

Guide for Contributors to the Journal of Iberian and Latin American Research (JILAR) – COMPLETE

Submitting your work for publication

We accept original articles in English, Spanish, or Portuguese. We do not accept material that has been previously published, in whole or in part. Citations from the author's previously published works should be referenced according to reference guidelines below.

Authors undertake to present properly referenced materials, in accordance with this style guide. They will be consistent in their use of language, styles and references. Avoid the use of the first person pronoun unless you actually had something to do with the events under consideration. The work will be written in a non-gender exclusive style – his/her not his when the subject is not known. The work shall contain no defamatory articles or material that violates any law. Copyright obligations are the sole responsibility of the author.

Page format

Submit articles in Word (for Macintosh or PC), with 2.54 cm. margins (top, bottom, left and right). Use Times New Roman font, pt. 12. Use double space throughout, including footnotes and inset paragraphs. **Use Endnotes. There is no need to include a bibliography.**

Word limit

Minimum of 6,000 and maximum of 8,000 words.

Abstracts

Abstracts should not exceed 150 words. Please provide a translation in English when the abstract is written in Spanish or Portuguese. Note that an abstract is not a substitute for an introductory paragraph to the article. Search engine optimization (SEO) is a means of making your article more visible to anyone who might be looking for it. Please consult our guidance here.

Epigraphs

We do not publish epigraphs.

Subheadings

Sub-headings should be left justified in Times New Roman, point 12 Bold. Do not exceed three sub-headings per article. We discourage the use of sub-headings that exceed one line of text. Do not use a sub-heading for the introduction. Do not use colon or a full stop at the end of subheadings. Sub-headings should be separated from the paragraph above by two double spaces. No additional space is required between a sub-heading and the paragraph following that sub-heading.

In Spanish, when using sub-headings separated by a colon, lower case follows the colon.

Indentation

Indent the first line of paragraphs, except for the first paragraph of the article and the first paragraph following a heading or sub-heading. Leave only one space after a full stop. Do not use indent in the paragraph following an inset quote, unless what

follows is not related to the quote. Inset quotes longer than five lines. Inset quotes are separated from the paragraph above and the paragraph below by two double spaces. Do not change font size for quotes.

For endnotes it is the opposite: only the first line is indented the same spaces as used in the text (i.e., 3 to 5 spaces, as you choose).

Spelling

Authors undertake to submit articles that have been spell-checked and proofread. Follow the conventions of the language of the article.

For English text Chicago recommends using *Webster's Third New International Dictionary* and the latest edition of its chief abridgment, *Merriam-Webster's Collegiate Dictionary*. One source should be used consistently throughout a single work.

If your text is in Spanish, follow the *Diccionario de la Real Academia Española*, and in Portuguese, follow the *Academia Brasileira de Letras*, the *Instituto Internacional da Língua Portuguesa*, or an equivalent. Accents may be placed on initial caps.

Punctuation

Please be sure to use full sentences, not hanging clauses. Check for the correct use of semi-colons.

In NOTES commas are generally used between elements. A colon separates titles from subtitles, the place of publication from the publisher, and volume information from page numbers for journal articles.

Hyphens

Check for mix ups/erroneous election of the following: hyphen (-), en dash (–), and em dash (—)

The hyphen connects two things that are intimately related, usually words that function together as a single concept or work together as a joint modifier (e.g., tie-in, toll-free call, two-thirds).

The en dash connects things that are related to each other by distance, as in the May–September issue of a magazine or a range of pages is cited (e.g., 147–48).

The em dash has several uses. It allows, in a manner similar to parentheses, an additional thought to be added within a sentence by sort of breaking away from that sentence—as it has been done here. It also substitutes for something missing. (e.g., : I wasn't trying to imply—).

Double quotation marks are used around articles and chapter titles. Do not use single quotation marks. Only use single ones if it is a quote within a quote from an article or chapter title. Any closing quotation mark must be placed AFTER a quotation's or end of sentence's punctuation.

Eliminate overuse of scare quotes ("...") when you are not directly quoting from a source. Scare quotes give the appearance of quoting someone that is not referenced. Sometimes these can be removed by placing a phrase such as so-called or putative in the text or their equivalents in Spanish or Portuguese.

Numbers

Spell out all numbers under 11, unless they are located in the same sequence with other numbers larger than 11 that refer to the same category, thus: nine soldiers, but 9 soldiers, 16 horses, and 12 canons. All numbers with four or more digits require a comma.

Percentages should always be numerical—10 per cent.

Superscript numbers in the text should follow the comma or full stop and double inverted commas:

For parts of a book, use capitalization and Roman numerals – Part II. When citing a chapter, use—Chapter 3.

Images and Appendices

All appendices and images should be provided in files with a .jpg extension and must be sized so as to fit within an A4 page with margins as per the rest of the article.

Provide a note within the text to indicate to the typesetter where an appendix or image should appear. Inserts within a page can interfere with the flow of the argumentation and should only be considered in exceptional circumstances when their size allows some flexibility. Full-page appendices will appear at the end of the article, before the endnotes.

REFERENCING STYLE

JILAR uses the **Chicago Documentary-Note Style – Option 2**, with full citations in endnotes the first time a work is cited, and concise notes thereafter; **there is NO bibliography at the end**. The endnotes should be entitled **Notes**

The Chicago Documentary-Note Style Option 2 uses numbering. There are two parts: a number in the text and a note at the end of the paper (endnote). Notes are numbered sequentially, beginning with 1, throughout each article, chapter, or paper.

The in-text diacritic for numbered endnotes (hypertext linked numbers) should be placed **OUTSIDE** the punctuation and preferably at the end of a sentence.

GENERAL RULES ON CITATIONS

Books—Rules: 17.26, 17.49-50, 17.53, 17.96, 17.100

1. Michael Luccy, *The Misfit of the Family: Balzac and the Social Forms of Sexuality* (Durham, NC: Duke Univ. Press, 2003), 24.

E- Books—Rules: 17.142 (see also “Electronic Resources”)

1. Beatrice Martina Guenther, *The Poetics of Death: The Short Prose of Kleist and Balzac* (Albany, NY: Albany State Univ. Press, 1996), 52, retrieved from NetLibrary.

Chapters from a Book—Rules: 17, 42, 17.68

1. Konrad Repgen, "What is a 'Religious War'?" in *Politics and Society in Reformation Europe*, ed. E. I. Kouri and Tom Scott, 324 (London: Macmillan, 1987).

Journal Articles—Rules: 17.57, 17.148, 17.151

1. Laurie Moses Hines, "When Parellel Paths Cross: Competition and the Elimination of Sex Segregation in the Education Fraternities, 1969-1974," *History of Education Quarterly* 43 (Summer 2003): 199-200.

E- Journals with DOI—Rules: 17.21, 17.148, 17.154, 17.157, 17.162-165, 17.168-9, 17.180-1, 17.168,

(see also "Electronic Resources" above)

1. François Tonnelier and Sarah Curtis, "Medicine, Landscapes, Symbols: 'The Country Doctor' by Honoré de Balzac," *Health & Place* 11, no. 4 (Dec. 2005): 316. doi:10.1016/j.healthplace.2005.02.005, retrieved from *Science Direct*.

E-Newspapers—Rules: 17.132, 17.192, 17.198, (see also "Electronic Resources" above)

Irish Times, "The Balzac Binge In the Bicentenary Year of his Birth: Honoré de Balzac is Being Widely Commemorated in France and Beyond," City ed., Weekend sec., Aug. 28, 1999. Retrieved from *ProQuest Newspapers*.

Music Scores—Rules: 17.57, 17.263

1. Charles L. Johnson, "Crazy Bone Rag," in *Ragtime Jubilee: 42 Piano Gems, 1911-21*, ed. David A. Jansen, 41-45 (Mineola, NY: Dover Publications, 1997).

Video Recordings—Rules: 17.273

1. *Thelma & Louise*, videocassette, directed by Ridley Scott (Culver City, CA: MGM/UA Home Video, 1992).

Web Pages—Rules: 17.11, 17.12, 17.57, 17.237, (see also "Electronic Resources" above)

1. Norman R. Yetman, "An Introduction to the WPA Slave Narratives," *Born in Slavery: Slave Narratives from the Federal Writers' Project, 1936-1938*, <http://memory.loc.gov/ammem/snhtml/snhome.html> (accessed July 8, 2005).

More examples

Complete citation within notes, **no bibliography needed**, as follows:

Notes

53. Anthony Storr, *Feet of Clay: Saints, Sinners and Madmen: A Study of Gurus* (New York: Free

Press, 1996), 183.

54. Storr, xv.

55. Dorothy Bird and Joyce Greenberg, *Bird's Eye View: Dancing with Martha Graham and On Broadway* (Pittsburgh: Univ. of Pittsburgh Press, 1997), 103.

Subsequent references to sources already fully cited should be shortened whenever possible; include shortened form of title if more than one work by same author is cited:

10. Regina M. Schwartz, "Nationals and Nationalism: Adultery in the House of David," *Critical Inquiry* 19, no. 1 (1992): 131-32.

11. Tom Nairn, *Faces of Nationalism: Janis Revisited* (London and New York: Verso, 1997), 17.

12. Regina M. Schwartz, "Tragedy and the Mass," *Literature and Theology* 19, no. 2 (2005): 139-158.

14. Schwartz, "Nationals and Nationalism," 138.

For an unknown author start the note and bibliographic entry with the title of the work.

Ibid. is used in place of the author's name, the title, and as much of the information as is identical to the immediately preceding note. It cannot be used if the preceding note cites more than one work:

6. Tom Nairn, *Faces of Nationalism: Janis Revisited* (London and New York: Verso, 1997), 17.

7. *Ibid.*, 39-43.

3-EM Dash is used for successive entries by the same author(s), editor(s), and translator(s):

22. Shirley Jackson Case, *Jesus: A new Biography* (New York: Greenwood, 1968), 122.

23. ———, *The Social Triumph of the Ancient Church* (Freeport, NY: Books for Libraries Press, 1971), 135.

Sources without page numbers, should whenever possible be identified using the subheading, chapter, paragraph number, or other organizational division of the work:

8. David Pilgrim, "The Mammy Caricature," *Jim Crow Museum of Racist Memorabilia*,

<http://www.ferris.edu/htmls/news/jimcrow/mammies/>, under "Commercial Mammies."

Secondary sources should be avoided as researchers are expected to examine the works they cite. If the original work is not available, the original and secondary source must be cited:

9. Theodore Sedgwick, *Thoughts on the Proposed Annexation of Texas to the United States* (New

York: D. Fanshaw, 1844), 31, quoted in Lyon Rathbun, "The Debate over Annexing

Texas and the
Emergence of Manifest Destiny," *Rhetoric & Public Affairs* 4, no. 3 (Fall 2001): 479.

GENERAL GUIDELINES FOR ENDNOTES

Capitalization— English - Capitalize the first letter of all significant words in titles and subtitles of works and parts of works such as articles or chapters.

Authors' Names—List all authors' names in endnotes. Corporate names as authors are written out.

Abbreviations—Use ed. OR trans. For “editor” or “edited by” or “translator” or “translated by.” University may be abbreviated Univ. Months may be abbreviated. Be consistent.

Publication Place—If more than one place is given, the first is generally sufficient. Do not abbreviate place names. Give the city and state or country if the city is not well known for publishing or is ambiguous.

Page Numbers—Don't use p. or pp. in your endnotes. Page citations under 100 should appear as 25–29; over 100, they should appear as 445–87, not 445–487. Separate range of numbers with an **en dash** (see above).

ELECTRONIC RESOURCES —As much as possible, follow the same rules that apply to equivalent parts of print resources. When in doubt, avoid italics and quotation marks and give as much information as may be useful. Too much is better than too little.

- **Web address** (i.e., URL). If your source is web-based but not from one of our Library subscription databases, always provide the URL. If you need to input a line break in a long URL, do so “after a double slash (//) or a single slash (/); before a tilde (~), a period, a comma, a hyphen, an underline (_), a question mark a number sign, or a percent symbol; or before or after an equal sign or an ampersand.”
- **DOI (Permanent Source Identifiers)**. Go to <http://www.doi.org/> for more information.
- **Access date**. Omit the date accessed unless it is known that the content is frequently updated.
- **Pagination**. When citing an online publication with an equivalent print version, try to obtain and provide the page numbers used in the print version. In documents without page numbers, add a descriptive locator such as a section heading to allow your reader to find the resource.
- **Authors of web pages**. If not readily apparent, try to find and provide the name(s) or authors or corporate authors responsible for the content.

OTHER STYLE CONVENTIONS

Abbreviations

Do not abbreviate months, except in endnotes.

Abbreviations ending with the same letter as the full word do not require a full stop – St, Mr, Dr- but use full stop in abbreviations that do not end with the same letter –ed., ch.

Do not use etc., i.e. and e.g. Instead, use ‘and so on’, ‘that is’, ‘for example’.

Use the ‘United States’ for the country and ‘U.S.’ as the adjectival form. Do not use ‘US’.

Acronyms

Acronyms should be identified in brackets the first time they are used – National Literary Movement (NLM). Use italics when writing in English and inserting an acronym in Spanish: *Partido Comunista Mexicano* (PCM). Subsequent references can then utilize the acronym. Use parenthesis and not square brackets. The titles of organizations that need not be identified include OAS, UN, IMF.

In English, use apostrophe to indicate the possessive, never for the plural of acronyms – ATMs not ATM's.

Omit ‘See’ in English, or ‘Véase’ in Spanish when the reference alone would suffice.

Capitalization

In English, use capitals for titles, historical periods, geographical regions, and institutions, including political parties – the Liberals; for specific institutions – the National Bank but a national bank. Cite institutions in the original language – Banco Nacional de Argentina. Use the minister of finance, Luis Pérez, but Finance Minister Luis Pérez. Use capitals for Andean, Indians, Native American, Marxist, Catholic, Protestant, Mesoamerican, the Mexican Revolution, New World, Spanish, Western Hemisphere, World War I, Great War, World War II, and for North, South, East, and West, when referring to political divisions.

Use capitals for political factions when italics are not used – *Rosistas*, *Villistas*; alternatively use lower case and italics – *rosistas*, *villistas*. Consistency is important in either case.

Use lower case when referring to a political tendency – communism, liberal thought, liberalism, socialism. Also for – indigenous, mestizos, blacks, whites, church, creoles, conquest, crown, discovery, the party but not the Labour Party.

In Spanish, do not use capitals for genitives – español, mexicano, colombiano.

Only the first word in a book or article title is capitalized— La cultura— but proper nouns retain capitalization in titles—El descubrimiento de América. Some nouns are always in capitals—El País [newspaper], Revista de Estudios Hispánicos, Partido Comunista Mexicano, Banco Nacional de México. Do not use capitalization after the colon in double-barrelled titles or headings.

Dates

Note the following date forms which should be used consistently in the body of the text:

- 4 September 1951 – do not use a comma after the month.
- September 1951

- 1980s, the nineties, or the 1990s not the 1990's.
- seventeenth century spelling persisted into the eighteenth
- late nineteenth century (since late is a word)
- mid-eighteenth century (since mid is a prefix)
- mid- to late nineteenth century political disturbances

Except in titles, when using a range, use – from 1980 to 1990 – not 1980–1990.

In Spanish, use – los 1990s, or los años 90, but not los años '90 nor los años 90s.

Hyphenation

Use adjectival hyphen – terror-stricken population, twentieth-century author. Do not hyphenate Latin American and Hispanic American, even when used adjectivally, unless you are quoting. Hyphenation is used less frequently for compound terms—worldview, lifeways.

Italics

Words not in the language in which the article is written are italicized, unless they are enclosed in quotation marks. Always use the original spelling in direct quotations. When glossing terms in brackets, do not use italics – municipal governments (ayuntamientos). Note that words that are not normally italicized, can be italicized when used as terms—the term Inca. Do not use quotation marks for this purpose.

In English, many words and phrases from other languages do not require italics. From Latin and Greek – ipso facto, curriculum, ad hoc; from Spanish – barrio, cacique, cargo, campesino, cantina, caudillo (but not caudillaje), centavo, conquistador, doña, don, estancia (but not estanciero), fiesta, hacienda (but not hacendado), macho, machismo, magüey, mesti; monetary units—colones, milréis, pesos, reales; nouns describing political factions, but these require capitalization—Cristeros, Delahuertistas, Peronistas, Zapatistas, but you can use lower case if using italics— *cristeros*, *delahuertistas*. Genitives not capitalized in the original language can remain so in English, but they should be italicized— *colombiano*, *cuzqueño*.

Jargon

Avoid using private terms that ring of jargon. JILAR discourages the direct importation of foreign theoretical terms into our texts.

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