

STYLE GUIDES

Titles and sub-headings must be kept short (maximum 50 characters) to accommodate our house style both on our contents page and the running heads within the body of the article. The editor reserves the right to alter titles in consultation with the author.

Spelling and Punctuation British rather than US spellings and punctuation should be used. Use -ise -isa-; for example, civilise, civilisation rather than civilize or civilization. Commas and periods *inside* closing quote marks only if quotation is a full sentence starting with a capital letter. For example:

It declared that “Cultural usage shall have the weight of the law.”
“Cultural usage”, it declared, “shall have the weight of the law.”
It declared that cultural usage “shall have the weight of the law”.

Quote marks ‘Single’ quote marks are used for thoughts and “double” quote marks for speech, quotations and titles of articles in footnotes. Quotations within quotations have single quote marks inside, for example, “he described the scene as ‘totally unworkable’”.

Numbers from one to twelve should be in words, thereafter figures: 13+; 1,000; 1 million; 1 per cent; pp. 121–9, but 111–19. Always use figures for units of measurement or percentages.

Dates 10 May 2009; 2008–09; mid nineteenth century; mid 1980s; twentieth-century idea.

Acronyms and abbreviations should be spelled out the first time they are introduced within the text or references, with the abbreviated version alongside in parenthesis. Thereafter the acronym can be used in its abbreviated form. For example, International Journal of Cuban Studies (IJCS). Do not use full stops in the acronyms or abbreviations (for example, US not U.S., Dr not Dr., eds not eds.) except contractions such as ed. (for editor), vol. (for volume). Avoid using e.g. or i.e. and Latin such as *v. supra*, *idem.*, *op. cit.* and *loc. cit.* although *ibid.* should be used to refer to an immediately preceding reference.

En rules used in number spans (unspaced), parenthetical dash (spaced), and forms such as Iran–Iraq war.

Initials unspaced – A.N. Author.

Use italics for foreign words not in common usage (see *Oxford Manual of Style* for guidance on this); titles of published books, journals, long poems, plays, films, operas, works of art, and TV and radio programmes; for emphasis (do not use caps or bold for emphasis), but use sparingly; for parties in legal case references: for example, *Regina v. Smith*. Do *not* use italics for place names or organisations even if they contain foreign words that would otherwise be in italics.

Footnotes should be limited to those that are essential and kept brief (fewer than three lines). They should be marked clearly in superscript in the text at a point of punctuation. Be consistent with the reference style:

to books: Author Name, *Book Title: Book Subtitle* (Place: Publisher, 2000), 123. Thereafter use short title system: Surname, *Short Title*, 123.

to journals: Author Name, “Article Title: Article Subtitle”, *Journal Name* 5, no. 1 (May 2000), 50–6.

Websites must be cited with a title and/or author as well as the date viewed (for example, www.cubastudiesjournal.org, accessed 2 June 2010). Do not allow the web address to contain a hyperlink or to be underlined.

Currency Ensure it is clear what currency is being quoted especially if there could be confusion over dollars. It helps to give the equivalent US\$, euro or £ sterling in brackets if quoting local currencies.

Parochialisms should be avoided. Instead of “in our country” write “in United Kingdom”.