History of Political Economy Style Guide

The History of Political Economy Style Guide comprises three parts: (1) a style sheet listing elements of style and format particular to the journal; (2) the “Duke University Press Journals Style Guide,” which offers general rules for DUP journals based on The Chicago Manual of Style, 17th ed. (CMS); and (3) an explanation with examples of the journal’s format for citations and reference list or bibliography.

Part 1: History of Political Economy Style Sheet

Elements

ACKNOWLEDGMENTS
Acknowledgments are made in a first, unnumbered footnote, in the first person. This note begins with “Correspondence may be addressed to” followed by the author’s mailing and email addresses (if desired), acknowledgments, and notice of publication or presentation elsewhere, if appropriate.

BOOK REVIEWS
Book information appears as follows:


EPIGRAPHS
The attribution includes the author’s name and the title and date of the work and is placed on a separate line, flush right, and preceded by an em-dash. Full bibliographic information is not required, because the epigraph is not part of the text. A note callout should never follow the epigraph or the epigraph’s source.

The long retreat from Böhm-Bawerk’s classical objectivism in the theory of capital, which started with Professor Hayek’s reply to Knight in 1936, was continued in his Pure Theory of Capital of 1941 and to which I endeavored to give provisional expression in my book Capital and Its Structure in 1956, [here] reaches a new stage.

DOCUMENTATION


ABBREVIATIONS
Use regular (not postal) abbreviations for states in publication information in the references.

ARCHIVAL OR MANUSCRIPT SOURCES
Flexibility is the order of the day. If there are only a handful of citations, try citing the source in the running text, with an in-text and reference citation to the collection. Suppose, for instance, that the author is quoting an unpublished letter. The text may read as follows: “As Paul Samuelson wrote to Milton Friedman in a letter dated April 7, 1958, ‘Economics is only a science if we make it so.’” At the end of the statement the in-text citation may read “(Samuelson Papers, box 8, folder 12).” In the reference list there would be a citation to the Samuelson papers in this format (note the absence of a date):


If there are many citations, forgo the author-date, in-text style and cite the sources in footnotes. For instance, the text may read, “Paul Samuelson wrote to Milton Friedman that ‘economics is only a science if we make it so.’” Then there would be a footnote citing the source; it may read something like the following: “Letter from Samuelson to Friedman, April 7, 1958, Paul Samuelson Papers, box 8, folder 12, David M. Rubenstein Rare Book and Manuscript Library, Duke University.”

ARTICLES IN THE SAME ISSUE
Do not include in reference lists other papers that will appear in the same issue. If they are cited, use “this issue” (or “this volume,” in the case of the History of Political Economy supplement) as the “date”: “Smith (this issue) raises an excellent point about the future of undergraduate classes in economic thought.”

REFERENCE LIST ENTRY FOR HOPE SUPPLEMENT

REFERENCE LIST ENTRY FOR ARTICLE IN HOPE SUPPLEMENT

TERMS
Please note the following preferred spellings and forms:

the Adam Smith problem [in English]; das Adam Smith Problem [in German]
African Americans; African American culture
Anglo-American
Asian Americans; Asian American community
Bank of England; the Bank
black
Cold War; post–Cold War era
communism; Communist Party; Communists; the party; a communist agenda (but see CMS 8.65)
the Continent (i.e., France, Germany, et al., as opposed to the British Isles); Continental
democracy; Democratic Party; Democrats; the party
ex ante, ex post
fascism; Fascist Party; Fascists; the party; a fascist worldview (but see CMS 8.65)
German historical school
half-century
*homo economicus*
Keynesian revolution
Labour Party (the British political party)
laissez-faire
lectures; the Clarendon Lecture (a named lecture; *not* a lecture on Clarendon); *but* Nobel lecture
the Left; the ideological and popular Lefts; on the left; leftist; left-wing press
Marxism; Marxism-Leninism; Marxist or Marxist; non-Marxist or non-Marxian
Methodenstreit
Mont Pèlerin; but Mont Pelerin Society
nation-state
Native Americans; Native American art
*numéraire*
policymaker, policymaking
physiocracy; the physiocrats
republicanism; Republican Party; Republicans; the party


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Duke University Press journals adhere to the rules in this style guide and to *The Chicago Manual of Style*, 17th ed. (CMS). Documentation style and elements of style specific to individual journals are addressed in separate documents.

**ABBREVIATIONS**

Corporate, municipal, national, and supranational abbreviations and acronyms appear in full caps. Most initialisms (abbreviations pronounced as strings of letters) are preceded by *the*.

- further expansion of NATO’s membership
- dissent within the AFL-CIO
- sexism is rampant at IBM
- certain US constituencies

Latin abbreviations, such as e.g. and i.e., are usually restricted to parenthetical text and notes and are set in roman type, not italics. The word *sic*, however, is italicized.

Personal initials have periods and are spaced.

W. E. B. Du Bois; C. D. Wright
ABSTRACT

Substantial articles should include an abstract of approximately 200 words. Book reviews and short issue introductions do not require abstracts.

Abstracts should be written in the third person (“This article proposes . . .”) not the first person (“I propose . . .”).

CAPITALIZATION. See also SPELLING AND TERMS

After a Colon

If the material introduced by a colon consists of more than one sentence, or if it is a quotation or a speech in dialogue, it should begin with a capital letter. Otherwise, it begins with a lowercase letter. See CMS 6.63.

Quotations

Silently correct initial capitalization in quotations depending on the relationship of the quotation to the rest of the sentence (see CMS 13.19). For instance:

Smith stated that “we must carefully consider all aspects of the problem.”

but

Smith stated, “We must carefully consider all aspects of the problem.”

A lowercase letter following a period plus three dots should be capitalized if it begins a grammatically complete sentence (CMS 13.53).

The spirit of our American radicalism is destructive. . . . The conservative movement . . . is timid, and merely defensive of property.

Terms

A down (lowercase) style is generally preferred for terms. See CMS, chap. 8, for detailed guidelines on capitalization of terms.
**Titles of Works**

For titles in English, capitalize the first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if, because, that*, etc.). Lowercase articles (*a, an, the*), coordinating conjunctions, and prepositions (regardless of length). The *to* in infinitives and the word *as* in any function are lowercased.

For hyphenated and open compounds in titles in English, capitalize first elements; subsequent elements are capitalized unless they are articles, prepositions, or coordinating conjunctions. Subsequent elements attached to prefixes are lowercased unless they are proper nouns. The second element of hyphenated spelled-out numbers or simple fractions should be capitalized. If a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element is always capitalized.

- Nineteenth-Century Literature
- Avoiding a Run-In
- Policies on Re-creation
- Reading the Twenty-Third Psalm

When titles contain direct quotations, the headline-capitalization style described above and in CMS should be imposed.

- “We All Live More like Brutes than Humans”: Labor and Capital in the Gold Rush

In capitalizing titles in *any* non-English language, including French, capitalize the first letter of the title and subtitle and all proper nouns. See CMS 11.70 and 11.39 for the treatment of Dutch and German titles, respectively. Diacritical marks on capital letters are retained in all languages.

**CONTRIBUTOR’S NOTE**

Each contributor’s note includes the author’s name, rank, affiliation, areas of activity or research, and most recent works. Dates of publication, but not publishers’ names, are given for books.

Rebecca Newman is professor of history at the University of Chicago. She is author of *In the Country of the Last Emperor* (1991).
Yingjin Zhang teaches Chinese literature at Indiana University. His book *Configurations of the City in Modern Chinese Literature* is forthcoming.

**DATES AND TIMES. See also NUMBERS**

For more information, see CMS 9.29–38.

May 1968
May 1, 1968
May 1–3, 1968
on February 8, 1996, at 8:15 a.m. and again at 6:15 p.m.
September–October 1992
from 1967 to 1970
1960s counterculture; sixties [*not 60s or ’60s*] counterculture
the 1980s and 1990s
mid-1970s American culture
the mid-nineteenth century [*note hyphen, not en dash]*
the late twentieth century; late twentieth-century Kenya
the years 1896–1900, 1900–1905, 1906–9, 1910–18
AD 873; the year 640 BC; Herod Antipas (21 BCE–39 CE) [*use full caps without periods for era designations*]
ca. 1820

**ELLIPSES. See also CAPITALIZATION**

Three dots indicate an ellipsis within a sentence or fragment; a period plus three dots indicates an ellipsis between grammatically complete sentences, even when the end of the first sentence in the original source has been omitted. In general, ellipses are not used before a quotation (whether it begins with a grammatically complete sentence or not) or after a quotation (if it ends with a grammatically complete sentence), unless the ellipses serve a definite purpose. See CMS 13.50–58 for more detailed guidelines on the use of ellipses.

**EXTRACTS. See also CAPITALIZATION and ELLIPSES**
Set off quotations that are more than 400 characters (including spaces) in length.

FIGURE CAPTIONS AND TABLE TITLES

Captions take sentence-style capitalization and have terminal punctuation. If credit or source information is provided, it should be the last element of the caption. Table titles take sentence-style capitalization but do not have terminal punctuation.

Figure 1. The author with unidentified friend, 1977.

Figure 2. The author posed for this picture with an unidentified friend in 1977.

Figure 3. Noam Chomsky at a political rally, 1971. Courtesy John Allan Cameron Archives, University of Florida, Gainesville.

Figure 4. Coal miners in Matewan, West Virginia, April 1920. The miners’ strike was depicted in John Sayles’s film *Matewan*. Photograph courtesy Matewan Historical Society.

Figure 5. Winston Roberts, *When Last I Saw* (1893). Oil on canvas, 56 × 48 in. Courtesy of the Campbell Collection, Central State Community College Library, Pleasance, Nebraska.

Figure 6. Harvey Nit, *These. These? Those!* (2011). Mascara on cocktail napkin, 16 × 16 cm. © Harvey Nit.

Table 3. Comparative frequency of bicycles, mopeds, and Segways in Amsterdam, Dublin, and Toronto, 2005–2015

INCLUSIVE LANGUAGE

Avoid sexist language and terms that are gender specific (*chairman*, *mankind*, etc.). Never allow the form *s/he*. State both pronouns—*he or she, him or her, his or her*—or recast the sentence in the plural. Avoid alternating the use of masculine and feminine pronouns in an article. See CMS 5.251–60, especially 5.255–56.

INITIALS. See ABBREVIATIONS
KEYWORDS. See also ABSTRACT

Articles that include an abstract should also include three to five keywords. Keywords should be lowercase (except for names or titles that would otherwise be capitalized) and separated by commas.

Keywords negative affect, self-portrait, Del LaGrace Volcano, intersex, Polaroid photography

NUMBERS. See also DATES AND TIMES

Cardinal and ordinal whole numbers from one to ninety-nine (and such numbers followed by hundred and thousand), any number at the beginning of a sentence, and common fractions are spelled out. Common fractions are hyphenated as well. Numerals are used to express very large numbers (in the millions or more).

no fewer than six of the eight victims
no more than fifty-two hundred gallons
One hundred eighty-seven people were put to death there during the twenty-third century BC
attendance was about ninety thousand
at least two-thirds of the electorate
there were 2 million ballots cast
the population will top 25 billion

Numbers applicable to the same category, however, are treated alike in the same context.

no fewer than 6 of the 113 victims
Almost twice as many people voted Republican in the 115th precinct as in the 23rd.

Numbers that express decimal quantities, dollar amounts, and percentages are written as figures.
an average of 2.6 years
now estimated at 1.1 billion inhabitants
more than $56, or 8 percent of the petty cash
a decline of $0.30 per share

Inclusive page numbers are given as follows (per CMS 9.61):

1–2, 3–11, 74–75, 100–103, 104–9, 112–15, 414–532, 505–16, 600–612, 1499–1501

Roman numerals are used in the pagination of preliminary matter in books, in family names and the names of monarchs and other leaders in a succession, in the names of world wars, in legal instruments, and in the titles of certain sequels.

On page iii Bentsen sets out his agenda.
Neither John D. Rockefeller IV, Elizabeth II, nor John Paul II was born before World War I.
Yet Title XII was meant to rectify not only inequities but iniquities.
Most critics consider *The Godfather, Part II* a better movie than *Jaws 2*. [Follow the usage in the original work, per CMS 9.43.]

Arabic numerals are used for the parts of books.

In part 2, chapter 2, of volume 11 of the *Collected Works*, our assumptions are overturned.

**POSSESSIVES**

The possessive of nouns ending with the letter *s* are formed by adding an apostrophe and an *s* (CMS 7.17).

Burns’s poetry
Camus’s novels
Descartes’s philosophy
Euripides’s plays
Jesus’s name

**QUOTATIONS. See EXTRACTS**

**SPELLING AND TERMS**

Follow the online *Merriam-Webster’s Collegiate Dictionary* (www.merriam-webster.com) and *Webster’s Third New International Dictionary* for spelling. If more than one spelling is provided in the dictionary, follow the first form given (e.g., *judgment*, not *judgement*; *focused*, not *focussed*). Common foreign terms are set in roman type. (Common foreign terms are defined as those with main entries and not classified as “foreign term” in *Webster’s*.)

Prefixes are hyphenated before numerals and proper nouns. Otherwise, prefixes are generally not hyphenated before words; refer to *Webster’s* for guidance. Temporary compound adjectives are hyphenated before the noun to avoid ambiguity but are left open after the noun. Non-English phrases used as modifiers are open in any position, unless hyphenated in the original.

Put neologisms within quotation marks at first use.

A term referred to as the term itself is italicized.

In the twentieth century *socialism* acquired many meanings.
The word *hermeneutics* is the most overused term in recent monographs.
The term *lyricism* was misused in Smith’s book review.

**TABLES. See FIGURE CAPTIONS AND TABLE TITLES**

**TRANSLATIONS**

When an original non-English title and its translation appear together in the text, the first version (whether original or translation) takes the form of an original title, and the second version is always enclosed in parentheses and treated like a published title (whether or not the work represents a published translation) with title capitalization appropriate to the language.
I read *Mi nombre es Roberto* (*My Name Is Roberto*) in 1989.

I read *My Name Is Roberto* (*Mi nombre es Roberto*) in 1989.

Rubén Darío’s poem “Azul” (“Blue”) is one of my favorites.

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Part 3: Documentation: Author-Date Citations

This journal uses **author-date citations in the text** with a corresponding reference list of works cited at the end of the article.

Notes may also include material that cannot be conveniently presented in the text, such as discursive adjuncts and additional sources of information. Any material necessary for understanding the argument set forth in the article should appear in the text.

The notations f. (ff.), ibid., op. cit., and loc. cit. are not used, nor are eadem, idem, infra, passim, and supra. Commonly used abbreviations include cf., ed. (eds.), e.g., esp., et al., etc., fig. (figs.), fol. (fols.), i.e., n. (nn.), p. (pp.), pt. (pts.), ser., trans., vol. (vols.). Latin abbreviations are not italicized. Note that in et al., et is a whole word (meaning “and”) and therefore is not followed by a period. In references to poetry, where the abbreviation “l.” or “ll.” might be mistaken for a numeral, the word “line” or “lines” is spelled out.

The reference list at the end of the article contains only works cited. References are arranged alphabetically by author, then chronologically in ascending order. For multiple references by the same author, the author’s name is repeated; 3-em dashes are not used. In titles of works, serial commas are added, ampersands are spelled out, and numbers are spelled out. For additional guidelines concerning the treatment of titles, see **CAPITALIZATION** in the Duke University Press Journals Style Guide.

**SAMPLE REFERENCE LIST ITEMS**

**BOOK**

Langford, Gerald. 1971. *Faulkner’s Revision of “Absalom, Absalom!”: A Collation of the Manuscript and the Published Book*. Austin: University of Texas Press. [A book title within a book title is quoted and italicized (CMS 14.94). A main title ending in an exclamation point or a question mark is followed by a colon only if the question mark or exclamation point appears within quotation marks (CMS 14.96).]

Smith, John. 2011. *All Tongue-Tied and Nowhere to Go; or, How to Save Face When They Put You on the Spot*. Vail, CO: Slippery Slopes. [Treatment of double titles, contra the preferred form in CMS 8.167]

E-BOOK


CHAPTER


Weinstein, Donald. 1989. “*The Art of Dying Well* and Popular Piety in the Preaching and Thought of Girolamo Savonarola.” In Tetel, Witt, and Goffen 1989: 88–104. [A shortened form is used for chapters from collections that are also included in the reference list.]

PREFATORY MATTER


EDITED WORK


REPRINT

Williams, Theodore. (1905) 1974. *The Art of Porcelain during the Late Ming Dynasty*. New York: Grove. [For reprint editions, the date of first publication may be supplied parenthetically, followed by the date of the reprint (CMS 15.40). Both dates appear in the corresponding citation.]
TRANSLATION


FOREIGN-LANGUAGE WORK CITED IN ENGLISH


Dachuan, Sun. 1991. Jiujiu jiu yici (One Last Cup of Wine). Taipei: Zhang Laoshi Chubanshe. [This form is recommended for works in languages relatively unfamiliar to Western readers. The translated title uses italics and headline capitalization (contra CMS 11.9)—in other words, it is treated as if it named a published translation even if it does not.]

MULTIVOLUME WORK


Hooker, Joseph. 1977–82. Of the Laws of Ecclesiastical Polity, edited by Georges Edelen, W. Speed Hill, P. G. Stanwood, and John E. Booty. 4 vols. Cambridge, MA: Belknap Press of Harvard University Press. [If there are ten editors or fewer, all are listed by name; if more than ten, the first is listed by name, followed by “et al.” (CMS 14.76).]

MULTIAUTHOR WORK


Gustafson, Albert K., Jonas Edwards, Ezra Best, and Nathan Wise. 1985. If I Were a Rich Man: Comparative Studies of Urban and Rural Poverty. Murphy, WI: Fore and Aft. [If there are ten authors or fewer, all are listed by name; if more than ten, the first is listed by name, followed by “et al.” (CMS 14.76).]

ANONYMOUS WORK. See also UNSIGNED ARTICLE

A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced. 1610. London. [The title appears in place of the author; “Anonymous” or “Anon.” is not used. For purposes of alphabetization an initial article is ignored (CMS 14.79).]
UNDATED WORK


Sales, Robert. n.d. Victory at Sea: Being a True Account of the Recent Destruction of an Infamous Foreign Fleet. Dublin. [Note that the “n” in “n.d.” is not capitalized (CMS 14.145).]

REFERENCE WORK


JOURNAL ARTICLE, PRINT

Meban, David. 2008. “Temple Building, Primus Language, and the Proem to Virgil’s Third Georgic.” Classical Philology 103, no. 2: 150–74. [Journal published in volumes; the month or season is not required. As a courtesy to readers who consult articles online, issue numbers should be given if available.]


JOURNAL ARTICLE, ONLINE


Jovanovic, Boyan, and Peter L. Rousseau. 2008. “Specific Capital and Technological Variety.” Journal of Human Capital 2, no. 2: 129–52. doi.org/10.1086/590066. [If the author has provided a DOI rather than a URL, use the DOI in URL form, as indicated here. See CMS 14.8.]

REVIEW

Jameson, Fredric. 1991. “The Historian as Body-Snatcher.” Review of Learning to Curse: Essays in Early Modern Culture, by Stephen J. Greenblatt. Times Literary Supplement, January 18, 7. [Page numbers are not needed in citations of or references to newspapers (CMS 14.191) but may be included in citations of or references to supplements and other special sections (CMS 14.197).]

SPECIAL ISSUE, and ARTICLE IN SPECIAL ISSUE


**MAGAZINE ARTICLE**


**NEWSPAPER ARTICLE, PRINT**


**NEWSPAPER ARTICLE, ONLINE**


**UNSIGNED ARTICLE**


**DISSERTATION**


**PAPER OR PRESENTATION**


**PERSONAL COMMUNICATION OR INTERVIEW**
Noah Fence (pers. comm., April 1, 2014) speculated on the pitfalls of having a play on words for a name. [References to such communications as emails or private messages shared on social media often can be run in to the text, without need of note or reference (CMS 14.214).]

24. Jacques Petits Fours (provost, Upper Midwestern University), interview by author, Ames, IA, February 20, 1995. [Interviews or other personal communications in which more information than the date is pertinent may appear in a note (CMS 14.214).]

SOCIAL MEDIA CONTENT

[Citations of social media content may contain such elements as the author of the post; the title, or the text, of the post; the type of post (e.g., the service and/or a brief description); the date; and a URL. Contra CMS 14.209, such citations have corresponding references.]


WEBSITES (OTHER THAN ONLINE PUBLICATIONS)

[Include as much of the following information as possible: author of the content, title of the page (if there is one), title or owner of the site, URL, and access date (if no publication date is provided). The titles of websites and blogs generally use headline-style capitalization. See CMS 8.191 and 14.206 for guidance as to whether such titles should be set in roman type or italicized. Websites and social media postings are cited in notes but are not included in the reference list. Items resembling articles in form, such as blog postings, are cited in notes and also included in the reference list.]


AUTHOR-DATE CITATIONS

This system uses in-text citations—usually enclosed in parentheses and comprising the author’s surname (with first initial if ambiguous), the date, and the pages cited—and a reference list at the end of the article contains the complete bibliographic information of the works cited. See the sample references immediately above. For multiple references by the same author, the author’s name is repeated; 3-em
If more than one work by the same author is cited, the author’s name is not repeated.

(Wilson 1963, 1974)
(Miller 1978: 267; 1994)

For works by more than three authors, only the surname of the first author is used, followed by et al.

not (Cobb, Hornsby, Ott, and Smith 1982) but (Cobb et al. 1982)

If there is no author, use the shortened title or publication title in the author position in the reference.

(New Yorker 1974)

If there is no date, n.d. is used.

(McGarry n.d.)

If the work is meant, rather than the author, the parentheses are omitted.
Medwick 1924 remains the standard reference.

If the citation is to a reprint edition, the original date of publication should be cited first, in brackets within a parenthetical citation and in parentheses not within a parenthetical citation (e.g., in a note). See CMS 15.40.

(Williams [1905] 1974: 41)

1. For a more in-depth discussion of this point, see Williams (1905) 1974.

To refer again to the most recently cited source, a page number is used.

The sperm whale, Beale (1839: 46) concluded in The Natural History of the Sperm Whale, is “remarkably timid, and is readily alarmed by the approach of a whale boat.” Beale noted that “it is difficult to conceive any object in nature calculated to cause alarm to this leviathan” (46).

When one volume of a multivolume work is cited, the volume number is indicated after the date.

(Koufax 1973, 1:223)

To cite an unnumbered note, the abbreviation n or nn follows the page number without an intervening space. With numbered notes, the note number or numbers follow the abbreviation without intervening period or space (CMS 14.157).

(Javitch 2010: 385n; Adams 2009: 5n10, 8nn20–21)

Personal communications, such as telephone conversations, email messages, and nonarchived letters, are identified as “pers. comm.” and dated in the text but are not included in the reference list.

Wilson (pers. comm., March 13, 2007) proved the hypothesis false.