

## STYLE SHEET *Cuban Studies*

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

*Cuban Studies* follows *The Chicago Manual of Style* (18th 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*, 12.59–69.)

**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*, 9.63, 9.66.)

**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 (3.48–89).

**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

Jeremy Adelman, *Frontier Development: Land, Labour, and Capital on the Wheatlands of Argentina and Canada, 1890–1914* (Oxford Univ. Press, 1994).  
Subsequent citations: Adelman, *Frontier Development*, 122–23.

Scarlett O’Phelan Godoy and Mónica Ricketts, eds., *Homenaje a Jorge Basadre: El hombre, su obra y su tiempo* (Pontificia Universidad Católica del Perú, Instituto Riva-Agüero / Universidad del Pacífico / Instituto Cultural Peruano Norteamericano, 2004).

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

With date of original publication: Francisco López de Gómara, *Historia general de las Indias y vida de Hernan Cortés*, ed. Jorge Guerra Lacroix (1552; Madrid: n.p., 1941).

Copublishers: Carlos Marichal, *La bancarrota del virreinato: Nueva España y las finanzas del imperio español, 1780–1810* (El Colegio de México / Fondo de Cultura Económica, 1999).

### **Book chapters**

E. Bradford Burns, “Cultures in Conflict: The Implication of Modernization in Nineteenth-Century Latin America,” in *Elites, Masses, and Modernization in Latin America, 1850–1930*, ed. Virginia Bernhard (Univ. of Texas Press, 1979), 22–23.

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.:

Verónica Williams and María B. Cremonte, “Mitmaquna o circulación de bienes? Indicadores de la producción cerámica como identificadores étnicos, un caso de estudio en el Noroeste argentino,” in *El Tucumán colonial y Charcas*, ed. Ana María Lorandi (Univ. Nacional de Buenos Aires, Facultad de Filosofía y Letras, 1997), 75–83.

Rodolfo Cruz, “La construcción de identidades étnicas en el Tucumán colonial: Los amaichas y los tafíes en el debate sobre su ‘verdadera’ estructura étnica,” in Lorandi, *El Tucumán colonial y Charcas*, 65–92.

### **Citation of multivolume works**

Guillermo Lohmann Villena and María Justina Sarabia Viejo, eds., *Francisco de Toledo: Disposiciones gubernativas para el virreinato del Perú, 1575–1580*, 2 vols. (Escuela de Estudios Hispano-Americanos, 1986–89), 2:237–38.

Subsequent citation: Lohmann Villena and Sarabia Viejo, *Francisco de Toledo*, 2:237–38.

Citation of single volume: Susan Socolow, ed., *The Atlantic Staple Trade*, vol. 1, *Commerce and Politics* (Variorum, 1996).

### **Unpublished Ph.D. dissertations**

Oscar de la Torre Cueva, “Freedom in Amazonia: The Black Peasantry of Pará, Brazil, 1850–1950” (PhD diss., University of Pittsburgh, 2011), 170.

## **Journals**

Citation of entire article:

Matthew Casey, "Haitians' Labor and Leisure on Cuban Sugar Plantations: The Limits of Company Control," *New West Indian Guide / Nieuwe West-Indische Gids* 85, no. 1–2 (2011): 5–30.

Fernando Suárez Bilbao, "La costumbre indígena en el derecho indiano," *Studia Carande* (Madrid) 1 (1997): 99–130.

Matthew Restall, "A History of the New Philology and the New Philology in History," *Latin American Research Review* 38, no. 1 (2003): 113–34.

Citation of specific page or pages:

César Itier, "Lengua general y comunicación escrita: Cinco cartas en quechua de Cotahuasi – 1616," *Revista Andina* 9, no. 1 (1991): 65.

## **Newspapers and magazines**

*La Prensa* (Managua), 10 Oct. 1946, p. 7. Include title and author if available.

## **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.

Property title of Juan Román, Tucumán, 1697, 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 habían 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)

Indigenous

preconquest