Bulletin of Latin American Research
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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

Your review should be a maximum of **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:	For numbers one to twenty - use words; numbers 21 upwards – use figures.
Per cent:	Use 'percent' not '%'.
Spelling:	Use standard British spelling, e.g. use 'ise' not 'ize', 'labour' not 'labor', 'and' not '&'. etc.
Dates:	Use the full form: 1986-1987; use the following style for particular dates: 1 January 1989; twentieth century, not 20th 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.
Page quotes:	If you quote book page numbers in the review text, please use the format '(p. 45)' or '(pp.45-63)'
Footnotes:	Please do not use footnotes unless absolutely necessary.
References:	Please ensure that all works referred to, other than the book being reviewed, are referenced in the text using the Harvard System, and also added in a **References** section after your name and affiliation.
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 italicised, but please note that proper nouns, *even in foreign languages*, are not underlined, e.g. 'Frente Nacional de Prefeitos' should not be 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 should follow after the non-English text.