

# GUIDELINES FOR AUTHORS

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### CONTRIBUTIONS

Authors must register as authors on the journal's website in order to submit their works and follow the instructions on the screen. Should you have any problems accessing the site, feel free to contact us at [redaccion@polhis.com.ar](mailto:redaccion@polhis.com.ar)

Authors must follow the journal instructions listed below. Only manuscripts that adhere to these guidelines will be considered for review and/or publication. Manuscripts not submitted in accordance with journal instructions will be returned to authors for modification.

1. Contributions must be original and unpublished, that is, they should not be published in part or in whole, nor should they be under consideration for publication in press elsewhere.
2. Manuscripts must adhere to the reference and style guidelines described herein.
3. If you submit your manuscript to a peer-reviewed section of the journal, follow the instructions to Ensure an anonymous review.
4. A complementary file must be submitted along with the manuscript. This file must include the title of the manuscript and the information about the author(s) (full name, affiliations, postal address, phone number, and personal and/or professional email address). The file must also include a brief résumé in English (no more than 7 lines long) containing the author(s)' area of expertise and previous related works. If the manuscript is a rewriting of a previous work (such as a conference presentation) the author(s) must clarify this in the complementary file

and include the information in a footnote, placing the superscript after the title, once the peer-review process is over.

## FORMAT

Manuscripts must be formatted in APA style (American Psychological Association, 6th edition, available at <https://blog.apastyle.org/apastyle/apa-style-blog-6th-edition-archive.html>).

Text must be 1.5 spaced and in 12 point, Times New Roman font. Paragraphs must be automatically spaced at 6 points. Headings must be in bold and aligned to the left. Do not lock capitalize, underline or italicize headings. Do not end headings with a period. If you need to number headings, you should use Arabic numerals and avoid their combination with letters (e.g., 1.1. instead of 1.a., 1-A or similar).

If you use an abbreviation referring to an archive or institution in the body or footnotes, present the full version of the term followed by its abbreviation in parentheses the first time it appears, e.g., Archivo General de la Nación (AGN).

The following abbreviations should be used:

Comp., Comps.: Compiler, Compilers  
Coord., Coords.: Coordinator, Coordinators  
Ed., Eds.: Editor, Editors  
Dir., Dirs.: Director, Directors  
ed.: edition  
rev. ed.: revised edition  
p.: page  
pp.: pages  
N/D.: no data  
n.d.: no date  
n.p.: no place  
N.pag.: no page  
fol.: following

When citing persons/authors, except when citing authors in parentheses, use the name and surname the first time they appear. In subsequent citations, use only the surname.

If you include photos, figures (drawings, maps, sketches, etc.), charts and tables, number them correlatively and provide their sources. Submit these graphic elements in (a) separate file(s) in their original format (tif, gif, jpg, xls, etc.). Above an element, place the number of

element (e.g., Table 2) followed by its title. Below an element, include the source and authors. In the manuscript's body, indicate where the elements should be placed. Authors can include up to 10 graphic elements in total. All elements are required to have a minimum resolution of 300 dpi.

Insert in-text references using APA's Author-year-page style.

Enclose in-text citations within quotation marks. Do not italicize in-text citations. Always include their source using Author-year-page style. If a quotation consists of fewer than 40 words, incorporate it into the text and place a parenthetical citation immediately after the quotation. If a quotation contains 40 words or more, start a block quotation on a new line. Do not enclose block quotations within quotation marks. Block quotations must be double-spaced and indented 0.5 in. from the left margin. Use an ellipsis (without parentheses) to indicate that words have been omitted within a quotation. If a full sentence is omitted from a quotation, use four periods (without parentheses) to indicate the omission. Ellipses should be avoided both at the beginning and the end of a quotation, even if material has been omitted. Use square brackets, not parentheses, in order to insert an addition or explanation. When citing works, include the author's surname, year of publication and page.

Here are some examples of in-text citation:

According to Laura Rodríguez "primary schools in many places of our country, such as the national territories, were not as secular as it was claimed" (2013, p. 2).

In 2013, Laura Rodríguez explained that "primary schools in many places of our country, such as the national territories, were not as secular as it was claimed" (p. 2).

It is true that "primary schools in many places of our country, such as the national territories, were not as secular as it was claimed" (Rodríguez, 2013, p. 2).

If a quotation is longer than one page, use "pp." and a hyphen between the page numbers.

For a work with two authors, use the following style:

Machado and Rodríguez (2015) claim that ...

*or*

... (Machado and Rodríguez, 2015, p. 2)

For a work with three to five authors, include the name of every author only in the first citation. In subsequent citations, include only the name of the first author, followed by "*et al.*"

Juan Carlos Garavaglia, Juan Pro Ruiz and Eduardo Zimmermann (2012) claim that...

As Garavaglia *et al.* (2012, p. 8) point out, ...

For a work with six or more authors, include the name of only the first author plus “*et al.*” in every citation.

When citing multiple works parenthetically, place the sources in alphabetical order.

These results are supported by many studies (Martínez, 2012; Portillo, 2014; Rodríguez, 2014 and Zapata, 2015).

For corporate authors, use the name of the entity instead of a surname. Provide the full name followed by its abbreviation in parentheses the first time it appears. In subsequent citations, use only the abbreviation.

The Policía Federal Argentina (PFA, 2016) revealed ...

Data revealed by PFA (2016) ...

When citing a secondary source (a source cited in a primary source) use the following style:

Silvina Jensen (cited in Rodríguez, 2016) holds that ...

Explanatory notes must be included as single-spaced footnotes. Number explanatory notes consecutively using Arabic numerals from the beginning to the end of the manuscript. Do not include full references as footnotes, only the name of the author(s) and year of publication. For example, “For more, see Rodríguez (2013); Jensen (2010)”. If applicable, place the page number in the following style: Winter and Prost (2008, pp. 26-27). Avoid the use of “*ibid.*”, “*ibidem*” and “*op. cit.*” in the body and footnotes.

Unpublished works must be cited as footnotes in the following style:

### **Newspaper articles**

Author, "Article title", in *Newspaper name*, date.

If there is no author: "Article title", in *Newspaper name*, date. "Bandera Popular", in *La Prensa*, November 12, 1902.

### **Journal articles**

Author, "Article title", in *Journal name* No, date.

If there is no author: "Article title", in *Journal name* No, date.

## Archives

Archive name, box, document No, author, document title or description, date.

Archivo General de la Nación, Documentos Asamblea Constituyente. Argentina, October 24, 1812.

## Interviews

Interviewee's name, personal communication with (interviewer's name), place, date.

Antonio Cafiero, personal communication with Marcos Novaro, Buenos Aires, November 15, 2005.

Published works—except for newspapers and journals—must be cited as footnotes and in the reference list following the criteria used for references.

At the end of the manuscript, insert a reference list including all the bibliography (do not include unpublished works). Order the reference list entries alphabetically by author and apply a hanging indent of 0.5 in. to each of them. If the references have the same author, place them in chronological order, the earliest first, and use the name of the author in every entry. Do not replace the name of the author by a line, a hyphen or similar. If the references have the same author and year of publication, insert a lowercase letter after the year. For a work with multiple authors, include the names of every author. Do not use expressions like "et al." or similar. Do not enclose the titles of chapters, journal articles or conference presentations within quotation marks. Do not use abbreviations for publishers (such as NYU). All references and published works must be included in the following style:

## Books

James, D. (1990). *Resistencia e integración. El peronismo y la clase trabajadora argentina, 1946–1976*. Buenos Aires: Sudamericana.

## Books with two authors

Agañaraz, V. and Casas, J. (2011). *Memorias de otro territorio. Genocidio y control social. La dictadura en San Juan*. San Juan: Editorial Fundación de la Universidad.

Fradkin, R. and Gelman, J. (Comps.) (2008). *Desafíos al Orden. Política y sociedades rurales durante la Revolución de Independencia*. Rosario: Prohistoria.

## Book chapters

Amaral, S. (1993). El avión negro: retórica y práctica de la violencia. In S. Amaral and M.B. Plotkin, *Perón, del exilio al poder* (pp. 69–94). Buenos Aires: Cántaro.

Rabinovich, A. (2015). Las guerras civiles rioplatenses: violencia armada y configuraciones identitarias (1814-1852). In F. Lorenz (Comp.), *Guerras de la Historia Argentina*. Buenos Aires: Ariel.

### Journal articles

Gerchunoff, P. and Torre, J. T. (1996). La política de liberalización económica en la administración de Menem. *Desarrollo Económico*, 36 (143), 733--67.

### Articles - online

Rebagliati, L. (2014). Negros y mulatos pobres en Buenos Aires (1786-1821). *Quinto Sol, Revista de Historia*, 18 (1), 1-22. Retrieved from <http://cerac.unlpam.edu.ar/index.php/quintosol/article/view/834>

Zubizarreta, I. (2007). Las antinomias entre unitarios y federales en Argentina: un desafío a superar. *Nuevo Mundo Mundos Nuevos. École de Hautes Études en Sciences Sociales*, 7. DOI: 10.4000/nuevomundo.8682

### Conference presentations

Bonaudo, M. (2012). Los dilemas del sufragio y la representación en el reformismo notabiliar finisecular. Argentina 1890–1902. Presented at the VII Jornadas de Historia Política. Tandil, September 6-7, Facultad de Humanidades, Universidad Nacional del Centro.

### Paper published in conference proceedings

Pérez, A. (2004). Un estudio exploratorio sobre las políticas públicas en La Pampa en la década de 1930. In XI Jornadas de Investigación de la Facultad de Ciencias Humanas. Santa Rosa, August 29-30, pp. 169-173.

### Unpublished dissertation

Poy, L. (2013). Tiempos difíciles. Huelgas, sociedades de resistencia y militancia política en la ciudad de Buenos Aires, 1888--1896 (Doctoral dissertation). Universidad de Buenos Aires, Buenos Aires.

### Dissertation - online

Poy, L. (2013). Tiempos difíciles. Huelgas, sociedades de resistencia y militancia política en la ciudad de Buenos Aires, 1888 – 1896 (Doctoral dissertation). Retrieved from <http://www...>

As stated in "Ensuring an anonymous review", authors must delete all references to their own previous works, both in in-text citations and footnotes and in the reference list. Use the following style:

- For in-text citations, replace the author's name by the word "Author" and the year by the word "Year"
- In the reference list, replace all the author's works by "Author (Year). Title."

You may as well use impersonal style in the body, such as "this issue has been discussed in previous works (Ayrolo, 2017)".

When a manuscript is accepted, the author(s) must submit a Copyright Transfer Agreement granting publication rights to the journal in all its available formats.