

## Guide for Contributors to the Journal of Iberian and Latin American Research (*JILAR*)

### Submitting your work for publication

We accept original articles in English, Spanish, or Portuguese. We do not accept material that has been previously published, in whole or in part. Citations from the author's previously published works should be referenced according to reference guidelines below.

Authors undertake to present properly referenced materials, in accordance with this style guide. They will be consistent in their use of language, styles and references. Avoid the use of the first person pronoun unless you actually had something to do with the events under consideration. The work will be written in a non-gender exclusive style – his/her *not* his when the subject is not known. The work shall contain no defamatory articles or material that violates any law. Copyright obligations are the sole responsibility of the author.

### Page format

Submit articles in Word (for Macintosh or PC), with 2.54 cm. margins (top, bottom, left and right). Use Times New Roman font, pt. 12. Use double space throughout, including footnotes and inset paragraphs.

### Word limit

Minimum of 6,000 and maximum of 8,000 words.

### Abstracts

Abstracts should not exceed 150 words. Please provide a translation when the abstract is not written in English. Note that an abstract is not a substitute for an introductory paragraph to the article.

### Epigraphs

We do not publish epigraphs.

### Subheadings

Sub-headings should be left justified in Times New Roman, point 12 Bold. Do not exceed three sub-headings per article. We discourage the use of sub-headings that exceed one line of text. Do not use a sub-heading for the introduction. Do not use colon or a full stop at the end of subheadings. Sub-headings should be separated from the paragraph above by two double spaces. No additional space is required between a sub-heading and the paragraph following that sub-heading.

In Spanish, when using sub-headings separated by a colon, lower case follows the colon.

## Paragraphs

Indent the first line of paragraphs, except for the first paragraph of the article and the first paragraph following a heading or sub-heading. Leave only one space after a full stop. Do not use indent in the paragraph following an inset quote, unless what follows is not related to the quote. Inset quotes longer than five lines. Inset quotes are separated from the paragraph above and the paragraph below by two double spaces. Do not change font size for quotes.

## Spelling

Authors undertake to submit articles that have been spell-checked and proofread. Follow the conventions of the language of the article. Accents may be placed on initial caps. Use Australian/British spelling. If in doubt, follow *The Shorter Oxford English Dictionary*. Use -ize in words such as globalize, but note exceptions – analyse, catalyse, dialyse, electrolyse, hydrolyse, paralyse.

If your text is in Spanish, follow the *Diccionario de la Real Academia Española*, and in Portuguese, follow the *Academia Brasileira de Letras*, the *Instituto Internacional da Língua Portuguesa*, or an equivalent.

## Images and Appendices

All appendices and images should be provided in files with a .jpg extension and must be sized so as to fit within an A4 page with margins as per the rest of the article. Provide a note within the text to indicate to the typesetter where an appendix or image should appear. Inserts within a page can interfere with the flow of the argumentation and should only be considered in exceptional circumstances when their size allows some flexibility. Full page appendices will appear at the end of the article, before the endnotes.

## References/Citations

Use endnotes. Do not include bibliographies.

Endnotes should be left justified. Leave only one space following the endnote number. Do not leave spaces before the endnote number.

Do not affix an endnote to the title of an article. If an endnote with acknowledgements is desirable, this should appear at the end of the first paragraph of the article.

Abbreviations can be used in endnotes. Use abbreviations consistently.

‘Op. cit.’ and *passim* are never used in JILAR. Use the short title citation convention outlined below.

Ibid. and idem, are not italicized and should not be used if the short title will suffice.

For items with more than one publisher, separate each publisher using a semi-colon.

Omit ‘See’ in English, or ‘Véase’ in Spanish when the reference alone would suffice.

Abbreviate university presses – Oxford UP. In Spanish, omit ‘editorial’ when the press has a lengthy name – for Editorial de la Universidad Nacional Autónoma de México, use Universidad Nacional Autónoma de México.

Note that endnote references to page numbers require a space after the abbreviation – p. 547, not p.547. If multiple pages are cited use pp.

## Reference Samples

### First reference of a book

John D. Wirth, *The Politics of Brazilian Development, 1930–1954*, Stanford, Stanford University Press, 1970, p. 5.

### Subsequent references of a book

Wirth, *Brazilian Development*, pp. 20–4.

### First reference of an article

Stanley E. Hilton, ‘Brazil’s International Economic Strategy, 1945–1960: Revival of the German Option’, *Hispanic American Historical Review*, 66:2, May 1968, pp. 287–318.

### Subsequent references of an article

Hilton, ‘Economic Strategy’, pp. 310–2.

### First reference of a chapter from an edited collection

Francisco Iglesias, ‘Aspectos políticos e económicos do Estado Novo’, in Tamas Szmrecsanyi and Rui G. Granziera (eds), *Getúlio Vargas e a economia contemporânea*, Campinas, Editora da UNICAMP, 1986, pp. 69–86, pp. 81–83.

Note: use full stop for (ed.), but not for (eds). When the abbreviation ends with the last letter of the full word, there is no need for a full stop. Where it does not, as in ed., the full stop is required. Do not use capital letters for either of these abbreviations.

### Subsequent references of a chapter from an edited collection

Iglesias, ‘Aspectos’, p. 71.

### First reference to an unpublished Ph.D. dissertation

Gabriel J. Haslip, ‘Crimes and the Administration of Justice in Colonial Mexico City, 1696–1810’, Ph.D. Diss., Columbia University, 1980, p. 170.

### Subsequent references to an unpublished Ph.D. dissertation

Haslip, ‘Crimes’, p. 67.

### First reference of a multi-volume citation

Félix Garzón Maceda, *La medicina en Córdoba*, 3 vols, Buenos Aires, Talleres Gráficos Rodrigues Giles, 1916–1917, 2: pp. 323–39.

Note: for single volumes cited from multi-volume works, give the date of publication for the entire series as above.

### Subsequent references of a multi-volume citation

Garzón, ‘*Medicina*’, 2: p. 330.

## Newspapers

*La Prensa* (Managua), 10 October 1946, p. 7.

Note: The city of publication can be omitted if it is evident from the title. Omit column number, as well as volume or issue number. Note that date should always appear day/month/year. Do not use comma after the month.

## Interviews

Interview with Nancy Holmes, Mexico City, 17 August 2003.

When citing interviews conducted by the author, indicate this is the case when citing the first interview. If applicable, also indicate the name of the translator of an interview.

If the author did not conduct the interview, note the name of the interviewer.

#### **For first reference of an archival document**

- a) Name of the archive where the document is located, city where the archive is located, section or subdivision of the archive where the document is located.
- b) Volume, folder or equivalent (abbreviated and in lower case), number of the volume or folder (in Arabic numerals), recto or verso (always abbreviated r. or v.).
- c) Title of document, which includes date. For letters, include name of author and addressee (as per the example below), place of writing, and date. Note that titles of unpublished works are not italicized.

Example:

Archivo General de la Nación, Buenos Aires, Archivo del General Justo José de Urquiza (hereafter AGN, Urquiza), leg. 67, fol. 23v. Domingo Faustino Sarmiento to Juan Pujol, Buenos Aires, 22 May 1860.

#### **Subsequent references of an archival document**

AGN, Urquiza, leg. 67, fol. 25v. Sarmiento to Pujol, Buenos Aires, 22 May 1860.

#### **First reference of an electronic source**

##### **For Web pages without an author's name**

Give name of the organization hosting the page you are citing, the electronic address and the date you accessed it:

United Nations, title of document cited, <http://cyberschoolbus.un.org/index.asp>, accessed 12 March 2008.

##### **For Web pages containing documents with an author's name**

Provide author, document title, date, and page number, followed by the hosting organization and date of accession – Amado, 'Guatemala Update,' p. 24, United Nations, <http://cyberschoolbus.un.org/infonation/index.asp>, accessed 12 January 2010.

##### **For an electronic book, journal article, thesis, or newspaper article**

Provide the customary information plus the electronic reference. For example, for an electronic book, cite author, title, city of publication, name of publisher, date of publication, page number, followed by the hosting organization and date of accession – J. P. Dunn, Jr., *Massacres of the Mountains: A History of the Indian Wars of the Far West 1815-1875*, New York: Archer House, 1958, Google Books, <http://www.infibeam.com/Books/info/J-P-Dunn/Massacres-of-the-Mountains-A-History-of/0548110867.html>, accessed 12 December 2009.

## Subsequent references of an electronic source

### For Web pages without an author's name

Abbreviate the name of the organization and only cite year of retrieval – United Nations, 2008. If you are citing more than one page from the same address, add a letter after the year – United Nations, 2008a.

### For Web pages containing documents with an author's name

Abbreviate in the customary manner, omitting electronic source details – Dunn, p. 55.

## Other style conventions

### Abbreviations

Do not abbreviate months, except in endnotes.

Abbreviations ending with the same letter as the full word do not require a full stop – St, Mr, Dr- but use full stop in abbreviations that do not end with the same letter –ed., ch.

Do not use etc., i.e. and e.g. Instead, use ‘and so on’, ‘that is’, ‘for example’.

Use the ‘United States’ for the country and ‘U.S.’ as the adjectival form. Do not use ‘US’.

### Acronyms

Acronyms should be identified in brackets the first time they are used – National Literary Movement (NLM). Use italics when writing in English and inserting an acronym in Spanish *Partido Comunista Mexicano (PCM)*. Subsequent references can then utilize the acronym. Use parenthesis and not square brackets. The titles of organizations that need not be identified include OAS, UN, IMF.

### Apostrophe

**In English**, use apostrophe to indicate the possessive, never for the plural of acronyms – ATMs *not* ATM's.

### Capitalization

When in doubt about capitalization, the rule of thumb is to use lower case. Use lower case for subdivisions of a book – volume 4, part one; and to refer to tables, figures, and charts – see table 1.

**In English**, use capitals for titles, historical periods, geographical regions, and institutions, including political parties – the Liberals; for specific institutions – the National Bank *but* a national bank. Cite institutions in the original language – Banco Nacional de Argentina. Use the minister of finance, Luis Pérez, but Finance Minister Luis Pérez. Use capitals for Andean, Indians, Native American, Marxist, Catholic, Protestant, Mesoamerican, the Mexican Revolution, New World, Spanish, Western Hemisphere, World War I, Great War, World War II, and for North, South, East, and West, when referring to political divisions.

Use capitals for political factions when italics are not used – Rosistas, Villistas; alternatively use lower case and italics – *rosistas*, *villistas*. Consistency is important in either case.

Use lower case when referring to a political tendency – communism, liberal thought, liberalism, socialism. Also for – indigenous, mestizos, blacks, whites, church, creoles, conquest, crown, discovery, the party *but not* the Liberal Party.

**In Spanish**, do not use capitals for genitives – español, mexicano, colombiano.

Only the first word in a book or article title is capitalized – *La cultura en plural* – but proper nouns retain capitalization in titles – *El descubrimiento de América*. Some nouns are always in capitals – El País [newspaper], Revista de Estudios Hispánicos, Partido Comunista Mexicano, Banco Nacional de México. Do not use capitalization after the colon in double-barrelled titles or headings.

## Dates

Note the following date forms which should be used consistently in the body of the text:

- 4 September 1951 – do not use a comma after the month.
- September 1951
- 1980s, the nineties, or the 1990s *not* the 1990's.
- seventeenth century spelling persisted into the eighteenth century
- late nineteenth century (since late is a word)
- mid-eighteenth century (since mid is a prefix)
- mid- to late nineteenth century political disturbances

Except in titles, when using a range, use – from 1980 to 1990 – *not* 1980–1990.

**In Spanish**, use – los 1990s, *or* los años 90, *but not* los años '90 *nor* los años 90s.

## Direct quotations

Use direct quotations sparsely. Limit them to important statements that highlight a clever or revealing turn of phrase. Place direct quotations within single inverted commas. Use double quotation marks for quotations within quotations. Only inset quotations longer than five lines in length.

Do not use quotation marks to indicate disapproval.

Within quotations, use square brackets [ ] for editorial notes or interpolations. When eliding text from a quotation use three dots [...] with one space on either side. These are not required at the beginning or at the end of a quote.

## Hyphenation

Use adjectival hyphen – terror-stricken population, twentieth-century author, mid-eighteenth century (since mid is a prefix), mid- to late nineteenth century, *but* late nineteenth century.

Do not hyphenate Latin American and Hispanic American, even when used adjectivally, unless you are quoting. Hyphenation is used less frequently for compound terms – worldview, lifeways.

## Italics

Words not in the language in which the article is written are italicized, unless they are enclosed in quotation marks. Always use the original spelling in direct quotations. When glossing terms in brackets, do not use italics – municipal governments (ayuntamientos). Note

that words that are not normally italicized, can be italicized when used as terms – the term *Inca*. Do not use quotation marks for this purpose.

**In English**, many words and phrases from other languages do not require italics. From Latin and Greek – ipso facto, curriculum, ad hoc; from Spanish – barrio, cacique, cargo, campesino, cantina, caudillo (but not *caudillaje*), centavo, conquistador, doña, don, estancia (but not *estanciero*), fiesta, hacienda (but not *hacendado*), macho, machismo, maguey, mesti; monetary units – colones, milréis, pesos, reales; nouns describing political factions, but these require capitalization – Cristeros, Delahuertistas, Peronistas, Zapatistas, but you can use lower case if using italics – *cristeros*, *delahuertistas*. Genitives not capitalized in the original language can remain so in English, but they should be italicized – *colombiano*, *cuzqueño*.

### Jargon

Avoid using private terms that ring of jargon. *JILAR* discourages the direct importation of foreign theoretical terms into our texts.

### Numbers

Spell out all numbers under 11, unless they are located in the same sequence with other numbers larger than 11 that refer to the same category, thus nine soldiers, but 9 soldiers, 16 horses, and 12 canons. All numbers with four or more digits require a comma.

Percentages should always be numerical – 10 per cent.

Page citations under 100 should appear as pp. 25-29; over 100, they should appear as pp. 445-87, not pp. 445-487. Always leave a space after p. or pp. – p. 7, pp. 7–8.

Superscript numbers in the text should follow the comma or full stop.

For parts of a book, use capitalization and Roman numerals – Part II. When citing a chapter, use – Chapter 3.

### Small caps

Small caps are used only for A.M., P.M., A.D., and B.C., A.D. precedes the year and B.C. follows it. Acronyms and roman numerals are not placed in small caps.

### Spacing

Single spacing should be used after all punctuation, including in endnotes. The only exception is in endnotes after the colon of volume numbers that are followed immediately by page or issue numbers, (3:234).

**The editors reserve the right to make minor adjustments to the article.**