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**General formatting**

- Submit your article in document format, such as Microsoft Word, RTF, or OpenOffice.
- Double-space all text and use a 12-point font, preferably Times Roman.
- Left justify the text margins; do not use right justification.
- Indent each new paragraph.
- Do not number headings or subheadings.
- Remove headers, footers, or page numbers, as these will be added automatically.
- Use the author-date reference system, with parenthetical citations in the text and a reference list.
- For notes, use the automatic footnote function in your word processing program.
- For spellings and hyphenation in English, refer to *Merriam Webster’s 11th Collegiate Dictionary*.
- Illustrations, figures, and tables should be placed within the text at the appropriate points. All photographs and reproductions should be clearly documented in captions. (See the [graphics guidelines](#) of the Association of American University Presses.)
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- For issues not covered in this guide, follow the style guidelines of the *Chicago Manual of Style*, 16th edition.

**Stylistic formatting**

- Italicize first instances of individual foreign words that do not appear in *Merriam-Webster’s 11th Collegiate Dictionary*. Phrases, sentences, or names of organizations should appear in roman font.
- Spell out the first instance of all acronyms, e.g., Inter-American Development Bank (IDB).
- Latin abbreviations, such as e.g. and i.e., are usually restricted to parenthetical text and notes and are set in roman type, not italics. Commonly used abbreviations include cf., ed. (eds.), e.g., esp., et al., etc., fig. (figs.), fol. (fols.), i.e., l. (ll.), n. (nn.), no. (nos.), p. (pp.), pt. (pts.), ser., trans., vol. (vols.).
- Include first and last names with first mention of proper names (e.g., “Augusto Pinochet,” but later, “Pinochet…”) unless speaking to a work itself, e.g., “Mainwaring and Shugart (2000) argue that…”
- Set off quotations that are more than eighty words in length as block quotes or extracts.
Numbers and dates

- Spell out cardinal and ordinal whole numbers from one to ninety-nine (and such numbers followed by *hundred* and *thousand*), any number at the beginning of a sentence, and common fractions. Numerals are used to express very large numbers (in the millions or more). For example:

  no fewer than six of the eight victims  
  no more than fifty-two hundred gallons  
  as many as 187 students  
  One hundred and eighty-seven students graduated.  
  twenty-first century  
  attendance was about ninety thousand  
  at least two-thirds of the electorate  
  there were 2 million ballots cast  
  the population will top 25 billion

- Numbers that express decimal quantities, dollar amounts, and percentages are written as figures. For example:

  an average of 2.6 years  
  now estimated at 1.1 billion inhabitants  
  more than $56, or 8 percent of the petty cash  
  a decline of $0.30 per share

- Dates appear in the following form: August 11, 2014; August 2014. Centuries are spelled out.

- Inclusive page numbers are given in full: 3–11, 74–75, 100–103, 104–109, 112–115, 414–532, 505–516, 600–612, 1499–1500

References

- Use in-text citations keyed to a reference list. In-text citations include the author’s last name (with first initial if ambiguous), year of publication, and pages referred to. For works by more than three authors, only the surname of the first author is used, followed by “et al.” A lowercase “a,” “b,” “c,” and so on is added to the year to distinguish works by the same author that appeared in the same year. “Cf.” is used when a comparison of sources is intended. Op. cit., loc. cit., infra, supra, and the like are not used.

- Each textual reference should correspond to a complete reference in the reference list.

- Entries in the reference list are arranged alphabetically by author, then chronologically, earliest to most recent. If a citation is given to an online work, an access date is required only if no publication date is provided.

- Please always include page numbers for journal articles, chapters, and quotations.
• Citations of interviews, archival sources such as manuscript collections, website content, and newspapers are usually placed in notes.

• For website content include as much of the following as can be determined: the title or description of the page, the author of the content (if any), the owner or sponsor of the site, and a URL. Also include a publication date or date of revision or modification; if no such date can be determined, include an access date.

Sample citations and references

In-text citations

(Drinot 2012, 731; Degregori 1996)
(Durand et al. 1996; Duquette-Rury and Bada 2013)
(Rist 2007; Guerra 2010a, 2010b)
(Portes, Escobar, and Arana 2008, 1058)

Book

Degregori, Carlos Iván, ed.
1996 Las rondas campesinas y la derrota de Sendero Luminoso. Lima: IEP.

Power, Margaret

Rappaport, Joanne, and Thom Cummins

Chapter in a collection

Guerra, Lillian

Villa Rivera, William
Journal article

Drinot, Paulo

Duquette-Rury, Lauren, and Xochitl Bada

Durand, Jorge, William Kandel, Emilio A. Parrado, and Douglas S. Massey

Guerra, Lillian

Licio, Elaine C., Lucio R. Rennó, and Henrique C. O. Castro

Portes, Alejandro, Cristina Escobar, and Renelinda Arana

Rist, Peter

Seidman, Sarah

Magazine or newspaper article

Bacab Chulim, Jesús

Malkin, Elisabeth, and Victoria Burnett
Dissertation

Vergara Figueroa, Aurora

Paper presented at conference

Gooren, Henri