

STYLE GUIDE

Journal of Latin American Geography

Overview

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 articles 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 *Perspectives* are shorter contributions from scholars who are reflecting on current events in the region. These are 1,000- to 3,000-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.

Preparing your Manuscript

- Article submissions should be between 6,000 and 8,000 words (excluding references, figures, tables, and other graphics). Submissions to the JLAG Perspectives section should be no longer than 3,000 words (excluding references, figures, tables, and other graphics).
- JLAG follows the stylistic and bibliographic formatting guide outlined in the most current edition of the 7th edition of the APA Publication Manual (i.e., APA 7). APA 7 should be consulted for any questions not addressed in this style sheet.
- For manuscripts in Spanish, Portuguese, and French, authors should follow the conventions of the respective *Real Academias* (links, below).
- All manuscripts, regardless of language, should format in-text citations and bibliographic references according to APA 7 (see below).
- All information that could identify the author should be removed from the manuscript (including author names, affiliations, photo credits, self-citations, etc).
- Images, maps, figures, illustrations, and tables, along with captions, should be embedded in the text in order to ease peer review.
- In addition, authors should submit separate high resolution versions of each figure (see below).
- Before submitting the manuscript, authors should double-check that it conforms to all elements of the JLAG Style Guide (below), especially with respect to references.

Abstracts and Keywords

- Article submissions require abstracts; JLAG Perspectives submissions do not.
- Abstracts 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 to five keywords or phrases should be included on a line below the abstract (in lower case rather than capitals).

JLAG Editorial Team:

Editor-in-Chief: Johnny Finn (Christopher Newport University)

Associate Editors: Martha Bell (Pontificia Universidad Católica del Perú); Jörn Seemann (Ball State University); Gabriela Valdivia (University of North Carolina, Chapel Hill)

Book Review Editor: Eric Carter (Macalester College)



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- All manuscripts are required to include abstracts and keywords in English *and* either Spanish, Portuguese, or French, as appropriate to the regional focus of the article.

Submitting your Manuscript

- All submissions must be made electronically via JLAG's Digital Commons website at <http://digitalcommons.lsu.edu/jlag/>.
- Include a separate cover letter stating that the manuscript has not been submitted for review or published elsewhere (in either print or electronic format).
- Article submissions should also 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.
- 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.

Formatting your Manuscript

- 12-point Times New Roman text
- Double Spaced
- 1 inch / 2.54 cm margins
- Number pages
- 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.
- 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 kept to a minimum.
- 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.
- No footnotes.

References

- References should follow the formatting guidelines laid out in the 7th edition of the APA Publication Manual (i.e., APA 7).
- All references cited in the text must be listed alphabetically in a "References" section at the end of the manuscript. Similarly, any work listed in the reference list must be cited within the text.

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- 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 detailed guide to APA 7, see: <https://owl.english.purdue.edu/owl/resource/560/02>.
- Manuscripts with in-text citations and bibliographies that don't fully and completely conform to APA 7 will be sent back to authors, and could delay or even prevent ultimate publication in JLAG.

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 40 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 Academias*:
 - Brazilian Portuguese: <http://www.portaldalinguaportuguesa.org/vop.html>
 - Spanish: <https://www.rae.es/consultas-linguisticas>
 - French: <http://www.academie-francaise.fr>
- 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 and U.S. Citizens and Residents

- 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 U.S. (with periods) to refer to the United States as a noun and for institutional elements of the U.S. government such as U.S. Army, U.S. Department of Commerce, U.S. Border Patrol.

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- While there is no clear convention for a descriptor of U.S. citizens, “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).
- It is ok to use the percentage symbol (i.e. %) in figures
- 1 million, 2 billion, etc.
- Decimals appearing in tables and text should include leading zeros. For example, 0.1273 (rather than .1273)
- 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

- Tables should be kept to a minimum. Graphic visualizations are preferred.
- All tables should be referenced and discussed in the text, and should be placed in the text at the appropriate location.
- Tables should be numbered consecutively (i.e. Table 1., Table 2., etc.) and include an explanatory caption.
- Tables should be in Times New Roman font, like the main text.
- We do not accept Tables saved as images or PDFs.

Figures

- Maps, graphics, and photographs should be of high graphic standard and cited in the text.
- All maps, graphics, and photographs should be numbered consecutively as figures (i.e. Figure 1., Figure 2., etc.) and include an explanatory caption.
- Captions should indicate the source of the figure parenthetically at the end of the caption, e.g., “(photograph by author).”
- All figures should be embedded within the text for peer review AND submitted as separate high-resolution image files for eventual layout and publication.
- Obtaining proper copyright, where relevant, is the responsibility of the author.

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 book reviews.
- 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.

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