



## Formatting Guidelines (English)

### I. TYPES OF CONTRIBUTIONS

The journal is divided into two sections, each with its own logic and editorial dynamic.

- The first section, *Thematic Dossier*, is based on a call for papers issued several months before the planned publication date. The topic is usually chosen by the Editorial Committee, but it may also emerge from conference presentations or partnerships with research groups.
- The second section, *Varia*, is the non-thematic section of the journal. It welcomes submissions that do not fall under the thematic scope of the issue.

Each section (Thematic Dossier and Varia) is divided into 4 categories:

#### A. Articles

Description: Contributions should present well-developed theoretical or empirical research. The research question must be clearly stated and contextualized for an interdisciplinary audience. Methods should be specified and results clearly presented, in accordance with the journal's standards and scientific expectations.

Format: 50,000 characters maximum for the entire document, including titles, abstracts, notes, bibliography, and spaces. The abstract must not exceed 1,000 characters (including spaces). It should be accompanied by 3 to 5 keywords. The abstract and keywords must be provided in all four languages of the journal.

#### B. Traits d'union

Description: "Traits d'union" form a link between academic reflection and social, political, or pedagogical fields. This section includes three types of texts:

- Articles that, under a more flexible format and set of requirements, allow researchers to submit work in progress or exploratory studies
- Field notes or methodological reflections on research or teaching.
- Book reviews

Format: 50,000 characters maximum for the entire document: titles, abstracts, notes, bibliography, and spaces. The abstract must not exceed 1,000 characters (including spaces). It should be accompanied by 3 to 5 keywords. The abstract and keywords must appear in all four languages of the journal.

## C. Free Expression

Description: This section hosts literary or creative texts (columns, poems, short stories, exhibition reviews), as well as op-eds with a more civic than strictly academic dimension, focused on current events in the Americas.

Format: 30,000 characters maximum for the entire document (including notes, bibliography, and spaces).

## D. Encounters

Description: This section gives voice to actors and stakeholders of the Americas. It features interviews with scholars, artists, political figures, grassroots activists, community members, etc.

Format: Between 15,000 and 60,000 characters for the entire document (including presentation, notes, bibliography, and spaces). The interview must include a presentation of the interviewee and 3 to 5 keywords in the interview language, as well as in all four languages of the journal.

## II. LANGUAGES

Contributions may be written in English, Spanish, French, or Portuguese.

The title, abstract, and keywords must be translated into all four languages.

## III. TYPOGRAPHIC GUIDELINES

To facilitate formatting on the website, please apply the "Normal" style to the entire text, including titles, and adjust formatting manually according to the rules that follow.

### General rules:

- **Margins:** 2.5 cm
- **Paragraph style:** Normal
- **Font:** Times New Roman
- **Line spacing:** single
- **Paragraph spacing:** 0 pt before and after
- **Page numbers:** bottom right

### Specific rules:

- **Article title:**
  - Times New Roman
  - Size 19
  - Bold
  - Maximum 15 words
  - Skip 3 lines after

- **Section title - Level 1:**
  - Times New Roman
  - Size 14
  - Bold
  - Left-aligned
  - No left indent
  - Roman numeral style: I. II. III. IV.
  - Skip 2 lines before and 1 line after
  
- **Section title – Level 2:**
  - Times New Roman
  - Size 14
  - Bold
  - Left-aligned
  - 1 cm left indent
  - Lettering style: A. B. C. D.
  - Skip 2 lines before and 1 line after
  
- **Body text:**
  - Times New Roman
  - Size 12
  - Justified
  - No paragraph indent
  - Skip 1 line between paragraphs
  
- **Endnotes**
  - Times New Roman
  - Size 11
  - Place at the end of the text, before the bibliography
  - Continuous numbering in Arabic numerals (max. 25).
  - Leave one space between the note number and the beginning of the text
  
- **Numbers**
  - 7,450.235 (comma to separate thousands, decimal point to
  - Abbreviate ordinals as follows: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.
  - Write out centuries fully (twentieth century, twenty-first century, etc.)
  
- **Dashes**
  - The hyphen (-) connects elements within a compound word (e.g. long-term). No space before or after.
  - The en dash (–) is used for ranges (e.g., pp. 3–7). No space before or after.
  - The em dash (—) is used to set off parenthetical statements (e.g., This article—well written overall—contributes significantly to academic research). No spaces before and after.
  
- **Foreign words**
  - When a word quoted or used is from a language other than that of the article, it should be italicized.

#### IV. IMAGES, GRAPHS, ILLUSTRATIONS, ETC.

- They must be inserted into the text with a caption indicating the title of the figure and its source. They must be centered and referenced in the text in sequential order.
- The caption must be centered, italicized, and in size 12 font. It appears **above** for tables and **below** for all other figures.
- Use the following terms: *Table* for tables, and *Figure* for any other type of illustration (photo, map, chart, etc.). The type and number of the figure must appear in **bold**.
- Skip one line before and after the image.
- Images must be inserted in the document in JPG or PNG format, and also sent as separate attachments in image format, with a minimum resolution of 300 dpi.
- For maps, the **source** and **scale** must be clearly visible. If these are embedded in the image (in JPG format), they must be legible and in the same font (Times New Roman) as the main text. If the source is not printed on the map itself, it must be included directly after the accompanying caption (as for photographs).
- The name of the mapmaker or photographer must also appear—either directly on the map or photograph (clearly and visibly), or immediately following the caption.
- Photographs must include a **date** in their title. If no date is available, follow APA guidelines. Example: *View of the Palermo neighborhood in Buenos Aires, 2018*.

Example :

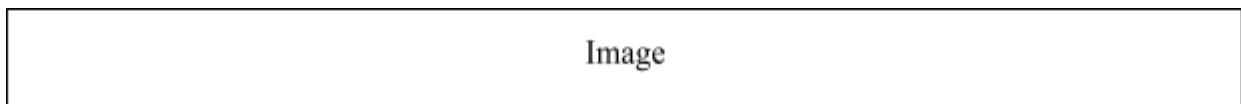
**Table 1** : *Xxxxxx*

...	...
X	X
X	X

**Source:** XXXXX

Or:

**Figure 1**



**Source:** A. Auteur, date.

#### V. CITATIONS AND BIBLIOGRAPHIC STANDARDS

RITA uses the **APA Style, 7th Edition**, for in-text citations and bibliographic references.

A comprehensive APA style guide is available here: <https://apastyle.apa.org/> Or here: [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/index.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html)

Below are the most common citation formats.

## A. In-text citations

APA uses the (Author, date) system. The citation is placed in parentheses within the body of the text.

Depending on the type of citation, the most common cases are as follows.

- **Short direct quote, parenthetical style**
  - Model: “Word-for-word quote in double quotation marks” (Author, date, p. xx).
  - Example: “The starting point for building an emancipatory social science is identifying the ways in which existing social institutions and social structures systematically impose harms on people” (Wright, 2010, p. 11).
- **Short direct quote, narrative style**
  - Model: The author (date) claims that “word-for-word quotation in double quotation marks” (p. xx).
  - As Wright (2010) puts it, “The starting point for building an emancipatory social science is identifying the ways in which existing social institutions and social structures systematically impose harms on people” (p. 11).

*Note: The final punctuation for short quotes should be placed after the parenthetical citation. Use American English-style quotation marks (“ ”). For quotes within quotes, use single quotation marks (‘ ’).*

- **Paraphrasing, parenthetical style**
  - Model: A sentence that summarizes or paraphrases the idea of one or several authors (Author 1, date; Author 2, date).
  - Example: French existentialists debated the relation between consciousness and bad faith (Merleau-Ponty, 1945; Sartre, 1943).
- **Paraphrasing, narrative style**
  - Model: A sentence that summarizes the idea of an author who is explicitly mentioned.
  - Example : Wright (2010) outlines three main tasks of emancipatory social science.

*Note: Page numbers are not required when paraphrasing but are necessary for direct quotes.*

- **Long direct quotes (block quotes), parenthetical style**
  - Model: When a quotation is more than three lines long, use block format as follows :

Times New Roman, size 11, 2 cm left and right indent, skip 1 line before and after the block quote. XXXX XXXX X X XXXXX X XXXX XXXX XXXX X X  
XXXXXX X XXXX XXXX XXXX X X XXXXX X XXXX XXXX XXXX X X XXXXX X XXXX.  
XXXX XXXX X X XXXXX X XXXX XXXX XXXX X X XXXXX X XXXX. (Author, date, p. xx)

- Example:

To fulfill this mission, any emancipatory social science faces three basic tasks: elaborating a systematic diagnosis and critique of the world as it exists; envisioning viable alternatives; and understanding the obstacles, possibilities, and dilemmas of transformation. (Wright, 2010, p. 10)

- **Long direct quotes (block quotes), narrative style**

- Model : When a narrative phrase presents a quotation that is more than three lines long, use block format as follows:

The author (date) claims the following:

Times New Roman, size 11, 2 cm left and right indent, skip 1 line before and after the block quote. Xxxx xxxx x x xxxxx x xxxx xxxx xxxx x x  
xxxxxx x xxxx xxxx xxxx x x xxxxxx x xxxx xxxx xxxx x x xxxxxx x xxxx.  
Xxxx xxxx x x xxxxxx x xxxx xxxx xxxx x x xxxxxx x xxxx. (p. xx)

- Exemple :

Write (2010) frames the tasks of emancipatory social science as follows:

To fulfill this mission, any emancipatory social science faces three basic tasks: elaborating a systematic diagnosis and critique of the world as it exists; envisioning viable alternatives; and understanding the obstacles, possibilities, and dilemmas of transformation. (p. 10)

*Note: Block quotes are not in quotation marks, and the final punctuation is placed at the end of the citation, before the parenthetical reference (which is not followed by a period). For quotes within block quotes, use double quotation marks (“ ”).*

- **Modifications:**

- Use ellipses in square brackets [...] to indicate omissions
- Use square brackets for clarifications or added text

- **Multiple sources**

- Separate different authors with a semicolon
- Alphabetize different authors, for example: (Merleau-Ponty, 1945; Sartre, 1943).
- Order chronologically for multiple works by the same author.

## **B. References / Bibliography**

- **General guidelines**

- Place full references in a separate section titled “References.”
- Alphabetize entries by the first author's last name.
- Use a hanging indent (1 cm).
- Skip 1 line between entries.

- For multiple works by the same author, list chronologically. Add letters to distinguish works from the same year (e.g., 2012a, 2012b).

Below is a non-exhaustive list of common types of publications.

- **Journal article**

*Model:*

Auteur, A. A., & Auteur, B. (Year). Title of Article: Subtitle. *Journal Title*, volume(issue), #-#. <https://doi.org/10.xxx>

*Example:*

Russell, B. (2019). Beyond the Local Trap: New Municipalism and the Rise of the Fearless Cities. *Antipode*, 51(3), 989-1010. <https://doi.org/10.1111/anti.12520>

- **Book**

*Model:*

Author, A. A., Author, B. (Year). *Title of Book: Subtitle* (3<sup>rd</sup> ed., vol. 2). Editor.

*Example:*

Wright, E. O. (2010). *Envisioning Real Utopias*. Verso.

- **Edited book**

*Model:*

Editor, A. A., Editor, B. (Eds.) (Year). *Title of Book: Subtitle* (2<sup>nd</sup> ed.). Editor.

*Example:*

Manley, J., & Whyman, P. (Eds.). (2021). *The Preston Model and Community Wealth Building: Creating a Socio-economic Democracy for the Future*. Routledge.

- **Chapter of edited book**

*Model:*

Author, A. A. (Year). Title of Chapter: Subtitle of Chapter. In E. A. Editor & B. Editor (Eds.), *Title of Edited Book: Subtile* (pp. #-#). Editor.

*Example:*

Shanks, T. R. W., Boddie, S. C., & Wynn, R. (2015). Wealth Building in Communities of Color. In R. Bangs & L. E. Davis (Eds.), *Race and Social Problems: Restructuring Inequality* (pp. 63-78). Springer.

- **Translated work**

*Model:*

Author, A. A., Author, B. (Year). *Title: Subtitle* (T. Translator, Trans.). Editor. (Original work published #####)

*Example:*

Nabokov, V. (2005). *Lolita* (M. Couturier, Trans.). Folio. (Original work published 1955)

- **Film**

*Model:*

Director, D. D. (Director). (Year). *Title of motion picture* [Film]. Production company.

*Example:*

Peele, J. (Director). (2017). *Get Out* [Film]. Universal Pictures.

- **TV series**

*Model:*

Executive Producer, P. P. (Executive Producer). (Date range of release). *Title of series* [TV series]. Production company(s).

*Example:*

Rhimes, S. (Executive Producer). (2005–2024). *Grey's Anatomy* [TV Series]. ABC Studios.

- **Photograph**

*Model:*

Photographer, P. (Year of publication). Title of photograph [Photograph]. Source. URL.

*Example:*

Vachon, J. (1938). *Boxcar Farmhouse* [Photograph]. Library of Congress.  
<https://www.loc.gov/pictures/item/2017762649/>







**References** (Times New Roman, 14 pts, bold) Skip 1L

List of reference in Times New Roman, size 12, 1 cm hanging indent, skip 1 line between each reference. (See APA norms)  
Skip 2L

**To cite this article:** (Times 14 pts, bold, Skip 1L)

(See APA norms)