

## INFORMATION FOR AUTHORS

### GENERAL

The Board of Editors has decided that the form of all material henceforth published in the *HAHR* will follow in general the *MLA Style Sheet* (revised edition), a copy of which will be supplied without charge to prospective authors on application to the Managing Editor. If the *Style Sheet* does not cover some point adequately, the latest edition of the University of Chicago Press *Manual of Style* or Webster's *New International Dictionary* is to be followed.

Type manuscripts on one side of 8½ x 11 inch bond of medium weight, leaving ample margins, and double-space throughout, *including* footnotes and quotations to be set in reduced type. Footnotes should be typed with *double*-spacing on sheets separate from the text and placed after the last page of the article. **DOUBLE-SPACE EVERYTHING.**

Book review and book notice authors should consult current issues for correct form of headings and signatures.

*Rules Peculiar to the HAHR or Particularly Important Ones*

*HAHR* is to be used in text and footnotes when this *Review* is mentioned or cited.

*Op. cit.* ordinarily is replaced by author's last name if only one work by that author is cited in the article, or by author's name and short title if several are cited. See section 24 of the *MLA Style Sheet*.

Capitalize initials in titles of periodicals in foreign languages. Thus *Gaceta Ministerial de Chile* and *El Tiempo*.

*HAHR* style on dates: July 4, 1951, and seventeenth-century spelling persisted into the eighteenth century.

Use no italics for the following words, which the *HAHR* considers as Anglicized: Armada, arroyo, audiencia, burro, cabildo, caudillo, cedula, conquista, conquistador, criollo, encomienda, gaucho, junta, legajo, padre, presidio, tomo, and in addition other foreign words considered Anglicized by Webster's. Italicize other foreign words *only* the first time they appear.

*Do not* hyphenate Latin American or Hispanic American unless so used in the title of a book or an institution.

Parenthetical documentation: References within sentences in notes or text are awkward and should be avoided if possible. Try to recast the sentence to make the reference come at the end.

### CITATION OF ARCHIVAL MATERIAL

In general, follow the principles used in the citation of printed material where applicable (but titles of unpublished works are set roman, not italics). First identify the specific document; then proceed to explain its location.

*Identification of document.* Avoid unnecessary detail. Usually suspensive points can be used to avoid lengthy titles in footnotes. After first citation give briefest possible form. In the case of a letter or dispatch, give name of writer (complete only on first reference), name of addressee, and date (but not place unless essential) of writing. In dealing with governmental documentation that is filed by administrative unit, it is more important to cite the office held by the correspondent than to give the officeholder's name.

*Location of document.* Proceed from the larger to the smaller and more specific indications. Thus, (1) name of archive in language of country and location of archive on first citation only, (2) section or subdivision of archive, (3) volume or other equivalent such as legajo, using Arabic, not Roman, numerals.

*Use of abbreviations.* After first citation use abbreviations as much as possible. In abbreviating name of archive use initial capitals without intervening space or periods. Thus AGI (for Archivo General de Indias) rather than A. G. I. Explain abbreviation used at end of first citation in full (thus Archivo General de Indias, Sevilla, cited hereinafter as AGI). Abbreviate legajo to leg., volume or tomo to Vol., folio to fol. (not f. or ff.). Usually it will not be necessary for sufficient identification to refer to recto and verso. If this is necessary these terms should be given after folio number in roman lower-case letters without intervening space or punctuation (fol. 495v). Abbreviate dates in notes. In referring to continuous foliation or pagination give number in full (thus pp. 445-487, not 445-87).

*Punctuation.* Avoid use of punctuation other than commas to set apart the elements in a single citation unless absolutely necessary. Separate successive citations of different documents in the same note by semicolons.

*Capitalization.* When identifying writers of documents by title rather than name, capitalize initials (thus Ministro de Relaciones Exteriores). Abbreviate such titles after first use.

### *Examples*

<sup>44</sup> Domingo Faustino Sarmiento to Juan Pujol, May 22, 1860, Archivo General del la Nación, Buenos Aires, Archivo del General Justo José de Urquiza (cited hereinafter as AGN, Archivo Urquiza), leg. 67.

<sup>22</sup> Lefebvre de Bécourt to Minister of Foreign Affairs, Sept. 23, 1861, Archives du Department des Affaires Etrangères, Paris (cited hereinafter as AAE), Correspondence Politique, Vol. 38, fol. 231.

Same material upon subsequent citation:

<sup>44</sup> Sarmiento to Pujol, May 22, 1860, AGN, Archivo Urquiza, leg. 67.

<sup>22</sup> Lefebvre de Bécourt to Min. of For. Affairs, Sept. 23, 1861, AAE, CP, Vol. 38, fol. 231.

If various archives are cited frequently:

<sup>1</sup> This article is based on materials consulted in the following Spanish archives: Archivo General de Indias, Sevilla Archivo General de Simancas, and Archivo Histórico Nacional, Madrid (abbreviated hereinafter as AGI, AGS, and AHN, respectively).