

# ***Bulletin of Latin American Research***

## **Style Guide for Book Reviews**

### **1. Format**

Please email a copy of your final manuscript in double spacing throughout to Ken LeStrange at [blar@liverpool.ac.uk](mailto:blar@liverpool.ac.uk)

Your review should be about **800** words. Title details to be as follows:

Bloggs, Francis (2000) *Latin America: A Reader* Publisher (Nowhere) xiv + 237 pp. £45.00 hbk. £13.95 pbk.

n.b. please note title case for English language titles and sentence case for Spanish language titles.

Please follow this format carefully.

### **2. Style**

**Numbers:** one to twenty in words; 21 upwards in figures.

**Per cent,** 'percent' not '%'

**Spelling:** Use standard British spelling, e.g. use 'ise' not 'ize', 'labour' not 'labor', 'and' not '&'

**Dates:** Use the full form: 1986-1987; use the following style for particular dates: 1 January 1989; twentieth century, not 20<sup>th</sup> century.

**Quotations:** Use single quotation marks (with double ones for quotations within quotations).

**Italics:** Please use italics not underlining..

**Paragraphs:** Indent the first line of new paragraphs, do not leave a blank line between paragraphs.

**Abbreviations:** Do not put full stops in acronyms such as UNESCO, ILO, USA, etc.

**References:** Please ensure that any works other than that being reviewed are fully referenced using the Harvard System.

**Affiliations:** Please add your full name and affiliation at the end of the review, as in the following example:

Boris Vermont

*University of Edinburgh*

### **3. Non-English words and text**

Single words and short phrases in non-English languages should be underlined, but please note that proper nouns, *even in foreign languages*, are not underlined, e.g. 'Frente Nacional de Prefeitos' should not be underlined or italicised. Longer non-English quotations should not be underlined.

All non-English text should be supplied with an English translation. For single words and short phrases, this should follow in parentheses. For longer quotations, it may follow after the non-English text, or be placed in a footnote. The latter is preferable, especially if the quotation is lengthy.