NOTES FOR CONTRIBUTORS TO \textit{HISPANIC JOURNAL}

Name of the Author: \\

Title of the Work: \\

The guidelines enumerated by these notes should be implemented, and any and all corrections should be made, before the final version of your work is returned to us. In other words, the final version of your work should include everything that you intend it to without exceeding the 7,000 word limit, which includes the text of your submission, accompanying notes, your Works Cited page, and your secondary bibliography, if you have included one. Do \textbf{NOT} wait until the Galley Proofs of your article have been prepared and sent to you to make corrections because, by the time the galleys have been formatted, only minor corrections can be implemented within them. If, when you return your Galley Proofs to us, we consider the corrections that you have made to be excessive, publication of your work will necessarily be delayed. It will then be your responsibility to determine when you would like to resubmit your article for consideration for publication in a future issue of the journal.

The MLA Seventh Edition guide should be consulted to implement these guidelines.

When you submit the final version of your work, YOU MUST FOLLOW THESE INSTRUCTIONS EXACTLY AS STATED! As you complete each of these steps, place a check mark on the line beside the step’s number indicating that it has been done. Then, when you return your final submission to us, you MUST include this document in the package as well. If you fail to return this check list completed, the final version of your article is \textbf{not} going to be reviewed and/or considered. Therefore, you must include this document in the package as well.

\begin{itemize}
  \item 1. Submit your work on a CD formatted for Microsoft Windows. The document has to be open to make corrections when needed; \textbf{DO NOT} set it to read only.
  \item 2. Please, submit your work in Microsoft Word (for Windows 98 or more recent).
  \item 3. Use a $\frac{1}{2}$ inch tab to begin a paragraph. (\textbf{DO NOT USE SPACES, BUT TAB})
  \item 4. Use single spacing throughout the article including between paragraphs. (This is different from the MLA recommendations. Please do not use the recommended double spacing because the articles are published in single spacing.) However, leave an extra space before and after any indented quotations, sections, titles or subtitles, or divisions between sections.
  \item 5. Make sure that you \textbf{DO NOT} have extra spaces in between words. Please look at every single sentence to make sure that you have the whole article correctly formatted.
  \item 6. Make sure that you \textbf{DO NOT} use two spaces in between sentences. Please look at every single sentence to make sure that you have the whole article correctly formatted.
  \item 7. \textbf{DO NOT PLACE ANY MARGIN OR TAB SETTINGS!} Use normal margins; do not format the text so that each of the lines appears to be the same length.
  \item 8. \textbf{DO NOT USE UNDERLINE!} Use italics where you would normally underline. (This differs from what the MLA advises.)
  \item 9. \textbf{DO NOT USE BOLD TYPE!} Use italics if emphasis is needed.
  \item 10. For indented sections, use the Left-Right Tab (shift F4 in WP5.1). Indent according to MLA style.
  \item 11. If you use notes, USE ENDNOTES, and use them sparingly. The endnotes that we accept cannot exceed more than 40 lines of typed text total. Do not put extra spaces between the note number and the beginning of the note. In the text, superscript the number referring to your endnotes immediately after the period ending the pertinent sentence: ex.: … last word.” Follow MLA guidelines throughout the entire endnotes section.
  \item 12. The title for the endnotes sections should be “NOTES” if the article is in English. If the article is
in Spanish or Portuguese, the proper endnotes title is “NOTAS.” Use the ENDNOTES functions in Microsoft Word for Windows. Put the endnote–placing command following the title NOTES/NOTAS at the end of the article and before the WORKS CITED. These titles should be at the center of the page.

13. For WORKS CITED, use the hanging indent function (F4 shift tab in WP5.1) Follow MLA guidelines throughout the entire works cited section.

14. Omit any extraneous codes (page numbering, suppress page number, headers and footers, justification, hyphenation, pitch, font, etc).

***Please pay particular attention to this and DO NOT include page numbers.

15. The whole article MUST conform to the guidelines set forth by the most recent MLA style manual (TEXT, WORKS CITED, AND BIBLIOGRAPHY ALL MUST FOLLOW THE MLA STYLE unless indicated otherwise).

16. IMPORTANT: Include only the sources you cited in your article in the Works Cited. If you would like to list secondary sources (optionally), include a bibliography.

17. PRINT vs. IMPRESO & WEB vs. RED: Do not forget in your works cited section to write “print” if the work you cited is English or “impreso” if the work you cited is in Spanish, or “red” if your source is a Spanish internet source or “web” if it is in English.

18. You MUST follow the MLA guidelines regarding quotations.

19. For titles in Spanish, capitalize only the first word of the title (and, of course, all proper nouns within it). For titles in English, capitalize all important words in the title in accordance with MLA

20. You MUST follow the MLA for matters of punctuation and documentation. A few frequently overlooked points deserving of special attention are mentioned in numbers 18–20.

21. For indented sections, punctuation is at the end of the line, followed by the page citation in parenthesis: . . . end of text. (14)

22. Depending on the type of text you are citing, it has to go as follows: For non-indented quotes, the correct order is either punctuation, quotes, endnote number: . . . end of text.”¹ OR quotes, parenthesis, page citation, parenthesis, punctuation: . . . end of text”(14).

23. When using quotation marks, always place the punctuation marks (including periods, commas, colons, semicolons, etcetera) inside of the closing quotation mark: . . . end of text?” or . . . end of text.”

24. Submit both hard-copy and electronic versions of any and all tables, charts, graphs, etc.

25. You MUST send three final copies of your submission. Two of these should be in hardcopy. The third must be on a CD. Please ensure prior to sending us these materials that all corrections have been recorded on each copy and be certain the final version is saved to the CD. Failure to do this may result in a delay of the work’s publication.

26. Make sure to include the year that the work in analysis was first published next to the first time the title appears in the text of your article and/or interview. Example: Latinos: Remaking America (2002)

27. Please be sure to include an abstract to accompany your article. You should submit this both in hard-copy and electronic form.

* It is in the best interest of the authors that Hispanic Journal be published as free of errors as possible and on time. Therefore, it will be the responsibility of the authors to follow the latest version of the MLA research style guide and the “Notes for Contributors” as requested in the acceptance letters received by the authors. Any final version of a submission (defined as the hard copy, accompanied by the CD, submitted after the letter of acceptance) that does not follow the MLA style and the “Notes for Contributors” in its totality will be returned to the author and will need to be resubmitted to be considered for a later issue. The Hispanic Journal reserves the right to not publish an accepted article after resubmission.
There are no exceptions to these rules. The *Hispanic Journal* is a non-profit publication which does not have the personnel to correct the articles’ styles.