

## Style Sheet for *Capitalism* Authors

### 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 17<sup>th</sup> 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:**
    - <sup>1</sup> Eichengreen, *Elusive Stability*, 16.
    - <sup>2</sup> Ott, *When Wall Street Met Main Street*.
    - <sup>3</sup> Flandreau, *Glitter of Gold*, 122.
  - **Journal articles or chapters in edited volumes:**
    - <sup>4</sup> Metzler, “Tariffs,” 22.
    - <sup>5</sup> Chichilnisky et al., “International Markets,” 4.
    - <sup>6</sup> Deaton, “Savings and Liquidity Restraints”; Calomiris, “Do Vulnerable Economies?”
  - 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:
    - <sup>7</sup> Engels, *Anti-Dühring* (1878), 253.
- 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**:
  - <sup>8</sup> R. L. Crunden, “Ford’s Flim-Flammery,” *Labor Age* (June 1928), 15.

- **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.)

<sup>1</sup> National Archive, Kew Gardens, Joseph Elkin Daniels, “Report on petition for Denization,” HO 44/44/94, ff. 236-243.

<sup>2</sup> New York Stock Exchange Archives [hereafter NYSE archives], Charles R. Gay, “The Duties and Rights of Security Markets: an address delivered at a meeting of the Association of Stock Exchanges, St. Louis, MO, May 20, 1935,” 3, box 4, Record Group 2-2.

<sup>3</sup> NYSE archives, Richard Whitney, “Elements of Recovery an address at the 53<sup>rd</sup> Annual Dinner of the Engineers’ Society of Western Pennsylvania, Pittsburg, PA, February 26, 1935,” 285, box 3, Record Group 2-2.

<sup>4</sup> Josiah W. Bailey Papers, David M. Rubenstein Rare Book and Manuscript Library, Duke University [hereafter Josiah W. Bailey Papers]. “Statement of George H. Houston before the Committee on Ways and Means,” undated, folder “Tax and Tariff—January, 1938,” box 254.

<sup>5</sup> Josiah W. Bailey Papers: Josiah W. Bailey to J. S. Martin, March 9, 1935, folder “Huey Pierce Long—January, 1933 to March 14, 1935,” box 480; E. Morris to Josiah W. Bailey, March 6, 1935, folder “Huey Pierce Long—January, 1933 to March 14, 1935,” box 480, Josiah W. Bailey Papers; V.O. Parker to Josiah W. Bailey, March 22, 1935, folder “Huey Pierce Long—March 15, 1935 to December, 1936,” box 480.

- **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.
  - “McGee focused on the Supreme Court case *Standard Oil v. U.S.* . . .”<sup>1</sup>  
<sup>1</sup> *Standard Oil v. U.S.*, 221 U.S. 1 (1911).
  - “. . . 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*.”<sup>8</sup>  
<sup>8</sup> *United States v. AT&T*, 552 F. Supp. 131, 226-34 (D.D.C. 1982), *aff’d*, *Maryland v. United States*, 460 U.S. 1001 (1983).
  - “The Supreme Court in *Matsushita v. Zenith* ruled . . .”<sup>6</sup>  
<sup>6</sup> *Matsushita Electronic Industrial Co. v. Zenith Radio Corp.*, 475 U.S. 574, 589 (1986).  
<sup>27</sup> *Matsushita v. Zenith*, 475 U.S. 583 (1986).
- Please avoid “Ibid.,” as the 17<sup>th</sup> edition of *The Chicago Manual of Style* recommends. Simply use short-form citations instead.
- 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:
  - Smith, Adam. *An Inquiry into the Nature and Causes of the Wealth of Nations*, vol. 1 [1776]. Edited by R.H. Campbell and A.S. Skinner. Oxford: Clarendon Press, 1976.

## 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 17<sup>th</sup> 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.

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