

Editorial Guidelines for Online Submissions

COHA seeks to offer expert analysis of current affairs across the hemisphere, providing policy recommendations and engaging in ongoing debates surrounding a wide range of issues such as poverty reduction, economic policy, environmental protection, social inequality, and more. COHA stands in solidarity with grassroots efforts throughout the region to actualize the richest expression of democracy—one that is fully inclusionary, direct, participatory, and transparent.

COHA supports the full expression of human identities in sexual orientation, expression, and gender. COHA is feminist and is fully committed to working to advance the recognition of the equal rights of all people.

Contributions should be original and offer information, perspective, or analyses that are not easily found in other media sources. All topics and arguments must be approved by the Director of COHA, Mr. Larry Birns.

The steps of the process are:

1. Submission of paper

The corresponding or submitting author submits the paper by email to coha@coha.org ;

2. Editorial Assessment

The Office Manager checks the paper's composition and arrangement against COHA's Editorial Guidelines to make sure it includes the required sections and stylizations. The quality of the paper is not assessed at this point;

3. Coordinator of the Research Unit Edits (CRU; One or more rounds)

Article is sent via email to CRU to review content and the author's argument. Sometimes articles will need to go back and forth between the CRU and the author until the CRU gives the final approval to proceed the next step.

4. Line Edits (One round)

The article goes through to a line editor, who reviews the piece for grammar, syntax, and spelling errors, and then passes the article along to the final step.

5. Larry Birns Edits (Two or more rounds)

Mr. Birns makes handwritten edits, following which the office manager makes the changes electronically before sending it back to the author.

COHA provides two types of edits:

- a. Required (which may lead to rejection of the article); or,
- b. Secondary (suggestions for improvement that, if not accepted by the author, do not imply rejection of the article).

COHA Style Guide

It is very important that the articles that COHA publishes are not entirely based on personal opinion and basic anecdotes, but include verified facts from newspaper articles, journals, government press reports, and similar well-respected publications.

Online publications to be hyperlinked within the text. Books, reports published online, and other research materials should be added as **endnotes**. We use the 16th Edition Chicago Manual of Style to format citations. There are some useful websites that can help you create the citations. We recommend <http://www.citationmachine.net/>. A guide to the most common types of sources can be found here: http://www.chicagomanualofstyle.org/tools_citationguide.html

- United States is a noun, U.S. is an adjective (this also applies to E.U. and U.N.)
- 20 percent, not 20%
- Write out numbers one through nine; numerals for 10 and above
- Numerals for all numbers when paired with “million” or “percent” (2 million, 2 percent)
- \$20 million USD
- We do use an Oxford comma (Huey, Dewey, and Louie)
- There should be a single space between sentences, not two spaces.
- May 31, not May 31st.
- Acronyms should not be established if an organization is referred to only once in the article. If, however, the organization is used multiple times, put the abbreviation in parentheses—the Organization of American States (OAS)—and use the acronym for the rest of the article.
- Commas come after countries: Geneva, Switzerland, is a lawless wasteland.

- Quotation marks go after periods and commas. Endnotes go after quotation marks: “Quotation.”
- Italicize: Newspapers, Publications, Words in a foreign language, Book titles
- Always put the full name first and the abbreviation afterwards in parenthesis. From then on, only use the abbreviation/acronym throughout the rest of the paper.
- For people, use last name or generally used name.
- Caps for titles and subtitles: Capitalize all words of a title, but articles, prepositions, and conjunctions of four letters or fewer should *not* be capitalized.