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Guide for Contributors to
JILAS~Journal of Iberian &
Latin American Studies
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General Information:

JILAS~Journal of Iberian and Latin American is a genuinely interdisciplinary journal. We select articles that will appeal to a range of readers in history, the social sciences, literature, popular culture and cultural studies. Articles may be highly specialised; however, they should be accessible to our general readership. Extremely technical papers should be offered to journals more closely related to those disciplines.

Manuscripts should be submitted by email to the Managing Editor, Dr. Barry Carr (b.carr@latrobe.edu.au). In order to facilitate blind review, please do not include your name in headers, footers, or the title page. In the email include your name, address, and phone number.

Notes should begin on a separate page at the end of the manuscript. Pages should be numbered consecutively.

Article length must not exceed 10,000 words including endnotes. We do not print bibliographies. Endnotes should not be extensive; do not use bolding.

There must be no formatting (bolding, centring, tabs) except indentation of block quotes (without quotation marks) and italics to indicate most words in a foreign language (unless they are commonly used in English, see below) or for emphasis within a paragraph.

References: Books

(1st reference) John D. Wirth, *The Politics of Brazilian Development, 1930-1954*, Stanford, Stanford University Press, 1970, p. 5.

(subsequent references) Wirth, *Brazilian Development*, pp. 20-24.

Articles

(1st reference) Stanley E. Hilton, 'Brazil's International Economic Strategy, 1945-1960: Revival of the German Option', *Hispanic American Historical Review*, 66:2, May 1986, pp. 287-318.

(subsequent reference) Hilton, 'Economic strategy', pp. 310-12.

Chapters or articles in books

(1st reference) 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.

(subsequent reference) Iglesias, 'Aspectos', p. 71

Edited collections

Jim Handy, 'Insurgency and Counter-insurgency in Guatemala', in Jan Flora (ed.), *Sociology of Developing Societies: Central America*, London, Hutchinson, 1989, pp. 46-85.

ed./eds Note that there is a full stop (period) after ed. (since it eliminates the last letter in editor; there is no full stop after the abbreviation of editors (eds) since the final letter is not eliminated.

Unpublished Ph.D. dissertation

Gabriel J. Haslip, 'Crime and the Administration of Justice in Colonial Mexico City, 1696-1810,' Ph.D. diss., Columbia University, 1980, p. 170.

Multivolume citation

Félix Garzón Maceda, *La medicina en Córdoba*, 3 vols. Buenos Aires, Talleres Gráficos Rodrigues Giles, 1916-17, 2: pp. 323-39. [NOTE: for single volumes cited from multivolume works, give the date of publication for the entire series of volumes as above.]

Newspapers

When citing newspapers, give the date and (in parentheses) the city of publication, unless it is evident from the text. Give page number if possible but omit column number, as well as volume issue number. *La Prensa* (Managua), 10 Oct. 1946, p. 7.

Interviews

Identify person interviewed, place, and date.

Archival endnotes

First, identify the specific document. Titles of unpublished works are not italicised. Avoid unnecessary detail. Usually ellipses can be used to avoid lengthy titles in archival endnotes. Consider the date of the document as part of its title. For a letter or dispatch, give name of writer (complete only on first reference), name of addressee, place of writing, date. In the case of governmental documentation that is filed by an administrative unit, it is more important to cite the office held by the correspondent than to give the office holder's name.

Second, give the location of the document. Proceed from the larger to the smaller and more specific indications. Thus, 1) name of archive in language of country, and 'on first citation only' location of the archive; 2) section or subdivision of the archive; 3) volume or other equivalent such as *legajo*, using Arabic, not roman, numerals. Recto and verso references are not usually necessary; however, when needed, use a roman lower case without intervening space or punctuation, e.g. fol. 459v. Archives cited more than once should be abbreviated, usually with initials without period (except that U.S. always appears with periods).

Examples of first citation (archival end noting):

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

Lefebvre de Bécourt to minister of foreign affairs, Mexico City, 23 Sept. 1861, Archives du Département des Affaires Etrangères, Paris (hereafter cited as AAE), Correspondence Politique (hereafter cited as CP), vol. 38, fol. 231.

Examples of same material upon subsequent citations: Sarmiento to Pujol, Buenos Aires, 22 May 1860, AGN, Urquiza, leg. 67. 11. Lefebvre de Bécourt to min. of for. affairs, Mexico City, 23 Sept. 1861, AAE, CP, vol. 38, fol. 231.

If various archives are cited frequently, the first note may read as follows: 1. This article is based on material consulted in the following Spanish archives: Archivo General de Indias, Seville; Archivo General de Simancas; and Archivo Histórico Nacional, Madrid (hereafter abbreviated as AGI, AGS, and AHN, respectively).

Place **direct quotations** within single inverted commas ('...'). Double quotation marks must only be used for quotations within quotations. Indent quotations that are more than three lines in length. Inverted commas should be used only to indicate the possessive or a direct citation. Gratuitous commas should not be used to indicate disapproval.

In general, there should be no more than one direct quotation per page. Direct citations should be limited to important statements that highlight a clever or revealing turn or phrase.

Where used, **accents** should be correctly inserted. Do not place accents on upper case letters. If there is any difficulty in this respect please indicate the location and type of accent on the manuscript and highlight.

Australian/British **spelling** should be used. For example: use *organise* not *organize*; *neighbour* not *neighbor*; and *defence* not *defense* but *program* not *programme*. When using direct quotations, use the original spelling. Otherwise, follow *The Shorter Oxford English Dictionary*.

Capitalisation. Prospective authors should pay particular attention to the forms used in capitalisation of historical periods, geographical regions, and institutions. For example, only capitalise institutions when referring to a specific one: a national bank, but the National Bank of Argentina, or better still, Banco Nacional de la Argentina, giving the title in the original language. Thus, use the ministry of agriculture, but the Mexican Ministry of Agriculture and the minister of finance, or the minister of finance, Luis Pérez, but Finance Minister Pérez (since it is a title).

Always use **lower case** for the following terms:

blacks, church, conquest, creole, crown, discovery, mestizo, party (except in Communist Party of Peru or Mexican Liberal Party), whites. When referring specifically to a party member or members use capitalisation: the Liberals, Republicans, etc. When referring to a general political tendency use lower case: communism, liberal thought, liberalism, socialism), preconquest, prehispanic, and white.

Capitalise the following terms: the Andean cordillera, Indians, Marxist, Catholic, Protestant, Mesoamerican, the Mexican Revolution (but, the revolution led to...) New World, and Western Hemisphere.

Personalistic **political factions** such as Rosistas or Villistas should be capitalised and not italicised. When in doubt about capitalisation, the rule of thumb is to use the lower case. When making reference in your text to subdivisions of a book, use volume IV, chapter 17, and part one. When referring to tables, figures, charts, etc. in your article, use lower case: (see table 1), in chart 6 the left column, etc.

Small caps are used only for A.M., P.M., B.C., and A.D. Acronyms and roman numeral style dates are not placed in small caps.

Acronyms should be identified in brackets the first time they are used and they are always capitalised. The titles of organisations need not be identified if they are well known (OAS, UN, IMF etc.). The form of citation should be: ... as noted by the Latin American Studies Association (LASA)

Spacing. Single spaces should be used after all punctuation. The only exception is in endnotes after the colon of volume numbers that are followed by page numbers. Here no space should be used (e.g. 3:234). In the text raised numbers should be used following punctuation (for all languages). Note that normal end note references to page numbers of books and articles do require a space after the abbreviation 'p' or 'pp'. Therefore p. 547 rather than p.547

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

- 4 September 1951
- September 1951
- 1880s
- seventeenth century spelling persisted into the eighteenth century
- late nineteenth century (since late is a word)
- mid-eighteenth century (since mid is a prefix)
but
- mid-to late nineteenth century political disturbances

Thus in documents: ... see Iguarán to Ospina, Santa Marta, 28 Oct. 1922, Román to Ospina, Cartagena, 4 Mar. 1923, ...

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.

Percentages should always be numerical, e.g. 10 per cent.

Tables will generally be set from a different font and should be inserted in the text as desired. The title should follow this form:

The Army of Peru, 1760 and 1776.

Hyphenation. The terms Latin American and Hispanic American are not hyphenated, even when used adjectivally, unless they appear hyphenated in the title of a book or article, in the name of an institution, or in a quotation.

Punctuation. Do not use a comma before the conjunction joining the last item in a series of three or more: five sheep, six goats and seven cats.

First person pronouns. Avoid the use of the first person pronoun unless you actually had something to do with the events under consideration. It is obvious who is writing the article and the excessive use of 'I' is bad style.

Jargon. At times, the difference between jargon and specialised vocabulary may be small; however, try to avoid using private terms that ring of jargon. JILAS discourages the direct importation of foreign theoretical terms into our texts. A good English word is far more effective than jargon.

Abbreviations.

For university presses in Latin America do not include 'Editorial de la...' simply cite: ... Mexico City, Universidad Nacional Autónoma de México, 1987.

Do not abbreviate months

use the U.S. not US

Page citations under 100 should appear as pp. 25-29; over 100, they should appear as pp. 445-87, not pp. 445-487. The same applies to year citations, 1995-7.

Italics and roman. With some exceptions all foreign words are italicised throughout except those which appear in *The Shorter Oxford English Dictionary*. Words that are in roman type are in roman type even within brackets as glosses: ... the municipal governments (ayutamientos) were unable...

Note that words used as words are italicised. Thus 'The term *Inca* was not fully understood in the early colonial period; it was...' But note that *Inca* used not as a term is not italicised. 'The *Inca* empire...'

Note the following utilisation of roman type: Factions: Cristeros; Delahuertismo; Peronismo; Personalistas, Zapatismo.
Monetary units: colones, milréis, peso, real, réis.

Natives of particular towns are italicised: *Carioca*; *Michoacano*; *Madrileño*, *Sevillano*, *Morelense*; *Porteño* (citizen of the province of Buenos Aires); *porteño* (inhabitant of any port); *Yucateco* (the citizen), but *yucateco* (the adjective).

Note that adjectives are capped in English, but not in foreign languages: thus Spaniard, but español etc.

- Official buildings: the Casa Rosada
- Organisations and agencies: El Colegio de México; la Universidad Nacional Autónoma de México
- Foreign organisations: El Colegio de México, Banco de Comercio, Confederación Nacional de Trabajadores

JILAS considers the following words to have been Anglicised: barrio, cacique, cargo, campesino, cantina, caudillo (but not *caudillaje*), centavo, conquistador, dona, doña, don, estancia (*estanciero*), fiesta, hacienda, (but *hacendado*), macho, machismo, maguey, mestizo,

Accents. Accents may be placed on initial caps. Accentuation should follow the language of the citation. Thus Peru in an English context, but Perú in a Spanish one.

Endnotes. 'Op. cit.' is never used. Instead, use the author's last name and short title, whether or not more than one work by the same author is cited. Ibid., idem, and passim are not italicised and should not be used if the short title form will suffice. Include the place of publication and the publisher's name in the endnotes in the first citation.

The first line of each note should be indented three spaces and the accompanying number is not raised.

Copublishers are separated by a semi-colon:

All enquires and articles should be directed to:

***Dr. Barry Carr
History Program
La Trobe University
Victoria 3086
Australia
Telephone: + 61 3 9479 2038
Fax: + 61 3 9479 1942
Email: b.carr@latrobe.edu.au***