Citation system

- *Capitalism* uses a modified version of Chicago’s notes and bibliography style. The “References” list at the end of the article should contain full citations in Chicago’s bibliography style. Please refer to the 17th edition of *The Chicago Manual of Style* for the format of bibliographic entries. For quick reference, see the Chicago Manual of Style Online: [https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)

- Instead of including a full citation in the footnote on the first occurrence of a source, please use **short-form citations in the footnotes**.

- These shortened citations should take the basic form: Author’s last name, Shortened title, page number if any. When abbreviating titles, exclude initial articles (“a” or “the”), eliminate subtitles, and truncate the title after the first noun if it is especially long.

  - **Books:**
    2. Ott, *When Wall Street Met Main Street*.

  - **Journal articles or chapters in edited volumes:**

  - In cases where an original publication date is important to your argument and not mentioned in the main text, you may include it in a footnote citation:

- The exceptions are newspaper articles, archival citations, and legal cases. For all of these kinds of sources, full citations should be given in the footnotes.

- Newspaper articles need not be listed in the “References” section. Here is a sample footnote citation for a **newspaper article**:

• **Archival citations.** The “References” list should contain only the name of the entire archive consulted—e.g., “London Stock Exchange Archive, Guildhall Library, London” or “Josiah W. Bailey Papers, David M. Rubenstein Rare Book and Manuscript Library, Duke University, Durham, NC.” In contrast, the footnotes should contain full citations for particular archival documents, with all the information necessary for a reader to locate the document or item in the archive. The location number (such as box and/or folder number) should always be included. If you cite many items from the same archive, please introduce an abbreviation or acronym for it in the first citation. The archive name (or abbreviation) should be the first element in each footnote. (If you cite multiple items from one archive in a single footnote, you may group them as in the final example below.)


• **Legal cases** should only be cited in the text and footnotes, not listed in the “References.” Aim for economy of expression while still giving readers enough information to find the case in question. (1) Cases should be cited in the text by title if the title is brief or in shortened form if it is lengthy. (2) After the first citation of a case in the text, footnotes are usually required for subsequent citation of the same case. General allusions to easily recognizable cases as part of a continuous narrative or discussion may be exceptions to this rule. (3) Footnotes may use a shortened form of the title of a case after the first full citation. Otherwise, complete information should be given in all subsequent citations.

  o “McGee focused on the Supreme Court case *Standard Oil v. U.S.* . . .”¹
  
  ¹ *Standard Oil v. U.S.*, 221 U.S. 1 (1911).

  o “. . . provides some insight into the contemporary analog of the *Standard Oil* case, the court-approved divestiture of AT&T in *United States v. AT&T.*”⁸
  

  o “The Supreme Court in *Matsushita v. Zenith* ruled . . .”⁶
  


• In the “References” list, multiple works by the same author should be listed alphabetically by title.

• If the original publication date of a source is important to your argument and differs from the publication date of the edition that you cite, you may include it in square brackets in the bibliographic entry:

Other stylistic conventions

- U.S. spelling and punctuation—e.g., “color” rather than “colour,” “-ize” endings—
  theorize, analyze, etc.

- When using a dash as punctuation, use an em dash without spaces rather than an en dash
  with spaces. For example: “white elites crushed agrarian and populist coalitions—
  including biracial ones—through race-baiting, political violence, and laws that restricted
  voting to propertied whites.”

- Quotation marks: double with single within (“the ‘new’ regime”).

- Punctuation should go inside quotation marks (“it is a fresh start”).

- Serial commas: include a comma before the last item in a series (this, that, and the other).

- In text, spell out “percent” rather than using “%.” (In tables or figures, % is fine.)

- Numbers should be spelled out to ten and in Arabic numerals thereafter (one to ten, 11-).
  Simple or approximate large numbers should also be spelled out (e.g., one hundred, fifty,
  one thousand).

- Page ranges: include all numbers up to 99, but for numbers 100 and above, give only the
  last two digits of the second number unless more are necessary. That is, 5-7, 12-16, 74-96—
  but 88-103, 121-77, 486-502, 1480-85, 1490-632.

- Date ranges, however, should be given in full: 1840-1860, 1790-1814.

- Date format: June 7, 1918.

- In general, refer to the 17th edition of The Chicago Manual of Style for other style
  questions as well as the format of bibliographic entries.

Figures and tables

- Please keep in mind that you are responsible for obtaining permissions for any figures
  that require them. Please start the process of requesting permissions early.

- Figures, tables, charts, and so on should be supplied as separate files rather than
  embedded in the Word document of your chapter text.