

## GUIDELINES FOR PREPARING MANUSCRIPTS

### for possible publication in the *SALALM PAPERS*

March 2004

#### TEXT FORMAT

1. **Double-space** the entire manuscript, including block quotations, appendixes, notes, and bibliographies. Single-spaced manuscripts cannot be accepted.
2. Submit the manuscript typed on only **one side of white 8 1/2" x 11" paper** (paper size varies slightly for European submissions). Use a 1" margin on all four sides.
3. **No photocopies**, please, unless they are perfectly clear and legible. Neither illegible nor double-sided copies can be considered for publication.
4. Place **notes** at the end of the manuscript, not at the bottom of the page, preceded by the heading NOTES. Appendixes and notes precede any bibliography that may accompany the paper. If you do not use your word processor's "endnote" feature, use a superscript for note numbers in the text (no space before the number). In most instances, note numbers follow marks of punctuation.
5. Type all **tables** on separate sheets of paper, and place related notes and/or credits directly under the table. Be sure to identify clearly in the text where each table is to be placed. Remember that notes to tables are lettered, not numbered. Please supply an accurate printout of the tables so that the format and desired alignment are clear. If you do not use your word processor's "table" feature, use tabs, not spaces, to define columns.
6. Submit clear, legible copies of **charts and graphs**, sized to fit within a 4 \_" x 6 \_" text area, including captions and credits. If you created the item on your computer, save it as a separate file and include the file on the disk along with the file of your paper.
7. Submit **illustrations** (photographs, facsimiles, prints, line drawings, etc.) in camera-ready form; supply the originals (numbered on the back for identification), not photocopies; they can be reduced in size by the printer (but this is an expensive process and should be used sparingly). Type the captions/credits on a separate page, being sure to number them to correspond to the illustrations to which they refer. Identify clearly in the text where the illustrations are to be placed.

#### CITATION FORMAT

See the attached examples. When in doubt, and for types of citations not covered by the examples, refer to *The Chicago Manual of Style*, 14th edition, chapters 15 and 16.

## MANUSCRIPT SUBMISSION

1. **At least two weeks before the conference** submit two original copies of the manuscript (or the original and a clear photocopy) and a 3 1/2" disk containing the file (Mac or PC Windows; Microsoft Word preferred) of the manuscript to your panel chair. Be sure that the hard copy and the electronic file are exactly the same version. Include your name, mailing address, telephone and fax numbers, and an e-mail address.
2. If you are unable to submit the manuscript before the conference, be sure to give it (two copies, see above, point 1) to the panel chair at the conference session, even if you plan to revise the paper later. Remember also to submit the disk version.
3. If **revisions** are necessary, submit the revised version of the paper and the disk directly to the President of the conference no more than **six weeks after the end of the meeting**. Include your name, mailing address, telephone and fax numbers, and an e-mail address.
4. **Disks:** Label the disk with your name, the title of your paper, platform (e.g., Mac or PC Windows), and the word processing software/version used.

## HOW TO PREPARE YOUR MANUSCRIPT ON DISK

Current software enables us to use your disk for editing, typesetting, and page layout, thereby avoiding the expense, time, and tedium of rekeying the manuscript. But if your paper is not formatted properly, it can take as much time to correct the problems as to rekey the entire document. The following instructions will help you create a clean document that can be edited and imported into a page layout system efficiently. Please also submit the printout of the paper in this format.

### DO NOT

1. Do not justify margins.
2. Do not number the pages.
3. Do not hyphenate at the end of a line.
4. Do not insert two spaces after a period, colon, question mark, exclamation point, or closing quotation mark. Use only one space.
5. Do not insert headers or footers.
6. Do not use the lower case "l" in place of the numeral "1."
7. Refrain from using underline or bold for emphasis. Try to convey the desired emphasis with

appropriate wording in the text.

8. Do not number the citations in a bibliography unless for some reason you refer to the citations by number in the text of the paper.

## ALWAYS

1. Type the paper in a standard serif font, such as Times Roman, 12 point, or Courier New, 12 point.
2. Double-space absolutely everything.
3. Use the tab key (not the space bar) to indent paragraphs.
4. Separate paragraphs with only one hard return (i.e., do not double double-space between paragraphs).
5. Type main heads flush left, cap and lower case, bold. **This Is a Sample of a Main Head**
6. Type subheads flush left, cap and lower case *italic*, not bold. *This Is a Sample of a Subhead*
7. Number the illustrations, charts, graphs, etc. and include a title for each one. Be sure all are referred to, by number, in the text.
8. Use the *italic* function for words that should be italicized; whatever punctuation follows should also be italic.
9. For a long dash (em dash), type two hyphens with no space before or after. (Some word processing programs will automatically change the two hyphens to a long dash.)
10. Use one space between initials in a personal name, but do not space between letters in abbreviations (e.g., T. S. Eliot, J. P. Morgan; *but* U.S.A., U.K.).
11. Spell out acronyms and abbreviations on their first occurrence.
12. Italicize all foreign words unless they are proper names. If a foreign word occurs numerous times in the paper, you need only italicize it on the first occurrence.
13. Type the first line of a bibliographic entry flush left and indent subsequent lines. To accomplish this, use the “flush and hang” or “hanging indent” function. (In Word, you can specify hanging indentation by following these steps: On the “Format” menu, click “Paragraph,” under the heading “Special,” choose “Hanging” and type .25 in the “By” box to the right; for other programs, please take the time to search your users’ manual to learn this feature, as it saves enormous amounts of time in editing.) Under no circumstances should you use the Tab key, space bar, or hard returns to produce the desired alignment.

14. For block quotations (prose extracts), use your word processor's feature for left-indenting entire paragraphs. Do not use spaces, tabs, or hard returns to create the desired indent.
15. Use the two-letter postal abbreviation (caps, no periods) for states in bibliographic citations. (A list of these can be found in the *Chicago Manual*, pp. 465–466)

## SAMPLE BIBLIOGRAPHIC AND NOTE CITATIONS

### Note:

1. If your program lacks an italic font, underline book and journal titles.
2. If you use the author-date citation system in the text, in the bibliography place the year of the publication after the author's name, followed by a period, no parentheses. In addition, verify that author-date citations in the text match the bibliographic entries. Rectifying discrepancies is a time-consuming process at the editorial stage.

### BOOKS

#### Bibliography

Holanda, Sérgio Buarque de. *Visão do paraíso*. 2d ed., rev. and enl. Brazilian, 333. São Paulo: Companhia Editora Nacional e Editora da Universidade de São Paulo, 1969.

Stoddard, Ellwyn R., Richard L. Nostrand, and Jonathan P. West, eds. *Borderlands Sourcebook: A Guide to the Literature on Northern Mexico and the American Southwest*. Norman: University of Oklahoma Press, 1983.

#### Notes

1. Bridget Brereton, *A History of Modern Trinidad, 1783–1962* (London: Heinemann, 1981), p. 77.

2. Hernando García Barriga, *Flora medicinal de Colombia*, vol. 1 (Bogotá: Universidad Nacional, Instituto de Ciencias Naturales, 1974), pp. 274–275.

### JOURNAL ARTICLES

#### Bibliography

Cueto, Alonso. "Las telenovelas y la piedad." *Debate* 10:50 (May/June 1988), 61–62.

Guerguil, Martine. "Some Thoughts on the Definition of the Informal Sector." *CEPAL Review* 35 (August 1988), 57–65.

#### Notes

1. Brian W. Bluet, "Land Policies in Trinidad, 1838–50," *Journal of Caribbean History* 9 (May 1977), 43–59.

2. Hilda Herzer and Pedro Pérez, “Municipio y participación popular en América Latina,” *Desarrollo Económico* 29:114 (July/September 1989), 189–190.

*Note:* Both volume and number of the journal are given, if available; complete dates are given and are spelled in full in English, regardless of the language of the article cited (unless the entire accompanying paper is written in another language; in those instances, bibliographic citations should be given in the language of the paper). Multiple dates are separated by a slash mark.

## CHAPTERS IN EDITED WORKS

### Bibliography

Gilmore, Kathleen Kirk. “Spanish Colonial Settlements in Texas.” In Kurt D. House, ed., *Texas Archaeology: Essays Honoring R. K. Harris*. Dallas, TX: Southern Methodist University Press, 1978. Pp. 132–145.

### Notes

1. Marcia L. Welles, “The Changing Face of Women in Latin American Fiction,” in Beth Miller, ed., *Women in Hispanic Literature: Icons and Fallen Idols* (Berkeley, Los Angeles, London: University of California Press, 1983), pp. 280–288.

*Note:* Editor’s name precedes the title of the book and is followed by the abbreviation “ed.” in both bibliography and notes. Page numbers are always the last element of the citation.

## SALALM PAPERS

### Bibliography

—*Single paper*

Block, David. “Themes and Sources for Missionary History in Latin America.” In Paula Ann Covington, ed., *Latin American Frontiers, Borders, and Hinterlands: Research Needs and Resources*. Papers of SALALM XXXIII, Berkeley, California, June 5–10, 1988. Albuquerque, NM: SALALM, 1990. Pp. 62–71.

—*Entire volume*

Sonntag, Iliana L., ed. *Intellectual Migrations: Transcultural Contributions of European and Latin American Emigrés*. Papers of SALALM XXXI, Berlin, Germany, April 20–25, 1986. Madison, WI: SALALM, 1987.

## Notes

—*Single paper*

1. Alvaro Risso and Rosa M. Feria, “La creación literaria en la transición política: Uruguay,” in Dan C. Hazen, ed., *Latin American Masses and Minorities: Their Images and Realities*, Papers of SALALM XXX, Princeton, New Jersey, June 19–23, 1985, 2 vols. (Madison, WI: SALALM, 1987), vol. 1, p. 169.

—*Entire volume*

1. Jane Garner, ed., *The Central American Connection: Library Sources and Access*, Papers of SALALM XXVIII, San José, Costa Rica, June 30–July 4, 1983 (Madison, WI: SALALM, 1985).

*Note:* Series titles are upper and lower case roman, not italic.

## GUIDELINES FOR CITING ELECTRONIC SOURCES

Although there is much discussion about how to cite electronic sources, some consensus has nevertheless developed. The basic elements of the bibliographic citation to an electronic source are:

Author’s name, if known  
 Full title of the document in quotation marks  
 Title of the complete work, if applicable, in italic  
 Date of publication or last revision, if available  
 The complete Internet address enclosed in angle brackets  
 Accession date in parentheses

## Bibliography

Burka, Lauren P. “A Hypertext History of Multi-User Dimensions.” *MUD History*. 1993.  
 <<http://www.ccs.neu.edu/home/lpb/mud-history.html>> (December 5, 1994).

## Notes

1. Lauren P. Burka, “A Hypertext History of Multi-User Dimensions,” *MUD History*, 1993, <<http://www.ccs.neu.edu/home/lpb/mud-history.html>> (December 5, 1994).

*Note:* SALALM papers occasionally contain lists or bibliographies of Web sites and similar electronic sources. In those instances there is generally no need for angle brackets.