This sheet uses the editorial norms of the Hispanic American Historical Review, with small adaptations.

Cuban Studies follows The Chicago Manual of Style (16th edition). For texts in English, please use Merriam-Webster’s 11th Collegiate Dictionary in spelling, hyphenation, italicization, capitalization, use of numbers, punctuation, and other matters of style; for Spanish language, use the Diccionario de la Real Academia Española.

In English text, italics are used at first occurrence for unfamiliar foreign words, that is, words that do not appear in Merriam-Webster’s 11th Collegiate Dictionary. Italics are not used for proper nouns. Italics can also indicate words used as words: e.g., The Spanish verbs ser and estar are both rendered by “to be.”

Names of persons mentioned in text should be given in full at first use.

Acronyms can be used only after the full name of the organization is given and the acronym defined. E.g., Office of Inter-American Affairs (OIAA); Delegación de Asociaciones Israelitas Argentinas (DAIA)

Quotations should correspond exactly to the originals in wording, spelling, interior capitalization, and interior punctuation.

Extracts (block quotations) should be used for quoted material of approximately 80 words or more. Shorter quotations should be run in to the body of text.

Observe the distinction between 3-point and 4-point ellipses. Indicate omissions within a quoted sentence by three spaced periods. When the omitted passage includes the end of a sentence, indicate the ellipsis by four periods with no space before the first. Ellipsis points are seldom necessary at the beginning or end of a quoted passage, since the reader normally assumes that something precedes and follows any quotation. (See The Chicago Manual of Style, 13.48–56.)

Interpolations of words or comments by the author into quoted matter should be enclosed in square brackets, not parentheses. Such interpolations should be kept to a minimum.

Numbers from 1 to 10 are spelled out; use numerals for larger numbers.

Use numerals to express percentages: “3 percent.”

Use period (.) consistently in both English and Spanish as the decimal separator: (8.5, 15.2)

Page citations should appear as 445–47, not 445–447 or 445–7. The same applies to year citations, except in titles and headings. (See The Chicago Manual of Style, 9.60, 9.63.)
Dates take the following form in the body of the text: September 4, 1951. (In notes, dates take the form 4 Sept. 1951.) Names of centuries are spelled out: “in the seventeenth century” (noun); “seventeenth-century documents” (adj).

Abbreviations

Ibid. (used in roman type) refers to the item preceding and takes the place of as much of the succeeding material as is identical. Ibid. cannot be used when more than one citation has been given in the preceding note.

Op. cit., loc. cit., and idem are not used. For repeated citations use the author’s last name, the main title minus any subtitle, and pages.

Specific pages should be cited whenever possible; otherwise the whole book or article should be cited. Use of passim and ff. is discouraged.

Omit the abbreviations p. and pp. unless the page number immediately follows another number (as in the date of a newspaper citation or in certain archival references).

In notes, abbreviate names of months except May, June, and July, e.g., 4 Sept. 1951.

Tables and Figures

Each table should be identified by both a number and a descriptive title. The author should identify all sources used and indicate where each table should be placed in the text. The Chicago Manual of Style discusses table format and style in chapter 3 (3.46–85).

Figures (illustrations) are numbered separately from tables, and they also must be identified by descriptive captions. The source for each figure should be identified, and the author should clearly indicate where each figure should be placed in the text.

If the article is accepted for publication, the author is responsible for obtaining permission to reprint the images and for supplying camera-ready or high-resolution (300 dpi minimum) digital copies of the figures. Image quality is a frequent concern: 72 dpi images copied from the Web or photocopies of newspaper photos, for example, reproduce very poorly.

Notes

Notes should be prepared within the word processing software, for example by inserting a footnote in Word; please do not use any special bibliographic software such as EndNote.

Books


Subsequent citations: O’Phelan Godoy and Ricketts, *Homenaje a Jorge Basadre*, vi.


**Book chapters**


Subsequent citation: Burns, “Cultures in Conflict,” 33.

If the edited collection containing an article has already been cited, the first citation of that article can use a shortened citation to the collection, e.g.:


**Citation of multivolume works**


**Unpublished Ph.D. dissertations**

Journals

Citation of entire article:


Citation of specific page or pages:


Newspapers and magazines


Interviews

Identify person interviewed, interviewer, and place and date of interview.

Archival sources

If you will be citing and abbreviating many different archives, you may include a list of abbreviations at the beginning of your notes:

Manuscript citations should always include an identification of the document (which will usually include a date), the name of the collection containing the document, and the repository and city where the document is located; whenever possible identify boxes and/or files within the collection by name or number.

examples:

Domingo Faustino Sarmiento to Juan Pujol, Buenos Aires, 22 May 1860, Archivo General de la Nación, Buenos Aires, Archivo del General Justo José de Urquiza (hereafter cited as AGN, Urquiza), leg. 67.

Subsequent citation: Sarmiento to Pujol, Buenos Aires, 22 May 1860, AGN, Urquiza, leg. 67.
Lefebre de Bécourt to Minister of Foreign Affairs, Mexico City, 23 Sept. 1861, Archives du Département des Affaires Étrangères, Paris (hereafter cited as AAE), Correspondance Politique (hereafter cited as CP), vol. 38, fol. 231.
Subsequent citation: Lefebre de Bécourt to Minister of Foreign Affairs, Mexico City, 23 Sept. 1861, AAE, CP, vol. 38, fol. 231.

Land grant in favor of Pedro de Avila y Zárate, Talavera, 1697, Archivo Histórico de Tucumán (hereafter cited as AHT), Protocolos, ser. A, box 3.


Juan Ramírez de Velazco to Consejo de Indias, Salta, 20 Apr. 1588, Archivo General de Indias, Sevilla, Audiencia de Charcas (hereafter cited as AGI, Charcas), leg. 26, doc. 1.

Conference on actions to be taken in the Calchaquí Valley (Junta en que se trató las consecuencias y ejecuciones que habian de tener en Valle Calchaquí), San Juan de la Rivera, 4 Aug. 1657, AGI, Charcas, leg. 122.

Terms
black
church
conquest
crown
don, doña (in accordance with Spanish usage)
preconquest