

Journal of Latin American Studies

Editorial Policy

The Journal of Latin American Studies is published four times a year, in February, May, August and November. Its editorial offices are located at the Institute for the Study of the Americas, University of London. The editorial board comprises area studies specialists based in the United Kingdom from all the principal social science disciplines, including history.

The Journal aims to publish recent research in the field of Latin American studies in economics, geography, politics, international relations, sociology, social anthropology, and history. Articles on literature and the arts are not normally included, but the editors are pleased to consider contributions in the field of intellectual and cultural history. Articles with an inter-disciplinary approach are particularly welcome.

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Articles must be at least 10,000 words in length and no longer than 12,000 words, including footnotes, tables etc. The Journal is published in English, but articles may also be submitted in Spanish or Portuguese for peer review; if accepted for publication, the responsibility for translating articles rests with the author. The Journal's preference is that manuscripts should be submitted electronically via the online submission system as a Word document, with double spacing throughout and margins of at least one inch all round. All pages must be numbered consecutively. In order to ensure the anonymity of the reviewing process, care should be taken to ensure that any references which might identify the author are removed from the text. The title page should be separate from the main body of the text and include the author's name, e-mail address, academic post and institutional affiliation, the title of the article, and brief acknowledgements. An abstract of no more than 100 words, together with a list of key words, should appear at the beginning of the article.

All submissions are read by a member of the editorial team to check whether, with regard to readability and content, they are appropriate to send to referees. All eligible manuscripts are then sent, anonymously, to referees. When the referees' reports are received, each manuscript is evaluated by the editorial team, and the Editor informs the author of their decision. Specific instructions for contributors follow.

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This document provides guidelines on how to make your article conform to our in-house style. It might also be useful to look at a recent edition of the journal (from February 2011 onwards). If accepted for publication your article will be professionally copy-edited and you may be contacted to resolve major queries.

Spelling and punctuation. British conventions are used throughout (except in direct quotation); i.e. programme, not program; labour, not labor; travelled, not traveled, etc.; also -ise, not -ize; -isation, not -ization. As a guide, check the word on www.oxforddictionaries.com (but note that we use -ise instead of their -ize).

Punctuation follows the British system. Punctuation at the end of a quotation follows the quotation marks unless the quoted matter is a complete sentence beginning with a capital letter.

Use single quotation marks, with double quotes inside single if necessary.

Hyphens are not used for cooperation, neoliberal, bilateral, biotechnology, although they are used for socio-economic, policy-making and policy-makers, Italian-born, non-resident, vice-president, mid-nineteenth, Euro-Brazilian, nation-state, as well as long-term (when used as an adjective) and fractions, e.g. one-fifth.

Use initial capital letters for the Cuban Revolution, the Mexican Revolution, the Church, the Catholic Church, the Constitution, the Revolution, Cold War, as well as for political parties or organisations, hence the Partido Justicialista or the Confederación de Trabajadores Mexicanos, and also for the Right and the Left in politics. But please note that right-wing and left-wing, rightist and leftist, centre-left and centre-right are lower case.

Compass points: north-east, south-west. South-East Asia, Western Europe, the [global socio-economic] East, West, North and South; western and eastern hemisphere are lower case.

Do not use a capital letter when referring to ‘the state’ or ‘the government’, or when referring, for example, to a particular presidential administration, e.g. the García government. Use upper case for titles such as ‘president’ or ‘king’ only when attached directly to the individual’s name – ‘it was a difficult period for President Obama’ but ‘it was a difficult period for the US president’.

Use per cent and not percent (we retain % if used in a quotation or in a table), and always precede it with the Arabic form of the number, never a word, e.g. 10 per cent, not ten per cent.

Currency. Use the symbol before the amount in Arabic numbers and avoid longhand. So, US\$ 2 billion and avoid two billion US dollars. Be clear in using the symbol \$ whether it refers to US dollars or other currencies, so use Reais\$ on first use and R\$ thereafter, and Mex\$ and MX\$ thereafter for Mexican pesos.

If convention implies a different notation, for example the use of m\$n for Argentina in the nineteenth century, then please indicate.

If helpful to the reader, then provide a conversion to US\$ noting the date of conversion.

Non-English words should be italicised only if they are not in common use in English and only on first appearance in the text. Examples include *inquilinos* and *machetazo*. Words that have common usage in English, such as machismo, hacienda, peso, and favela, do not need to be italicised.

Names of organisations, government departments, companies, banks, etc. whether written in English, Spanish or Portuguese should not be italicised. Names of journals and newspapers should always be italicised (see below, **References**).

Accents must be given, including on capital letters, with particular attention to the correct spelling and accenting of proper names and place names.

Initials and acronyms should be preceded by the full form at first mention, e.g. ‘the United Nations Development Programme (UNDP)’. Acronym initials such as UNRISD, ILO, FAO etc. do not use stops. (Note that the digraph ‘US’ – without stops – is used adjectivally, as in ‘US policy’; as a noun the name is spelled out, as in ‘X travelled to the United States’).

When the organisation name is written in anything other than English, cite in full original language followed by the English translation in parenthesis, followed by the conventional acronym. Thus, Unión Cívica Radical (Radical Civic Union, UCR).

Note, the Journal does not use ‘America’ or ‘American’ as shorthand to refer to ‘the United States of America’, its citizens, its policy or its institutions; use ‘the United States’ as the noun, and US as the adjective. We also use Argentine not Argentinean, Salvadorean not Salvadoran or Salvadorian, and Ecuadorean rather than Ecuadorian.

Numbers up to and including ten should always be spelled out. Commas should be used in numbers with four or more figures, so 1,000 and 29,000, but use 1.5 million rather than 1,500,000. Latin American and European authors should note that in English usage the decimal point is full stop, not a comma, e.g. 47.5, not 47,5.

Dates should be: 25 November 1981 (without punctuation). Centuries should be spelled out in full, e.g. nineteenth century not 19th century. Hyphenate as an adjective, e.g. ‘a nineteenth-century journal’ and ‘twenty-first century crisis’.

Months should be spelled out in the text, but in footnotes March to July should be in full, and Aug. to Feb. should be abbreviated.

Quotations of fewer than 60 words should be in single quotation marks. Longer quotations should be set off from the text with a line space above and below and inset without quotation marks.

Quotations in Spanish and Portuguese should normally be translated.

Subheadings can be used in moderation. The top level of subheadings is placed in italics in the centre of the page, the second level is in italics with left-hand justification. Do not use more than two levels of headings, and do not number or letter them.

Tables, maps, diagrams, and illustrations should be kept to a minimum, and must always be referred to in the text. If the article is accepted for publication the author will be asked to provide an Excel file of the tables and graphs.

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Please indicate in the text the approximate position of tables and figures.

Table and Figure headings: Heading appears in italic above table with caps on all significant words. Source appears below table/figure. For example:

Table 1. *Women's Workforce Participation (% of Total Population Aged 15 and Over)*

<TABLE 1>

Source: ECLAC, 'Statistical Yearbook for Latin America and the Caribbean, 2009', p. 39.

Figure 1. *China and Hong Kong's Trade with Latin America, 1990–2008 (US\$ million)*

<FIGURE 1>

Source: author's elaboration from International Monetary Fund, *Direction of Trade Statistics*.

Table and Figure titles should not be underlined. Headings within the body of the table should not be underlined. No rules (lines) should be used and columns should be clearly distinguished by spacing. Sources should be given in full.

Footnotes should be numbered consecutively. All references should be included in footnotes, not in the text (see below, **References**). Footnote reference numbers in the text

should appear as superscript Arabic numbers. Wherever possible, a footnote indicator / note reference number should be placed at the end of a sentence.

References Authors should pay particular attention to the form of references used in the *Journal*. All references should be included in footnotes and not in a separate bibliography. The *Journal* does not use the author–date (Harvard) system of referencing. The following pattern must be observed:

Books

William I. Robinson, *Latin America and Global Capitalism: A Critical Globalization Perspective* (Baltimore, MD: John Hopkins University Press, 2008).

Note that state initials should be provided for all US cities, with the exception of New York (‘New York, NY’ is not necessary).

Where citation is to a particular page or pages, then:

Victor Bulmer-Thomas, *The Economic History of Latin America since Independence* (Cambridge: Cambridge University Press, 2003), pp. 34–9.

Spans of numerals except those between ten and 19 should be elided: 126–8, 117–18.

Multiple authors should be spelled out in full at first use, and ‘et al.’ used for subsequent reference.

Books with volumes:

Colin A. Palmer (ed.), *The Encyclopedia of African-American Culture and History*, vol. 5 (Detroit, MI: Macmillan Reference, 2006).

Books with named volumes:

Victor Bulmer-Thomas, John H. Coatsworth and Roberto Cortés Conde (eds.), *The Cambridge Economic History of Latin America*, vol. 1: *The Colonial Era and the Short Nineteenth Century* (Cambridge and New York: Cambridge University Press, 2006).

Do not use roman numerals for volume numbers.

Chapters, etc. in books Jon Wolseth, ‘Good Times and Bad Blood: Violence, Solidarity, and Social Organization on Dominican Streets’, in Gareth A. Jones and Dennis Rodgers (eds.), *Youth Violence in Latin America: Gangs and Juvenile Justice in Perspective* (New York: Palgrave-Macmillan, 2009), pp. 63–82.

The shortened form of the edited title may be used in subsequent references to different essays within the same edited volume:

José Luis Rocha Gómez, 'Understanding the Logic of Nicaraguan Juvenile Justice', in Jones and Rodgers (eds.), *Youth Violence in Latin America*, pp. 574-89.

Articles

Peter Wade, 'Afro-Latin Studies: Reflections on the Field', *Latin American and Caribbean Ethnic Studies*, 1: 1 (2006), pp.105-24.

Page numbers must always be included for chapters in edited books and journal articles. BUT, if the reference refers to a specific page or pages, for example when used with a quote, it is only necessary to indicate these pages rather than full page numbers.

Use 'chap.' to refer to chapters in cited texts within notes, but 'chapter' in running text (eg. '...as he states in chapter 2, ...'). .

Unpublished theses. Esther Sánchez Botero, 'Entre el Juez Salomón y el Díos Sira: decisiones interculturales e interés superior del niño', unpubl. PhD diss., University of Amsterdam, 2006.

'Grey literature' When referring to published documents produced by commercial organisations, government departments, and non-government organisations, the organisation may be regarded as the author. In this case the publisher may be the same as the author. Where international organisations such as the EU, United Nations, and NGOs such as Amnesty International give unique identifying numbers to their publications these should be included. For example:

United Nations Commission on Human Rights, Report of the Special Rapporteur, Sir Nigel Rodley, submitted pursuant to Commission on Human Rights Resolution 2000/43: Addendum: Visit to Brazil, UN Doc. E/CN.4/2001/66/Add.2, 30 March 2001.

References to books, journal and newspaper articles in Spanish and Portuguese: use Latin American practice and do not capitalise initial letters except for the first word of the title and proper names, e.g. María Inés Barbero and Raúl Jacob (eds.), *La nueva historia de empresas en América Latina y España* (Buenos Aires, Temas, 2008).

List of works by same author: the *Journal* does not use *idem/eadem*. When providing a list of works by one author in a note, the author's name need only be provided once at the start of the list. Subsequent works should be separated by semi-colon.

Francesca Miller, 'Latin American Feminism and the Transnational Arena', in *Women, Culture, and Politics in Latin America: Seminar on Feminism and Culture in Latin America* (Berkeley, CA: University of California Press, 1990), pp. 10–26; *Latin American Women and the Search for Social Justice* (Hanover, NH: University Press of New England, 1991).

Non-English titles: follow similar style to English references, but only proper nouns and the first word of the title are capitalised. An exception is foreign journal titles, which have upper case on all significant words.

Jennifer A. Cooper, 'Feminismo y sindicalismo en México: dos visiones compatibles?', in Griselda Gutiérrez Castañeda (ed.), *Feminismo en México: revisión histórico-crítica del siglo que termina* (México DF: PUEG, Universidad Nacional Autónoma de México, 2002), pp. 103–4.

Gabriel Carrera López and Juan González García, 'La inversión extranjera directa: China como competidor y socio estratégico', *Nueva Sociedad*, 203 (2006), pp. 114–127.

Short references Second and subsequent references should be in a suitable short form, as:

Bulmer-Thomas, *Economic History of Latin America*, p. 92.

Wade, 'Afro-Latin Studies', p. 108.

(ed.) or (eds.) should be included in shortened forms of edited titles: Jones and Rodgers (eds.), *Youth Violence in Latin America*.

N.B. The form *ibid.* is only used immediately following a note referring to the same single source. The form *op. cit.* is not used.

Web references: If sources such as working papers have been consulted on-line and might be difficult for a subsequent researcher to find, insert the URL that will lead the reader to the document or web page, e.g. available at www.bwpi.manchester.ac.uk/resources/Working-Papers/bwpi-wp-10209.pdf However, where an on-line resource such as a newspaper is also available in print, simply use the title of the source without including the URL.

Reference to archival sources

Archival sources should be referred to in the following form: author (if available), title of document (or sender and recipient of correspondence), date, name of archive and location

(name and location can be abbreviated after the first citation, and location omitted if there is unlikely to be confusion), record group (if appropriate), file number. For example:

Antero Aspíllaga to Ramón Aspíllaga, 31 Jan. 1914, Archivo del Fuero Agrario, Lima (hereafter AFA), Cayaltí archive, file 205.

G. J. MacGillivray, 'British Status in South America', 8 May 1956, Bank of England archives, file OV188/8/16.

Reference to interviews

Where possible, interviewees should be identified with details of their role the first time they are cited, together with the date of the interview, e.g. Interview with David Parsons, former chief economist, Massalín Particulares, 13 Aug. 2005. If it is necessary to anonymise interviewees for ethical reasons, authors should consult the editors before submitting the final version of the manuscript.

In case of any doubt about JLAS style practice, please contact the editors via the Journal Office at jas@sas.ac.uk

The Editors
Journal of Latin American Studies
Institute for the Study of the Americas
University of London
Senate House
Malet Street
London WC1E 7HU

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