

## LATIN AMERICAN PERSPECTIVES

### Manuscript Preparation and Submission

Manuscripts are evaluated by the participating, coordinating, and/or associate editors. To permit anonymity, the **submission copy** should include a cover page giving authorship, institutional affiliation, addresses and telephones (work and home), fax, and email. Provide only the title as a means of identification on the manuscript itself. Submit two copies and a disk containing the manuscript (in Microsoft Word Document Format), along with an abstract of 150 words (including emphasis on the manuscript's theoretical contribution), 5 keywords, and current biographical information (a maximum of 25 words). Manuscripts are accepted subject to editing. Manuscripts should be limited to 25 double-spaced pages. Articles will be accepted in English, Spanish, Portuguese, or French and will be translated by a qualified individual for publication in English.

The **final copy** of all manuscripts should be submitted with two hard copies and one electronic disk, and the manuscript and disk must be identical to one another. Each article should be a single electronic file (that is, it should not be broken into separate files for the text, references, etc.). The electronic file should be in the simplest form, with no embedded codes or footnotes and no special fonts or special formatting. The spell-check program should be run before submitting a disk. The outside of the disk should be labeled with the author's name, journal title, and name and version of the software used.

It is policy that all material will be subject to copyediting. If for lack of time we are unable to submit changes to the author for review, the editors reserve the right to make final textual changes. The intent of editing will be to clarify meaning and improve style. If we distort the author's meaning in any way, we accept responsibility.

#### AUTHOR'S CHECKLIST

##### *Hard Copy*

- Everything must be double-spaced: text, biographical paragraph, endnotes, author's note/acknowledgments, references, block quotations, appendixes, tables.
- Underlining is used for italics. No bold is used.
- Everything is left-justified, with a ragged right-hand margin (no full justification).
- Each section begins on a separate page: title page, text, appendix(es), notes, references, biographical paragraph, each table, each figure. Insert location of table and figures at the appropriate place in the text (e.g. "Table 2 about here").
- Title page includes all authors' names, biographical paragraph, addresses, phone numbers (work and home) fax numbers, e-mail addresses, vacations or other dates when authors might be unavailable and address and phone numbers for those dates, and any other pertinent contact information.
- Endnotes are grouped on a separate page. There are no footnotes.
- All in-text citations are included in the reference list; all references have in-text citations.
- Reference list follows Latin American Perspectives' style.
- Figures are camera-ready; they appear exactly as they should in the journal, except for sizing. Glossies are unacceptable.
- Written, signed permission has been obtained for all quotations from copyrighted publications and all tables or figures taken from other sources. Any quotes without permissions must be paraphrased or deleted before the journal goes to press.
- Except where noted herein, style generally will follow that in the Chicago Manual of Style, fifteenth edition.

### *Disk Copy*

- Disk is clearly labeled with (a) name of first author (b) name of Latin American Perspectives (c) software and version used, and whether Macintosh or IBM
- All formatting codes (specific fonts, typesizes, margins, etc.) have been removed.
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- Tables do not have cells or lines dividing the different elements. Preferably elements are separated by tabs. Do not use “graphic mode”; the publisher cannot translate it.
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### *Style*

Give *names of organizations* in the original language accompanied by an English translation or description in parenthesis and an acronym if one exists. For example, the party Partido Guatemalteco del Trabajo (Guatemalan Labor Party, or PGT). Later reference to the organization should be by acronym.

*In-text citations.* Identify monographs, articles, and statistical sources at an appropriate point in the text by last name of author, year of publication, and pagination where appropriate, all within parentheses. List notes (double-spaced) separately at the end of the article. Notes are to be used only for substantive observations, not for purposes of citation. There is no need for “ibid” or “op. cit.” Specify subsequent citations of the same source in the same way as the first citation. Examples of in-text citations follow:

- 1.: “Yet as economist Clyde Eastman (1983)...”
2. “from 4.2 percent to 12.3 percent (Julius, 1900: 114–122).”
3. “...have claimed that this is so (but see Lissak, 1962: 99, for a conflicting view).”
4. “...as was previously suggested (Felix, 1965a: 331).”
5. “...as many have noted (Blumberg, 1984; Chafetz, 1991; Eisenstein, 1979)...”
6. “and the Wall Street Journal (February 7, 1991)...”

*Format of references.* In section titled “References,” typed double-spaced, list all items alphabetically by author. List works of same author by year of publication, earliest first. Within a given year, authors’ works should be in alphabetical order with letters (a and b) attached to year of publication. Cite the name of a state or foreign country after a city only if the city is not well-known. For articles, citation should include volume and, in parentheses, month or season or number, and inclusive page numbers. All citations, endnotes, and references should be in 12 pt. font (the same font size as the manuscript). For typing format, see the following examples:

Grasmuck, Sherri and Patricia Pessar

1991 Between Two Islands: Dominican International Migration. Berkeley: University of California Press.

Rakowski, Cathy A.

1985 “The planning process and the division of labor in a new industrial city: the case of Ciudad Guayana, Venezuela,” pp. 195–223 in John Walton (ed.), Capital and Labour in the Urbanized World. London: Sage.

Waylen, Georgina

1994 “Women and democratization: conceptualizing gender relations in transition politics.” World Politics 46 (April): 327–354.