second or subsequent number of a pair or series may be abbreviated as appropriate, thus, 253-6, and 254-61.
4. Italics, abbreviations. Use italics for non-naturalised words of foreign origin. Thus *Weltanschauung* but elite. Omit full stops from common abbreviations and acronyms, thus, MP, USA.

### Footnotes

Footnote numbering should be consecutive throughout the article.

1. References to books should take the following form for the first reference: R. G. Collingwood, *The Idea of History*, revised edition, ed. Jan van der Dussen (Oxford, Clarendon Press, 1993), pp.120-6, and subsequently: Collingwood, *Idea of History*, p. 140. Or in the text (IH, p. 140).
2. Reference to articles should take the following form: Q.Skinner, 'The Ideological Context of Hobbes's Political Thought', *The Historical Journal*, IX (1966) pp. 286-317, p.290, and subsequently: Skinner, 'Ideological Context', p. 290.
3. Use *Ibid.* only to refer to the preceding footnote and taking care to avoid any ambiguity. In all other cases use the name and short title; do not use *op. cit.*
4. MSS sources, Tracts, Ephemera. Where such material is quoted the standard catalogue number (e.g. Wing) should be given, or the source library's accession or reference code, thus, *The Afflicted Man's out-cry* (1653), British Library, E711 (7). Or, R. G. Collingwood, 'Lectures on the Philosophy of History [1932]', Bodleian Library Oxford University, Dep. Collingwood 14, 15/1

### Harvard Referencing

We also accept articles referenced using the Harvard system:

1. If a reference follows immediately a person mentioned in the text, e.g. Collingwood, please place in parentheses the year of publication followed by a colon, space and page number (1994: 64).
2. If the reference follows a quote or a paraphrase of ideas, but which is not prefaced by the author's name, then please reference (Collingwood, 1994: 64).
3. If you are referencing works by the same author that were published in the same year please add letters to the numerals, e.g. 1994a, 1994b, 1994c etc.

The bibliography at the end of the article should take the following form:

AMNESTY INTERNATIONAL (2008), *Amnesty International Report, 2008*.  
ANSCOMBE, ELIZABETH (1997), 'Modern Moral Philosophy', in *Virtue Ethics*, (ed.) Roger Crisp and Michael Slote, Oxford, Oxford University Press, pp. 26-44.  
ANDERSON, OLIVE (1991), 'The Feminism of T. H. Green: A Late-Victorian Success Story?', *History of Political Thought*, XII, pp. 671-693.

### Articles for publication and books for review

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