

Journal of Latin American Studies

Editorial Statement

The Journal of Latin American Studies is published three times a year, in February, May and October. Its editorial offices are located at the Institute of Latin American Studies, University of London. The editorial board includes representatives of the Centres or Institutes of Latin American Studies in the Universities of Cambridge, Essex, Glasgow, Liverpool, London and Oxford.

The scope of the journal is the study of Latin America from the standpoint of the social sciences (including history and international relations). Articles on literature and the arts are not normally included, but the editors are pleased to consider contributions in the field of intellectual and cultural history. Articles with an inter-disciplinary approach are particularly welcome.

Submissions

Articles submitted to the Journal should be original contributions and not under consideration for any other publication at the same time. Exceptions to this rule should be clearly indicated at the time of submission. If an author is publishing a related article elsewhere, this fact should be stated. Authors of articles published in the journal assign copyright to Cambridge University Press (with certain rights reserved) and you will receive a copyright assignment form for signature on acceptance of your paper.

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Manuscript preparation

Articles should normally be no more than 12,000 words, including footnotes. The Journal is published in English, but articles may also be submitted in Spanish or Portuguese; the responsibility for translating articles accepted for publication rests with the author.

Manuscripts must be typed, with double spacing throughout and margins of at least one inch all round. All pages must be numbered consecutively. The author's name should be typed in capitals below the title. The author's academic post and institutional affiliation should be clearly stated.

The Editors cannot accept responsibility for loss of, or damage to, authors' manuscripts. Authors should keep a copy of articles submitted. Manuscripts will only be returned in exceptional circumstances and at the expense of the author.

Articles for consideration (two copies) should be sent to:

The Editors, Journal of Latin American Studies, Institute of Latin American Studies, 31 Tavistock Square, London WC1H 9HA, UK.

Style Sheet

Manuscripts should conform to the house style of the Journal. Particular attention is drawn to the following points.

Spelling and punctuation. British conventions are used throughout (except in direct quotation); i.e. programme, not program (except for computer programs); neighbour, not neighbor; 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.

Foreign words should be underlined for italics only if they are not in common use in English. Names of foreign companies, banks, etc. should not be underlined. Names of journals and newspapers should always be underlined. Accents must be given (especially on names and place-names), except on capital letters.

Initials and acronyms should be preceded by the full form at first mention, e.g. 'the International Labour Organisation (ILO)'. Initials such as UNRISD, ILO, etc. should be typed thus, without stops. (Note that the digraph 'US' - without stops - is used adjectivally, as in 'US policy'; as a noun the name is spelled out, as in 'X travelled to the United States'. The Journal does not use 'America' as shorthand for 'the United States of America', but 'the United States' and 'the USA' are acceptable abbreviations.)

Numbers up to an including ten should always be spelled out. Dates should be thus: 25 November 1981 (without punctuation). Months should be spelled out in the text, but in footnotes March to July should be in full, and Aug. to Feb. should be abbreviated.

Quotations of less than two or three lines 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. Quotations in Spanish and Portuguese need not necessarily be translated.

Subheadings should be used only where absolutely necessary, to indicate major divisions in the argument.

Tables, maps and diagrams should be kept to a minimum. They should be submitted on separate sheets and should be clearly numbered. Table titles should be typed above the body of the table in the form: 'Table 1. Real earnings: blue collar workers in Santiago'. Headings within the body of the table should not be underlined. No rules (lines) should be used and columns should be clearly distinguished by spacing. Sources should be given in full. Please indicate in the margin of the text the approximate position of tables and figures. Further guidelines on the preparation of maps and diagrams are available on request.

Footnotes, which must include all references, should be numbered consecutively and typed on separate sheets at the end of the article. Footnote indicators in the text should be typed as raised numbers following any punctuation.

References Authors should pay particular attention to the form of references. The following pattern must be observed.

Books B. Tenenbaum, *The Politics of Penury: Debt and Taxes in Mexico, 1821-1856* (Albuquerque, 1986), pp. 34-9.

Chapters, etc. in books D. A. Brading, 'Bourbon Spain and its American Empire', in Leslie Bethell (ed.), *Cambridge History of Latin America*, vol. I (Cambridge, 1984), pp. 389-440.

N.B. In references to books only the place and date of publication should be given, not the name of the publisher. The form "et al." is used for multiple authors/editorship. It is not italicised. Spans of numerals except numbers between ten and 19 should be elided: 126-8, 117-18

Articles Teresa Zárate, 'Parcelación y Distribución de las Tierras Fiscales en el Paraguay (1870-1904)', *Revista Paraguaya de Sociología*, vol. 10, no. 6 (1973), p. 137.

N.B. The month of publication may be given if necessary, thus: (July 1986).

Unpublished theses, etc. R, Escalante Semerena, 'The Mexican State and the Household Economy: The Case of the Henequen Industry in Yucatán, Mexico', unpubl. PhD diss., University of London, 1986.

Short references Second and subsequent references should be in a suitable short form, as:

Tenenbaum, *Politics of Penury*, p. 92.

Zárate, 'Parcelación y Distribución', p. 130.

N.B. The form *Ibid.* is only used immediately following a note referring to the same single source. The form *op. cit.* is not used.

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