



MARLAS

Middle Atlantic Review of Latin American Studies

Since 1987

Author Guidelines

Submissions should be made electronically through this website. Please follow these guidelines when preparing your manuscript. Failure to do so may delay the processing of your submission.

I. ARTICLE TYPES

All word limits include referencing and citation.

- **Scholarly articles** must describe the outcomes and application of unpublished original research. These should make a substantial contribution to knowledge and understanding in the subject matter. Research articles should be no more than 8,000 words in length. Abstracts of no more than 250 words.
- **Research notes** are designed for the presentation of a new theoretical perspective, findings from fieldwork and discussion on methodological approaches in the field of Latin American Studies. While they are not a full scholarly article, research notes need to contribute to the field. Research notes are preferable between 2,000 and 3,000 words. Abstracts of no more than 150 words.
- **Essays** should reflect upon or critique a specific event such as a release of a major study or other notable occurrence related to the journal focus. Authors interested in submitting a commentary piece should discuss the content with the editor before submitting a manuscript. Essays should be no longer than 3,000 words in length. Abstracts of no more than 150 words.
- **Book Reviews and Book Review essays** are commissioned by the editors from experts on the field. The reviews should focus on interesting books on Latin American Studies that other major journals are unlikely to cover. Furthermore, reviews should cover an overview of the contents of the book as well as a critical account of the book, i.e. its merits and its shortcomings. Length of book reviews should be around 800-1000 words. We recommend authors to contact the Book Review editor for specifics on Book Review essays.
- **Special Issues** constitute a collection around a theme or event, coming from a specific group of authors. Such issues can either be a decision by the journal or a request from a group of scholars to publish around "their" proposed theme. Please contact the journal's editor before submitting your proposal.

II. STRUCTURE

- **Title page** must include all of the below information, in the same order. No further information should be included. For articles that will undergo a double-blind review, the title page should be submitted separately from the main text.
 - Title
 - Full author name(s)

- Affiliation(s)
- Corresponding author's email address (other author email addresses are optional)

Author names must include a forename and a surname. Forenames should preferably not include only initials. The affiliation should ideally include department, institution, city and country; however, only the institution and country are mandatory.

- **Abstract** of no more than 250 words must preface the main text of scholarly articles. Abstract should summarize the main arguments and conclusions of the article. This must have the heading 'Abstract' and be easily identified from the start of the main text. Please use 150-word abstracts for Research Notes and Essays. A list of up to five key words may be placed below the abstract.
- **Main text** should be structured in a logical and easy to follow manner. A clear introduction section should be given that allows non-specialists in the subject an understanding of the publication and a background of the issue(s) involved. Methods, results, discussion and conclusion sections may then follow to clearly detail the information and research being presented.
- **Acknowledgements** (optional) must be headed and in a separate paragraph, placed after the main text but before the reference list.
- **Competing interests** must be declared if any of the authors have any competing interests. A short paragraph should be placed before the references.
- **Ethics and consent** (if applicable) must have been performed in accordance with the Declaration of Helsinki for research involving human subjects, human material, or human data. Where applicable, the studies must have been approved by an appropriate ethics committee and the authors should include a statement within the article text detailing this approval, including the name of the ethics committee and reference number of the approval. The identity of the research subject should be anonymized whenever possible. For research involving human subjects, informed consent to participate in the study must be obtained from participants (or their legal guardian). Experiments using animals must follow national standards of care.
- **References** cited within the submission must be listed at the end of the main text file.

III. LANGUAGE AND TEXT

- **Capitalization**

Submission title: Capitalize all nouns, pronouns, adjectives, verbs, adverbs and subordinate conjunctions (i.e. as, because, although). Use lowercase for all articles, coordinate conjunctions and prepositions. Example: Slip-Sliding on a Yellow Brick Road: Stabilization Efforts in Afghanistan.

Headings within the main text: First level headings in the text should follow the same rule as the main title. For lower-level subheadings, only capitalize first letter and proper nouns. Headings should be under 75 characters.

- **Spelling and grammar**

Language: Submissions can be made in English (USA), Spanish and Portuguese. Authors writing in English should apply standard US grammar rules.

Proper nouns and normal institutional titles: The official, original spelling must be used. Example: *World Health Organization, not World Health Organisation.*

- **Font**

Size and style: The font used should be commonly available and in an easily readable size. This may be changed during the typesetting process.

Underlining: Underlined text should be avoided whenever possible.

Bold or italicized text: Bold or italicized text to emphasize a point are permitted, although should be restricted to minimal occurrences to maximize their efficiency.

- **Lists**

Style: Use bullet points to denote a list without hierarchy or order of value. If the list indicates a specific sequence, then a numbered list must be used. Lists should be used sparingly to maximize their impact.

- **Quotation marks**

Single or double marks: Use single quotation marks except for quotes within another speech, in which case double quotation marks are used.

Style for long quotes: Quotations that are longer than three lines in length must be in an indented paragraph separate from the main text.

Font: The standard, non-italicized font must be used for all quotes.

Source and permission: It must be clear from the text or citation where the quote is sourced. If quoting from material that is under copyright, then permission will need to be obtained from the copyright holder.

- **Acronyms and abbreviations**

General guidelines: With abbreviations, the crucial goal is to ensure that the reader – particularly one who may not be fully familiar with the topic or context being addressed – is able to follow along. A number of abbreviations are so common that they do not require the full text on the first instance. Spell out almost all acronyms on first use, indicating the acronym in parentheses immediately thereafter. Use the acronym for all subsequent references. Example: Research completed by the World Health Organization (WHO) shows....

Style: Abbreviations should usually be in capital letters without full stops. Example: USA, not U.S.A.

Exceptions: Common examples from Latin origin do not follow this rule and should be lower case and can include full stops. Examples: e.g., i.e.

- **Symbols**

- *General guidelines:* Symbols are permitted within the main text and datasets as long as they are commonly in use or have explanatory definition on their first usage.

- **Hyphenation, em and en dashes**

- *Hyphenation:* There is no set rule on the use of hyphenation between words, as long as they are consistently used.
- *Em dashes:* These should be used sparingly. If they are present, they should denote emphasis, change of thought or interruption to the main sentence and can replace comas, parentheses, colons or semicolons. Example: The president's niece—daughter of his younger brother—caused a media scandal when....
- *En dashes:* These can be used to replace 'to' when indicating a range. No space should surround the dash. Examples: 10-25 years; pp. 10-65.

- **Numbers**

When to spell out the number: For numbers zero to nine please spell the whole words. Please use figures for numbers 10 or higher. Authors can either words or figures to represent large whole figures (i.e. one million or 1,000,000) as long as the usage is consistent throughout the text. If a sentence starts with a number it must be spelled out, or the sentence should be re-written so that it no longer starts with the number. Example: Fifteen cases were found to exist...; The result showed that 15 examples existed....

When to use a figure: If the sentence includes a series of numbers, then figures must be used in each instance. Example: Artefacts were found at depths of 5, 9, and 29 cm. If the number appears as part of a dataset, in conjunction with a symbol or as part of a table then the figure must be used. Example: This study confirmed that 5% of....

Decimal points: Do not use a comma for a decimal place. Example: 2.43 NOT 2,43. Numbers that are less than zero must have '0' precede the decimal point. Example: 0.24 NOT .24.

- **Units of measurement**

- *Use of symbols:* Symbols following a figure to denote a unit of measurement must be taken from the latest International System of Units (SI) brochure. For full brochure, see http://www.bipm.org/utis/common/pdf/si_brochure_8_en.pdf.

- **Formulae**

- *Use of formulae:* Formulae must be proofed carefully by the author. Editors will not edit formulae. If special software has been used to create formulae, the way it is laid out is the way it will appear in the publication.

IV. FIGURES AND TABLES

- **Figures**

- *Presentation:* Figures, including graphs and diagrams, must be professionally and clearly presented. If a figure is not easy to understand or does not appear to be of a suitable quality, the editor may ask to re-render or omit it.
- *Numbering:* All figures must be cited within the main text, in consecutive order using Arabic numerals (e.g., Figure 1, Figure 2).
- *Titles:* Each figure must have an accompanying descriptive main title. This should clearly and concisely summarize the content or use of the figure image. A short additional figure legend is optional to offer a further description. Examples: Figure 1: 1685 map of London; Figure 1: 1685 map of London. Note the addition of St Paul's Cathedral, absent from earlier maps. Figure titles and legends should be placed within the text document, either after the paragraph of their first citation, or as a list after the references.
- *Citation:* The source of the image should be included, along with any relevant copyright information and a statement of authorization (if needed). Example: Figure 1: Firemen try to free workers buried under piles of concrete and metal girders. Photo: Claude-Michel Masson. Reproduced with permission of the photographer.
- *Font:* If your figure file includes text then please present the font as Ariel, Helvetica, or Verdana. This will mean that it matches the typeset text.

- **Tables**

- *Creation of table:* Tables must be created using a word processor's table function, not tabbed text.
- *Placement:* Tables should be included in the manuscript. The final layout will place the tables as close to their first citation as possible. All tables must be cited within the main text, numbered with Arabic numerals in consecutive order (e.g., Table 1, Table 2).
- *Titles:* Each table must have an accompanying descriptive title. This should clearly and concisely summarize the content or use of the table. A short additional table legend is optional to offer a further description of the table. The table title and legend should be placed underneath the table.
- *Things to avoid:* Tables should *not* include rotated text, color to denote meaning (it will not display the same on all devices), images, vertical or diagonal lines, multiple parts (e.g., 'Table 1a' and 'Table 1b').
- *Maximum width:* If there are more columns than can fit on a single page, then the table will be placed horizontally on the page. If it still can't fit horizontally on a page, the table will be broken into two.

V. REFERENCES

- **Endnotes**

- *Use endnotes rather than footnotes:* Use endnotes rather than footnotes (we refer to these as 'Notes' in the online publication). These will appear at the end of the main text, before 'References'. All notes should be used only where crucial clarifying information needs to be conveyed.
- *Referencing:* Avoid using notes for purposes of referencing, with in-text citations used instead. If in-text citations cannot be used, a source can be cited as part of a note.
- *Placement of endnote marker:* Insert the endnote marker after the end punctuation.

In-text citations

- *When to cite sources:* Every use of information from other sources must be cited in the text so that it is clear that external material has been used.
- *Citing authors already mentioned in text:* If the author is already mentioned in the main text, then the year should follow the name within parenthesis. E.g., Both Jones (2013) and Brown (2010) showed that....
- *Citing authors not mentioned in the main text:* If the author name is not mentioned in the main text, then the surname and year should be inserted, in parenthesis, after the relevant text. Multiple citations should be separated by semi-colon and follow alphabetical order. Example: The statistics clearly show this to be untrue (Brown 2010; Jones 2013).
- *Citing sources with multiple authors:* If three or fewer authors are cited from the same citation, then all should be listed. If four or more authors are part of the citation, then 'et al.' should follow the first author name. Examples: (Jones, Smith & Brown 2008); (Jones et al. 2008).
- *For citations published by the same author in the same year:* If citations are used from the same author and the same year, then a lowercase letter, starting from 'a', should be placed after the year. Example: (Jones 2013a; Jones 2013b).

- *For citations using specific pages:* If specific pages are being cited then the page number should follow the year, after a colon. Example: (Brown 2004: 65; Jones 2013: 143).
- *For publications authored and published by organizations:* Use the short form of the organization's name or its acronym in lieu of the full name. Example: (ICRC 2000) *NOT* (International Committee of Red Cross and Red Crescent Societies 2000).
- *Citing websites:* Please do not include URLs in parenthetical citations, but rather cite the author or page title and include all details, including the URL, in the reference list.
- **Reference list**
 - *What to include:* All citations must be listed at the end of the text file, in alphabetical order of authors' surnames. All reading materials should be included in 'References' – works which have not been cited within the main text, but which the author wishes to share with the reader, must be cited as additional information in endnotes explaining the relevance of the work. This will ensure that all works within the reference list are cited within the text.
 - *Authors with more than one work:* If multiple works by the same author are being listed, please re-type the author's name out for each entry, rather than using a long dash.
 - *Digital object identifies (DOIs):* DOIs should be included for all reference entries, including journal articles, where possible.
- **Reference list formatting**
 - *General information:* This journal uses the Harvard system – see below for examples of formatting.
 - *Books:*
 - **Author, A A** Year Title. Place of publication: Publisher.
 - **Adam, D J** 1984 *Stakeholder analysis*. 2nd ed. Oxford: Oxford University Press.
 - **Silverman, D F** and **Propp, K K** (eds.) 1990 *The active interview*. Beverly Hills, CA: Sage.
 - **Achebe, C** 1995 Colonialist Criticism. In: Ashcroft, B et al *The Post-Colonial Studies Reader*. London: Routledge. pp. 57–61.
 - *Journal articles:*
 - **Author, A** Year Title. *Journal name*, vol. (issue): page. DOI.
 - **Martin, L** 2010 Bombs, bodies and biopolitics: Securitizing the subject at airport security. *Social and Cultural Geography*, 11(1): 17-34. DOI: <http://dx.doi.org/10.1080/14649360903414585>.
 - *Newspaper articles [print]:*
 - **Author, A** Year Title. *Newspaper*, date of publication, page.
 - **Tate, P** 2007 Illicit organ trade increasing. *The Jordan Times*, 6 June, p. 3.
 - *Newspaper articles [online]:*
 - **Author, A** Year Title. *Newspaper*, date of publication, [URL and last accessed date].
 - **Patel, S S** 2005 Climate; In a Marsh, Sifting the Past and Seeing the Future. *The New York Times*, 6 November [online access at <http://query.nytimes.com/gst/fullpage.html?res=9800EEDF173EF935A35752C1A9639C8B63> last accessed 28 April 2014].

- *Conference papers:*
 - **Author, A** Year Title of chapter. In: Title of conference proceedings, location, date, pp. page.
 - **Lynch, M** 2003 Dialogue in an age of terror. In: The Annual Meeting of the American Political Science Association, Philadelphia, PA on 18 August 2003, pp. 4-7.
- *Organizational publications and grey literature:*
 - **Author group** Year *Title*. Place of publication: Publisher.
 - **World Health Organization** 2010 *The world health report – Health systems financing: the path to universal coverage*. Geneva, Switzerland: WHO.
- *Theses and dissertations:*
 - **Author, A** Year Title. Unpublished thesis (PhD), institution.
 - **Yudis, A** 2004 Failed responsibility of the media in the war on Iraq. Unpublished thesis (PhD), University of Manchester.
- *Webpages and PDFs:*
 - **Author, A** Year Title, date of publication. Available at URL [Last accessed date month year].
 - **Pascual, Amb. C** 2005 *Stabilization and Reconstruction: Building peace in a hostile environment. Prepared statement to Senate Committee on Foreign Relations, 16 June 2005. Available at <http://2001-2009.state.gov/s/crs/rls/rm/48644.htm> [Last accessed 14 August 2012].*