

Guidelines for Preparing Manuscripts for Possible Publication in the SALALM Papers

MANUSCRIPT SUBMISSION

- Submit the final version of the paper electronically to the president of the conference no more than two weeks after the end of the meeting. Include an abstract of 100-250 words. If a PowerPoint presentation was also prepared for the conference, submit that to the president as well. This can be helpful as a reference in the final editing of the paper for publication.
- Submit your paper in Word format. The length of any paper should not exceed thirty double-spaced pages.
- Submission does not guarantee inclusion in the final set of papers. The overall quality of a submission determines its inclusion. The president or Editorial Board may return your paper to you requesting changes or clarifications. Any paper requiring substantial corrections or reformatting to conform to these guidelines may be rejected.
- If the article contains third-party material (for example, text, tables, diagrams, or photographs) that are outside the [fair use guidelines of U.S. copyright law](#), you must obtain relevant permissions from the third-party copyright holders and send printed copies of all permissions to SALALM.

MANUSCRIPT FORMAT

- Refer to the most recent edition of *The Chicago Manual of Style* (CMS) for all questions on style, punctuation, and usage (<http://www.chicagomanualofstyle.org/home.html>).
- Double-space the entire manuscript, including block quotations, appendices, notes, and reference lists.
- Use Times New Roman as your font, size 12, for the entire manuscript.
- Type main headings flush left, bold. Subheadings are flush left, italic, not bold.
- Titles and headings in English are capitalized headline style (see CMS 8.157); Spanish and Portuguese are capitalized sentence style (see CMS 11.6).
- Separate paragraphs with one hard return, not two.
- Left-indent entire paragraphs for block quotations (prose extracts). Do not use the tab key, space bar, or hard returns to produce the desired alignment.
- 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.
- Spell out acronyms and abbreviations on their first occurrence.
- Place all tables, charts, and graphs in separate files and place related notes and/or credits directly under the table, etc. Number the illustrations, charts, graphs, etc., and include a title for each one. Be sure all are referred to by number in the text. Be sure to identify clearly in the text where each is to be placed.
- Submit original copies of illustrations (photographs, facsimiles, prints, line drawings,

etc.) in a high-resolution digital format, preferably a 300 dpi JPEG or TIFF. Include the captions and 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.

- For questions specific to Spanish-language papers that aren't covered by the CMS, please see the Real Academia Española's [*Diccionario panhispánico de dudas*](#).

CITING SOURCES

- Cite all sources according to *The Chicago Manual of Style's* Author-Date system (CMS chapter 15):
 - Brief parenthetical citations appear in the text, *not* in numbered endnotes. For example, a reference to material on pages 142 through 145 in Manguel's *A History of Reading* would appear as (Manguel 1996, 142-45).
 - All sources cited in the text should appear in the "References" section at the end of your paper. For example, the full citation for Manguel would appear as:
Manguel, Alberto. 1996. *A History of Reading*. New York: Viking.
- The Chicago Manual of Style provides a quick guide (http://www.chicagomanualofstyle.org/tools_citationguide.html) to other sample citations (for periodical articles, websites, multiple authors, etc.) under the AUTHOR-DATE tab. Many additional guides are freely available online, such as <http://library.williams.edu/citing/styles/chicago2.php>, <https://writing.colostate.edu/guides/guide.cfm?guideid=10>, <https://librarybestbets.fairfield.edu/citationguides/chicagoauthor-date>.
- When citing electronic sources (websites, blogs, etc.) dates of publication or revision are preferred to access dates (see CMS 14.12).
- In this system, endnotes are only used to provide information that supplements source citations.