

## Authors Style Guide for Bulletin Articles and Book Series Proposals

Please follow the instructions below when first submitting an article for review or a book manuscript

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**Abstract and keywords:** Authors should provide an abstract of their paper (not exceeding 100 words), together with six keywords that indicate the themes of the article (See Section below for guidance on optimisation).

**Word count limits:** Submitted articles should have a minimum length of 6,000 words and a maximum length of 8,000 words (including abstract, footnotes and references). Published articles will be subject to the same word limit. Book manuscripts should be no longer than 80,000 words, including contents lists, introduction, references and other peripheral text.

**Line spacing:** Text should be double-spaced (including abstracts, footnotes, references and archives).

**Font:** Text, tables and illustrations, should be submitted in 12pt Times New Roman font. For headings, see below.

**Paragraphs:** Authors should indent each new paragraph, except those immediately following a heading, which should be flush left. Do not leave blank lines between paragraphs.

**Headings:** A maximum of two levels should be used:

### This is a First-Level Heading

First-level headings (14pt. font) are capitalised, in bold and flush left on a separate line. The first text line following is flush left.

### *This is a Second-Level Heading*

Second-level headings (14pt. font) are italicised and flush left on a separate line. The first text line following is flush left.

**Footnotes:** Footnotes and not endnotes should be used in submitted text. For articles, please keep the number of footnotes to an absolute minimum (no more than 10 footnotes) and keep them as succinct as possible (no more than 3-4 lines per footnote). In general, if a footnoted comment is important to clarify an argument, then it should be incorporated in the main text. All references to cited works should be included in the main bibliography not in a footnote (Harvard style).

**Acknowledgements:** Put any acknowledgements into an Acknowledgements section after your Conclusions

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

**Punctuation:** Authors should use the British style of punctuation. Full stops and commas are placed outside of quotation marks and not inside, e.g. President Fox said, 'The economy is booming'. NOT President Fox said, 'The economy is booming.'

**Quotations:** Single quotation marks ('some text') should be used throughout, except for quotations within quotations, when double quotation marks are used. An ellipsis to mark an omission in a quotation should appear as [...].

**Non-English words and text:** Single words and short phrases in non-English languages should be italicised, but please note that proper nouns, *even in foreign languages*, are not italicised (thus, for example, 'Frente Nacional de Prefeitos' should not be underlined or italicised). Longer non-English quotations should not be underlined or italicised. 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.

**Abbreviations:** Authors should not use full stops in acronyms, e.g. USA, UNESCO. At the first use of an acronym, please give the full title in the text, followed by the acronym in ( ) brackets.

**Numbers:** Numbers from one to twenty should be written in words; 21 upwards in figures. Numerals should be used in the text for all full units of measurement, but words should be used for quantities of objects, persons, etc. Measurements must all be given in the SI metric system. Percentages should be written as 'x percent', and not 'x %' unless appearing in tables or figures.

**Dates:** The full form of all dates should be used, e.g. 2007-2008; 1 January 2006; 'twentieth century' not '20th century'; the 1990s.

**Tables:** Each Table should be placed on a separate page at the end of the text and their approximate position in the text should be marked. Tables must be referred to in the body of the text and must be typed using few horizontal rules and no vertical rules. They should be numbered consecutively using Arabic numerals (Table 3, etc). Titles should be concise, but as informative as possible. An example table can be seen in the 'Bulletin of Latin American Research – style for tables and figures' or see examples below.

**Table 3. Country Ranking of Selected HI Indicators**

	Literacy	Health access to attention (a)	Share of white collar in group EAP	Extreme poverty	Poverty	Most frequent ranking
Bolivia	2 (0.8)	2 (0.8)	2	3 (2.7)	1 (1.1)	2 (3 times out of 5)
Guatemala	3 (0.7)	3 (0.7)	3	2 (4.1)	3 (1.7)	3 (4 times out of 5)
Peru	1 (0.9)	1 (0.9)	1	3 (4.4)	2 (1.4)	1 (3 times out of 5)

Ratio of indigenous to non-indigenous shown in parenthesis.

(a) Ratio of those who received medical attention, to the proportion reporting sickness or accidents in each group.

**Table 4. Indicators of Horizontal Inequality across the CRISE Countries<sup>11</sup>**

Most recent year	HI in Women's education (a)	HI in child mortality (b)	Wealth indicator (c)
Bolivia (1998)	2.69	2.0	6.61
Guatemala (1998)	3.07	1.2	3.79
Peru (2004)	2.41	1.93	4.25 (2002)
Ghana (2003)	2.39	1.44	4.39
Ivory Coast (1999)	2.65	1.12	1.78 (1994)
Nigeria (2003)	3.57	1.66	2.71
Indonesia (1995)		2.25 (1990; see fn. 11)	
Malaysia (1990)		2.3	

(a) Ratio between average group values for each country. The lower the value the greater the inequality.

(b) Ratio between average group values. The higher the value the greater the inequality.

(c) This is a composite index of ownership of assets and quality of living quarters (e.g. radio, TV, telephone, bicycle, motor cycle, water supply). We are giving the ratio of two ratios: (i) the ratio between the proportion of people from each group belonging to the bottom quintile and (ii) the ratio between the proportion from each group belonging to the top quintile. The higher the figure, the greater the inequality.

Source: Mancini, 2006.

**Illustrations:** Illustrations and graphs should be drawn without boundary boxes and should be as simple as possible, but should contain sufficient information to be understood without reference to the text. All maps should include a compass point. Captions should be concise. Illustrations should be placed on separate pages at the end of the text and their approximate position in the text should be marked. Images should be of high quality and submitted in a standard electronic format (tiff or eps files) wherever possible. Electronic copies of illustrations should be saved with the output resolution set as high as possible. Ensure that heavy lines in line art are saved as pure black, and avoid using uncommon fonts in illustrations. Illustrations should be numbered consecutively using Arabic numerals, e.g. Figure 5, etc. All are referred to as 'Figures'.

**References:** Authors and Reviewers must use the Harvard System, in which authors' names (no initials) and dates are given in the main body of the text, with specific pages indicated if required. For example: Saillant (2005) argues that ...; or (Saillant, 2005: 112-113). References should be listed alphabetically at the end of the paper or review under the heading 'References', and set out as below. Please check carefully that all works referenced in the text correspond exactly to works included in the list at the end. Please ensure that all works, including newspaper articles and government documents, are fully listed. The second and any following lines of each reference should be indented right.

#### **a) Books**

Capitalise all main words in the title of books in English, e.g.

De La Fuente, A. (2001) *A Nation for All: Race, Inequality, and Politics in Twentieth-Century Cuba*. University of North Carolina Press: Chapel Hill and London.

In other languages, capitalise only the first word in the title of books (apart from proper names), e.g.:

Mariátegui, J. C. (1970) *Temas de educación*. Empresa Editora Amauta: Lima.

#### **b) Articles in journals and newspapers**

In English, capitalise all main words in the title:

Crow, D. (2005) 'Crossing Party Lines: Volatility and Ticket Splitting in Mexico (1994-2000)'. *Bulletin of Latin American Research* 24(1): 1-22.

In other languages, capitalise only the first word in the title (apart from proper names), e.g.:

Uriel García, J. (1950) 'Problemas de sociología peruana'. *Cuadernos mexicanos* 9(2): 147-179.

#### **c) Chapters in edited books**

Radosh, R. (1976) 'The Cuban Revolution and Western Intellectuals: A Personal Report' in R. Radosh (ed.) *The New Cuba: Paradoxes and Potentials*. William Morrow: New York, 37-55.

Use a full stop in ed and eds, i.e. (ed.) and (eds.)

Where a chapter is a reprint of a previously published article, please include the original publication date in square brackets before the date of re-publication:

Mackinder, H. [1904] (2004) 'The Geographical Pivot of History'. *The Geographical Journal* 170(3):298-321.

#### **d) Theses and unpublished reports**

Wally, T. (1989) *Dual Economies in Argentina: A Study of Buenos Aires*. Unpublished doctoral dissertation, University of Liverpool, Liverpool.

#### **e) Government documents**

Australian Institute of Health and Welfare (2003), *Young homeless people in Australia 2001 – 02*. Australian Institute of Health and Welfare, Canberra.

Where there is a branch or division of a government agency, or a named individual credited, they should be given after the document's title:

Department of Immigration and Multicultural Affairs (2001) *Immigration: Federation to century's end 1901-2000*. Statistics Section, Business Branch, Department of Immigration and Multicultural Affairs, Canberra.

#### **f) World Wide Web pages**

Full reference details should be given with all references to internet sources, i.e. author, year, title of document, URL and date last accessed. If this information is not available, remove the reference and just cite the web address in brackets in the text.

Smith, A. (1999) *Select Committee Report*. [WWW document]. URL <http://www.dhss.gov.uk/reports/report015285.html> [accessed 7 November 2006].

#### **g) Archive material**

Archive material should be cited within the text using the short form (Archive, location within archive), eg. (MS Rawlinson D. 520, fo. 7). It may be helpful to define an abbreviation for the archive at its first usage if you are going to cite it repeatedly. The abbreviations 'fo.' and 'fos' should not be used where the reference includes 'r' (for recto) or 'v' (for verso). Please do not footnote archives.

The full Archive reference should also be listed in a separate Archives list after the References list, archive material should appear in the form: Archive, location within archive, location of archive

eg. MS Rawlinson D. 520, fol. 7., Bodleian Library, Oxford

## h) Films

*Title*, Year. (For films the preferred date is the year of release in the country of production). Material designation. Subsidiary originator. (Optional, but director is preferred) Production details – place: organisation.

e.g. *Macbeth*, 1948. Film. Directed by Orson Welles. USA: Republic Pictures.

e.g. *Birds in the Garden*, 1998. Video. London: Harper Videos.

## h) Other material

The correct Harvard style for source-types not listed here can be easily found on the internet, for example at university websites such as Liverpool's (<http://www.liv.ac.uk/library/ohecampus/ref.htm>)

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