

STYLEGUIDE

Submission Guide

Articles: Please submit your article via the Wiley Scholar One portal at: <http://mc.manuscriptcentral.com/clar>. If you have any queries regarding this process, email Ken LeStrange at the *Bulletin of Latin American Research* Editorial office: clar@liverpool.ac.uk. Do not send a paper copy. Revised articles should be submitted directly via email to Ken LeStrange.

Special Issues: Initially, the lead author (Guest Editor) should email a proposal for their special issue to the *BLAR* Editorial office, to include an outline and abstracts of each article in the proposal (up to six articles). If the Editors subsequently accept the proposal in principle, the authors will be asked to submit their articles via the Scholar One portal. Specific guidelines for Guest Editors are available from the Editorial office.

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STYLE REQUIREMENTS

Pre-Submission

English-language editing: The journal publishes in English; however, we welcome submission of potential articles or books in Spanish, Portuguese or French for an initial review. There are limited funds available to help with the translation of articles deemed to be of exceptional quality by the Editors. Authors may submit potential articles in Spanish, Portuguese or French by the usual procedure, and if accepted after the formal review process and deemed to be exceptional, then the journal will arrange for the translation of the article. Authors for whom English is a second language may choose, however, to have their manuscripts professionally edited before formal submission. A list of independent suppliers of editing services can be found at: www.blackwellpublishing.com/bauthor/english_language.asp. All services are paid for and arranged by the author, and use of one of these services does not guarantee acceptance or preference for publication. In such cases, if an article or book is ultimately accepted for publication, the author will be expected to provide a high quality English translation.

Prior Publication: *BLAR* does not accept articles for publication that have been previously published, i.e. articles that have been formally published as a journal article or a book chapter, or have been assigned an ISBN or DOI number. Unpublished online working papers posted on the internet are usually acceptable for publication in the journal.

STYLE

Abstract and keywords: For articles, authors should include an abstract (not exceeding 100 words), together with six keywords that indicate the themes of the article.

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

Line spacing: Text should be double-spaced (including the abstracts, references and archive notes).

Font: Text, tables and illustrations, should be submitted in 12pt Times New Roman font.

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 and Endnotes: Neither footnotes nor endnotes should be used for article or book submissions, unless exceptionally agreed in advance with the Editors.

Acknowledgements: Please place any acknowledgements into an 'Acknowledgements' section at the end of the main article text.

Spelling: Authors should use standard British spelling, e.g. '-ise' not '-ize', 'labour' not 'labor', 'and' not '&', percent not %.

Punctuation: Authors should use the British style of punctuation. Full stops and commas are placed outside of quotation marks rather than 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 should be used. An ellipsis to mark an omission in a quotation should appear as [...].

Non-English words, quotations 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, or if the quotation is less than 2/3 lines long, an English translation in parentheses should follow the quote. If the quotation is greater than 3 lines long, the quote should appear as an indented paragraph, and the English translation should follow in an indented paragraph (no parenthesis).

Abbreviations: Authors should not use full stops in acronyms, e.g. US, 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 article text, and its approximate position in the text should be marked. Tables must be referred to in the body of the text before they appear, and 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 Appendix 1 at the end of this style guide.

Figures: Figures (inc. graphs, illustration, and maps) should be drawn without boundary boxes, and should be as simple as possible whilst containing sufficient information to be understood without reference to the text. All maps should include a key, compass point and scale where relevant. Captions should be concise and 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 figures should be saved with the output resolution set as high as possible. The minimum acceptable resolution for photo type images is 300dpi. For line drawings, e.g. graphs etc, they should be 600 dpi minimum. Ensure that heavy lines in line art are saved as pure black, and use Times New Roman font at all times. Figures should be numbered consecutively using Arabic numerals, e.g. Figure 5, etc. All illustrations are referred to as 'Figures'. Example figure can be seen in Appendix 1 at the end of this styleguide. Full details are available on our Author Services page: <http://authorservices.wiley.com/bauthor/illustration.asp> The Bulletin does not publish figures/maps or diagrams that have been sourced directly or captured from websites – these should be re-drawn and the author should obtain permission (see Appendix 2 for requirements).

References: Authors and Reviewers must use the Harvard System: <http://liv.ac.uk/library/ohecampus/referencing/referencing.htm> in which authors' names (no initials) and dates are given in the main body of the text, with specific pages indicated if a quotation or precise reference to the text are indicated. For example: Saillant (2005) argues that ...; or (Saillant, 2005: 112-113). References should be listed alphabetically at the end of the main text 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 Reference list at the end, and *vice versa*. 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. For multi-author references: in the main text for more than 3 authors, use 'et al.', e.g. Harris et al. (2006). In the refs list for more than 4 authors, use 'et al.', e.g. Harris, A., Robinson, K., Smith, P. and Turner, G. (2006) *Management skills*. Oxford: Oxford University Press.

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. Include Volume and Issue numbers, where these exist:

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.).

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

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

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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 details should be given for 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 cite the web address in brackets in the main text. Web references should be un gated.

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

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Archive material should be cited within the text (not in a footnote), 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 on first use if cited repeatedly. The abbreviations 'fo.' and 'fos' should not be used where the reference includes 'r' (for recto) or 'v' (for verso). The full Archive reference should also be listed in a separate Archives list after the References list at the end of the main text. Archive material should appear in the form: Archive, location within archive, location of archive, e.g.:

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

h) Newspapers:

Author's Surname, INITIALS., (or Newspaper Title,) Year of publication. Title of article. Title of newspaper, Day and month, Page number/s and column number.
e.g. Independent, 1992. Picking up the bills. Independent, 4 June, p.28a.

i) Films:

Title, Year. (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.

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

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

j) Interviews:

All interviews referred to in the text should appear in the text in the shortform style, e.g. (interview with Federico Storani, 2003), and should also be listed in a separate 'Interviews' section following References, in the style of:

Storani, Federico (2003) President of the External Relations Committee of the Argentine Chamber of Deputies (1983–1989), 27 March, Buenos Aires.

k) Other material:

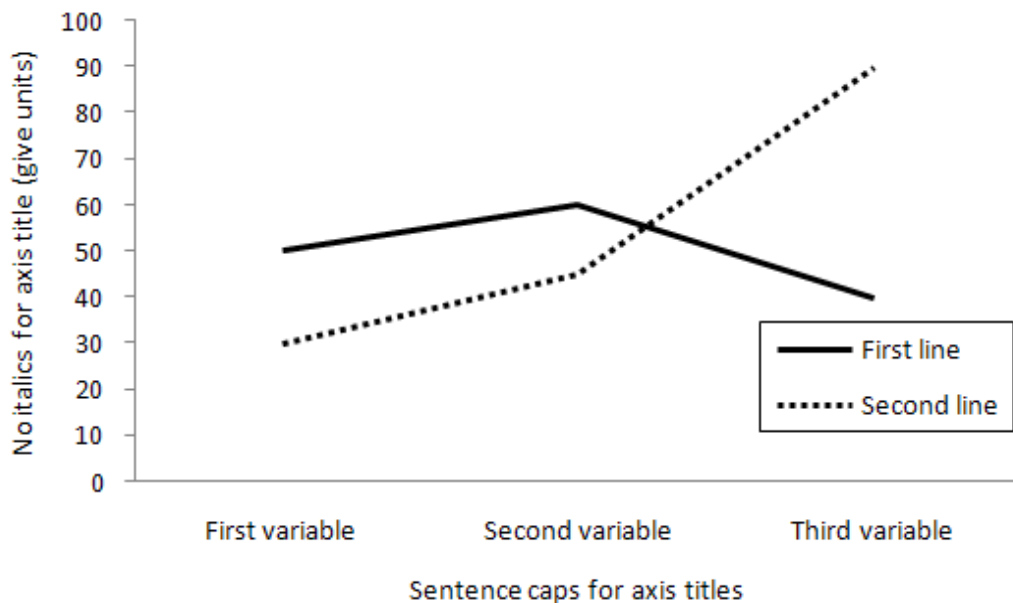
The appropriate Harvard style for source-types not listed should be used throughout. Harvard guidelines can be found at: <http://liv.ac.uk/library/ohcampus/referencing/referencing.htm>

APPENDIX 1. FIGURES AND TABLES STYLE

FIGURES

Example:

Figure 1. Figure Titles should be in Initial Capitals for Main Words



Sources: Source of figures should be given here, referencing in the usual style Author (Year) as appropriate.
Notes: Any notes appear below any sources

Guidance Notes:

- Illustrations should be placed on separate pages at the end of the text and their approximate position in the text should be marked.
- Figures should be supplied at 300dpi if they are halftones or 600dpi if they are line figures or include text. This will ensure clarity in print. TIF or EPS figures are preferred, although most formats can be typeset.
- Heavy lines in line art should be saved as pure black, and uncommon fonts should be avoided.
- Axis labels and all text should be in Times New Roman regular font
- There should be no boundary boxes surrounding the figure or gridlines within it.
- Figures should be as simple as possible, but should contain sufficient information to be understood without reference to the text.
- As figures will be reproduced in black and white, please ensure that graph lines or bars are distinctive when printed in monochrome.
- All maps should include a compass point and a scale.
- Illustrations should be numbered consecutively using Arabic numerals, e.g. Figure 5, etc. All are referred to as 'Figures'.
- Figure Captions guidance notes:
 1. Captions should be concise and appear above the figure.
 2. Captions follow the format 'Figure, space, number, full stop' (roman, bold), followed by en-space with text running on, roman, justified margin to margin.
 3. Sources should appear below the title, on a new line, introduced by 'Sources:', followed by 'Notes:' if applicable.

Figure Citations in Text

Example:

Over household income and assets, and less vulnerability to secondary poverty and violence (Figure 7). While these advantages have always featured in discussions with
or

until he became President in 1870. As shown in Figure 1, the situation significantly

Guidance Notes:

- 'Figure' is not abbreviated.

TABLES

Example:

Table 1. Titles should be in Initial Capitals for Main Words

Table 1. Gender, Age and Poverty in Costa Rica

	Total	Age groups (years)				
		0–6	7–12	13–19	20–59	60+
Urban						
Males in poverty (%)	16.8	25.9	26.3	19.6	11.3	15.2
Females in poverty (%)	19.2	26.8	25.2	21.5	15.1	20.4
Rural						
Males in poverty (%)	20.8	29.7	29.5	16.8	15.3	24.3
Females in poverty (%)	23.8	29.3	31.5	22.3	19.2	29.0

Source: CEPAL (2002: Table 6a)

Guidance Notes:

- Each table should be placed on a separate page at the end of the text and the approximate position in the text should be marked
- Tables should be numbered consecutively using Arabic numerals.
- No vertical rules should be used, with horizontal rules thin either side of header and within header if necessary, no thick line at end of table before any notes.

Table Captions

Guidance Notes:

- Captions should be concise and appear above the table.

Table Notes

Guidance Notes:

- Notes applying to the whole table should appear below the table
- Notes linking to items in the table should be indicated using lower case letters in parenthesis. These should then be listed below the table and any global notes.
- Sources should be given after any specific notes, indicated by 'Source:'

Table Citations in Text

Guidance Notes:

- Style as for 'Figure Citations in Text' above.

APPENDIX 2

INFORMATION FOR AUTHORS OF ACCEPTED ARTICLES

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