

Style Guide, *Journal of Latin American Geography* (Updated 2015)ⁱ

The *Journal of Latin American Geography* (*JLAG*) is a peer-reviewed publication of the Conference of Latin Americanist Geographers that seeks to publish original scholarship focusing on geographical issues in Latin America. Papers are solicited from geographers and other scholars who are researching and writing about geographic topics concerning Latin America or Latin Americans. We particularly welcome contributions from geographers and other scholars who are living and working in Latin America.

The maximum length of manuscript papers is 8,000 words (about 30 typed double-spaced pages excluding notes and references) with no more than 5 additional pages of graphics and/or tables. Papers may be submitted and will be published in English, Spanish, Portuguese, or French but must include an abstract in English. At least two anonymous referees and one member of the Editorial Board will evaluate papers in a double-blind review process. *JLAG* publishes three annual volumes and is distributed through the University of Texas Press.

The Book Review Editor must commission book reviews. *JLAG* does not accept unsolicited reviews because of potential conflicts of interest. However, suggestions for books to review and review essays are always welcome and should be directed to the Book Review Editor.

Submission guidelines

All submissions must be made electronically as email attachments to the *JLAG* Editor at jlag@clagscholar.org or via snail mail to the editorial office. *JLAG* follows the rules outlined in the fifteenth (most current) edition of the Chicago Manual of Style (CMS). For any questions not addressed in this style sheet, the CMS should be consulted for information regarding style, format, and word usage.

Manuscript submissions must:

- Include a separate cover letter stating that the manuscript has not been submitted for publication or published elsewhere (in either print or electronic format), nor has it been made available for download from a publically accessible website, and a word count including notes and references.
- Be submitted in Microsoft WORD.
- Must be between 6,000 and 9,000 words (including notes and references).
- Send maps, figures, and illustrations as separate files, not as images embedded in the text. Please name your file with a convention that clearly indicates whom the file is from, with the surname of the lead author and the number of the figure as it appears in the text (e.g. Zapata_figure1.pdf, or Zapata_figure2.doc). A list of captions must be submitted on a separate page following the references.
- Include title page that is separate from the main document that includes the title of the manuscript as well as the corresponding author's contact information, all other authors and their institutional affiliations.
- The manuscript should be submitted without any indications of authorship. Please try to avoid comments in the text, in citations or in acknowledgements that would reveal the author's identity until the final submission of an accepted manuscript.

Abstract

The abstract should summarize the purpose and major findings of the paper and be no more than 200 words and placed at the top of the first text page below the title. A list of four keywords or phrases should be included on a line below the abstract (in lower case rather than capitals). We require copies of the abstract and key words in English *and* either Spanish, Portuguese or French as appropriate to the regional focus of the article.

Text format:

- 12 point Garamond text
- 1 inch / 2.54 cm margins
- Units of measure: International System of Units (metric)
- Please use serial comma

- Two levels of subheadings
First level, bold, flush with left margin
Second level, italics, flush with left margin

Subheadings should be double-spaced like the rest of the text with new paragraphs indented with one tab. Please use only one space between each word and one space after any punctuation. Notes and references may be single spaced, but with a double space between each entry.

Please number the text pages. Do not use any embedded macros, special reference programs, or other features that can be lost in file conversions. Foreign words and phrases that have not been adopted in Standard English dictionaries are italicized only the first time that they are used in the text.

Endnotes

- Should be signalled using a superscript font and placed immediately *after* the punctuation point.
- Endnotes should be listed numerically at the end of the paper immediately following the text and before the references. Notes should be kept to a minimum.
- No footnotes.

References

References should be cited using the author-date or parenthetical system using the text as author's last name and year of publication, with a page number when a direct quotation e.g. (Smith 1970), (Smith 1970: 2), or (Smith 1970: 3-4).

Parenthetical citations should appear in date order and should follow this format with respect to punctuation:

(McNally, Witherspoon, and Sagely 1989; Roberson 1992, 1993; Davidson 1997a, 1997b; Cruz e Mantega 2000: 124–30)

All sources cited in the text of a paper must be listed in the references section, and vice versa. Authors will be asked to add textual references to any sources listed in the references section and not cited in the text, and to provide full citation information for any sources cited in the text and not listed in the references. Any sources the authors choose not to cite will be deleted. Manuscripts not fully adhering to the reference system of *JLAG* will be returned to the author(s) for correction without undergoing further editorial review.

All references should be listed, beginning on a separate page and titled "References", after the text and notes, and before any illustrations. References should be listed alphabetically by the author's last name (and chronologically for each author). Please use the full, unabbreviated title for all books and periodicals and the following styles:

- Article

Name, A. and Name, B. C. 2002. Title of paper. *Journal Title* 8(1): 200-300.

- Book

Name, A. B. 2002. *Book Title*. Place of publication: Publisher.

- Book Chapter

Name, A. B. 2001. "Chapter Title". In *Book Title*, A. Name, B. Name and C. Name (eds.), pp. 200-300. Place of publication: Publisher.

- Thesis/dissertation

Name, A. 2005. Title of Thesis. Unpublished M.A./Ph.D. thesis, Department of Geography, Universidade Federal do Rio Grande do Norte.

- Newspaper article

Name, A. 2006. Article Title. *Newspaper Name*. 1 January 2001, Section A, 12.

- Web page

Author or Organization. 2002. Title of page (<http://www.title.org/pname/pg.html>). [Accessed 1 January 2006].

In references, authors should insert a space between an author's first and second initials.

In the references section, three successive “em” dashes should be substituted for an author’s name (also for multiple authors) in second and subsequent citations to that author as single author of a source:

Dates should be expressed in international style: 15 June 1900 (rather than June 15, 1900). In reference citations to newspapers and weekly magazines, the year should be placed right after the author name(s), as in the model below, but the date and month should be kept in international order: Chavez, H. M. 2010. Things fall apart. *Wall Street Journal* 14 October: A2.

All newspaper articles should be fully cited in the references section, rather than worked into the text of the paper. (This applies to articles from weekly magazines, like *Veja* and *The Economist*, as well.) The full citation for a newspaper article should include author (if any), title, name of newspaper, date, and page range of article.

Personal communications should be cited in their entirety in the text of the paper rather than in the references section. For all personal communication citations, elements required include the following: name of person, position and organization (if relevant), date of communication, method of communication (fax, e-mail, letter, conversation, etc.).

The title of a Web site or page should not be italicized in the references section. (Note, however, that the title of a Web site should be provided; Web sites cannot be cited solely by URL.) The title of a paper posted on the Web directly by its authors should be italicized. The title of a paper published by an online journal or posted on the Web by a professional organization as part of the proceedings of a particular professional meeting should not be italicized, but the name of the journal or title of the proceedings should be italicized, following the format appropriate to citation of a journal article or a chapter from an edited work.

Web site URLs should be cited at the end of a citation to an online source in this format: http://www.house.gov/science/asrar_021199.htm (last accessed 26 February 2001). The last accessed date is required information for a citation. Authors should check all URLs before final submission of a paper, to make sure that they are still active. If they are not, alternative URLs for the same information should be provided, or authors should add a note to the citation indicating where else the information may be found.

Interviews conducted by an author for research directly informing a paper do not need to be cited in endnotes or references. It is useful if the author provides some basic information about the interview subject—i.e., their name or a pseudonym, their job or position, a date if pertinent, etc.—at the point at which they are quoted, in the text, in a parenthetical note, or in an endnote.

Quotations

All quotation marks should be double. The only exception to this is if material is quoted within a quote, in which case single quotes are used for the embedded quote: ‘ ’. Periods and commas should appear inside quotation marks. All other punctuation should appear outside quotation marks, unless the quotation marks delineate a direct quote and the placement of the punctuation would alter the meaning of the quote.

“Scare quotes” (quotation marks used to set off a word that is not a direct quote) should be kept to a minimum and used only for emphasis. Unless the author feels it necessary to retain scare quotes on a particular term or terms throughout the paper, that term should be introduced in scare quotes and appear thereafter without them.

Direct quotes from secondary sources that are 60 words or more in length should be set as extracts/block quotes (i.e., separated from surrounding text by one line at beginning and one line at end, and indented 0.5 inches on either side). Shorter quotes should be integrated into the text. Excerpts from interviews comprise the exception. Any interview excerpt of more than a single sentence in length should be set as an extract, no matter how long it is.

Word Choice and Syntax

Standard British English and American English are both acceptable as long as they are consistently used throughout the text. For Spanish, Portuguese, and French please follow the conventions of the respective Real Academies

(Brazilian Portuguese / Spanish / French). Regional and local linguistic conventions are acceptable but should be explained in an endnote. For indigenous languages or national languages such as Guarani and Quechua, please provide in-text translations in parenthesis.

The phrase “geographic information system(s)” should not be capitalized when it is spelled out. The acronym for this phrase, GIS, should be capitalized. Phrases combining the acronym “GIS” and a word beginning with “s” should be rendered as combined words:

GIS science should be GIScience

GIS systems should be GISystems

GIS scientist should be GIScientist

References to the United States of America and its citizens

The preference is for this terminology to be as specific as possible, eliminating confusion about the use of the term “American” to refer to only citizens of the United States of America. Therefore, *JLAG* prefers that authors use “USA” (without periods) to refer to the United States of America as a noun. However, institutional elements of the USA’s government such as U.S. Army, U.S. Department of Commerce, U.S. Border Patrol, and U.S. citizens should be used as indicated here. While there is no clear convention for a descriptor of citizens of the United States of America, “Americans” or “Americanos/as” are not acceptable usages. Authors may choose their particular convention, as long as they are consistent throughout the manuscript.

Numerals and Variables

All whole numbers from one to one hundred should be spelled out unless they are paired with a mathematical symbol (e.g., $2 + 2 = 4$), abbreviation (e.g., 25 km, 16 cm), “percent” (e.g., 25 percent), or “score” (e.g., score of 57).

Decimals appearing in tables and text should include leading zeros. For example, 0.1273 (rather than .1273)

In mathematics, numbers and parentheses should always be set roman.

If the character “<” or “>” is used as a verb (i.e., “is less than”), there should be a space on either side of it: “n < 6.” If it’s used as an adjective (i.e., “less than”), there should be no space on either side. For example, “measured <6 meters.”

Tables

All tables should be referenced and discussed in the text and included on separated pages following the references. They should use 12-point font (the same as the text), be numbered consecutively, and have a title included at the top of the page (e.g. Table 1. Title). All Tables must be in Garamond font, like the main text. We do not accept Tables saved as images or PDFs.

Illustrations

Maps, graphs and photos should be of high graphic standard and cited in the text. All graphics should be cited exclusively as "Figures". We assume that most graphics will be computer generated (or scanned with a high resolution--minimum 600) and will be submitted digitally as separate files, NOT in any packages format such as WORD. We prefer greyscale JPGs or TIFFs files (at minimum of 300 ppi) with a note in the cover letter regarding the program used to create them. We prefer graphics produced in Freehand or Illustrator. Authors should also submit color versions of their graphics that will be used in the online version of the Journal, but they should remember that the printed version is only in black and white.

All illustrations should be submitted to fit within the Journal's 10.79 x 17.78 cm page text area [4.25 x 7 ins.] and should be numbered consecutively (Figure 1. title). A list of captions must be submitted on a separate page following the references.

Book Review Guidelines

Book reviews should follow the same citation style as full-length manuscripts and should be no more than 1,000 words in length. References and footnotes should not be included in the review.

Book Review Essays are approximately 1,500 words in length and will be evaluated by the Editor and Book Review Editor. These commissioned reviews of three to five books are particularly appropriate for special issues, or can be grouped thematically. Book review essay proposals are welcome, but must be accompanied by a cover letter declaring no conflict of interest as well as the relevance of the proposal for *JLAG*.

ⁱ Based on previous *JLAG* style guide with sections taken from [AAG Style Sheet](#)