

**Style Guide, *Journal of Latin American Geography***  
(Updated January 2019)<sup>1</sup>

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, not inclusive of references, figures, tables, or other graphics. Articles may be submitted in English, Spanish, Portuguese, or French but must include an abstract in English. All submissions will be evaluated through a double-blind peer review process. *JLAG* publishes three annual volumes and is distributed through the University of Texas Press.

*JLAG Perspectives* are shorter contributions from scholars who are reflecting on current events in the region. *Perspectives* are published electronically on the *JLAG* website before inclusion in the next print issue. These are 800- to 1,200-word contributions that reflect on current events in Latin America from a geographic perspective.

The Book Review Editor commissions book reviews and suggestions for books to review and review essays are always welcome. We publish individual reviews as well as book review essays that can include reviews of a given topic, an author's collected works, or other thematic foci.

### **Submission guidelines**

All submissions must be made electronically as email attachments to the *JLAG* Digital Commons website at <http://digitalcommons.lsu.edu/jlag/>. *JLAG* follows the stylistic rules outlined in the 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. References should be formatted in APA style (see below).

### **Manuscript submissions guidelines:**

- 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 publicly accessible website.
- Manuscripts must be between 6,000 and 8,000 words (excluding references, figures, tables, and other graphics).
- While it is fine to embed images, maps, figures, illustrations, and tables within the text to ease peer review, it is required that authors submit high resolution versions of each figure as separate files (see below). Captions should be placed in the text approximately where the figure or table should be placed.
- Include a 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.
- Manuscripts 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.

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<sup>1</sup> Based on previous *JLAG* style guide with sections taken from [AAG Style Sheet](#)

- The manuscript must conform to the *JLAG* style guide, especially as pertains to bibliographic references, high-resolution maps, art, and photographs. Authors are responsible for ensuring the highest possible level of bibliographic accuracy.

## 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 or Portuguese** as appropriate to the regional focus of the article.

## Text Format

- 12-point Times New Roman text
- Double Spaced
- 1 inch / 2.54 cm margins
- Use serial commas
- Limit manuscripts to 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.
- 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.
- Number 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 into standard English dictionaries are italicized *only* the first time that they are used in the text.

## Endnotes

- Endnotes should be signaled 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.
- Please **DO** use Microsoft Word's endnote function to insert linked endnotes.
- Endnotes should be kept to a minimum.
- No footnotes.

## References

References should be indicated in the text following APA style. All references cited in the text should be listed alphabetically in a reference list at the end of the manuscript, also following APA style. Do not include DOI numbers in the reference list.

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

- (McNally, Witherspoon, & Sagely, 1989; Roberson, 1992, 1993; Davidson, 1997a, 1997b; Cruz e Mantega, 2000, pp. 124-130)
- Research by Wegener and Petty (1994) supports...

- (Wegener & Petty, 1994)
- (Kernis et al., 1993)

For a guide to APA style for in-text citations, see: <https://owl.english.purdue.edu/owl/resource/560/02>.

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.

For a guide to APA style for reference lists, see: <https://owl.english.purdue.edu/owl/resource/560/02>. Also see the References section of: <http://www.apastyle.org/learn/faqs/index.aspx>

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality and Social Psychology*, 66, 1034-1048.

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5-13.

Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science*, 11, 7-10.

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

Briffa, K., & Jones, P. D. (1990). Basic chronology statistics and assessment. In E. R. Cook & L. A. Kairiukstis (Eds.), *Methods of Dendrochronology: Applications in the Environmental Sciences* (pp. 137-152). Dordrecht, Netherlands: Kluwer Academic Publishers.

Cook, E. R. (1985). *A time series approach to tree-ring standardization* (Unpublished doctoral dissertation). School of Renewable Natural Resources, University of Arizona, Tucson, Arizona.

National Oceanic and Atmospheric Administration (NOAA). (2017). *El Niño Southern Oscillation (ENSO)*. Retrieved from <https://www.esrl.noaa.gov/psd/enso/climaterisks/years/top24enso.html>

Bowman, L. (1990, March 7). Bills target Lake Erie mussels. *The Pittsburgh Press*, p. A4.

Pedrosa, Breno Viotto. (2013). *Entre as ruínas do muro: a história da geografia crítica sob a ótica da ideia de estrutura*. (Unpublished doctoral dissertation). FFLCH/USP, São Paulo.

## 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). (exception: % OK in figures)

1 million, 2 billion, etc.

Figures/tables/maps, etc. are numbered with numerals.

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 Times New Roman 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 minimum 600 dpi resolution) and will be submitted digitally as separate files. We prefer grayscale 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.

### **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*.