

Kellogg Working Papers Style Guide

1. Please submit the following:

- **Abstract:** 240 words in English (and Spanish and/or Portuguese, if possible—otherwise we will translate)
- **Biography of author(s):** professional data, 150-word limit (per author)
- **Keywords:** you may select up to six keywords not in your title to describe your paper
- **Journal-length article**

2. Submission format:

Submit electronically, using Microsoft Word or Word Perfect

- Use at least 1.25 inch margins throughout, with at least an 11-point font size
- Double-space the entire paper—including notes, reference list, abstract and biography
- Number each page of the body of the paper after the first page
- Use endnotes rather than footnotes (it is difficult for us to publish footnotes on the Web)
- Provide tables and figures (in Word or Word Perfect only) exactly as you would like them published

3. Style guidelines

We use the *Chicago Manual of Style* for working papers and recommend it as a resource for authors. If you use another style sheet, please alert us when you submit your paper. We copyedit lightly for house style, clarity and consistency. Please note the following:

- **Acronyms:** Spell out in the first instance with the acronym in parentheses; use acronym thereafter, perhaps with a reminder of what it means later in the paper if there is a gap between mentions. Acronyms are usually in caps, even if the words are lower case.
 - gross domestic product (GDP)
 - Inter-American Development Bank (IDB)
- **Names of foreign institutions:** On first appearance, provide English translation with original language name in parentheses. If there is an acronym, include after the original language name followed by ‘comma or’
 - National Housing Bank (Banco Nacional de Vivienda, or BNV)
- **Foreign names/words:** Italicize non-English words or phrases that do not appear in an English dictionary, with translation in parentheses following the first mention

-Fujimori governance implied that people should *hacer y luego hablar* (act first; discuss later).

Commonly used foreign words that appear in English dictionaries do not need italics or translations (e.g., *per se*, *hacienda*, *esprit de corps*)

- **Citations and References:** Kellogg prefers the author-date system, as outlined in the *Chicago Manual*, but we are willing to follow a variety of widely accepted styles, as long as you are consistent.

Please do include the following information in your reference list or bibliography:

- Author, date, title, press name and location (for books)
- Author, date, title, journal name and volume identification (for articles)
- Page numbers (for chapters or journal articles)
- Web addresses for information obtained electronically

4. Examples of standard reference list entries:

- **Books-single author**

Adkins, Arthur. 1960. *Merit and Responsibility: A Study in Greek Values*. Oxford: Clarendon Press.

- **Books-multiple authors**

Weinberg, Arthur, and Lila Weinberg. 1980. *Clarence Darrow: A Sentimental Rebel*. New York: Putnam's Sons.

- **Book-editor, translator, or compiler**

Tortelli, Anthony B., ed. 1991. *Sociology Approaching the Twenty-first Century*. Los Angeles: Peter and Sons.

Mill, John Stuart. 1980. *Autobiography and Literary Essays*. Edited by John M. Robinson and Jack Stillinger. Toronto: University of Toronto Press.

- **Chapter in book**

Kaiser, Ernest. 1964. "The Literature of Harlem." In J. H. Clarke, ed., *Harlem: A Community in Transition*, pp. 25–60. New York: Citadel Press.

- **Article in Journal**

Karl, Terry Lynn, and Philippe C. Schmitter. 1995. "From an Iron Curtain to a Paper Curtain? Grounding Transitologists or Students of Postcommunism." *Slavic Review* 54 No. 4 (Winter): 965–978.

or

Bellworthy, Cartright C. 1990. "Reform of Congressional Remuneration." *Political Review* 7 (6): 87–101.