

## Submission and Style Guidelines

### *Manuscript Submission*

Manuscripts should be submitted electronically as a Word document (.doc, .docx, or .odt), with 1.5 spacing throughout and margins of at least 2cm all round, using Times New Roman or similar serif font.

### *Author Style Sheet*

**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. 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.

**Initials and acronyms** should be preceded by the full form at first mention within the text or references, with the abbreviated version alongside in parenthesis. Thus, American Federation of Labour (AFL). Thereafter the acronym can be used in its abbreviated form. Acronym initials such as ILO, FAO etc. do not use stops. When the organisation name is written in anything other than English, use the original language followed by the English translation in parenthesis, followed by the conventional acronym. Thus, *Unión Cívica Radical* (Radical Civic Union, UCR). Do not use 'America' or 'American' as shorthand to refer to 'the United States of America', use 'the United States' as the noun, and US as the adjective.

**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 may be abbreviated in footnotes.

**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 but in italics. Quotations in languages other than English should be translated.

**Italics** should also be used for words in languages other than English not in common usage; titles of published books, journals, etc.; Do not use italics for place names or organisations even if they contain foreign words that would otherwise be in italics.

**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 following the full stop.

**References** All references should be included in footnotes as well as in a separate bibliography. Do not use the author–date (Harvard) system of referencing. Do not use *ibid*, *op cit*. or similar. Second and subsequent references may be in a suitable short form of the full reference style described

below.

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

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.

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 Dios Sira: decisiones interculturales e interés superior del niño', unpubl. PhD diss., University of Amsterdam, 2006.

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