

California Mission Studies Association

Style Guide for Print Publications

Revised by Editor Julianne Burton-Carvajal, May 2010

Submissions should be e-mailed as an attachment to **julianne@ucsc.edu**
Every effort will be made to make a decision within 30 days of receipt.

Authors of *accepted* submissions should mail CD with illustrations to:

**Julianne Burton-Carvajal
925 Monterey Circle
Monterey, California 93940**

Please label your CD and jacket clearly and mark "CMSA" in the lower left corner of the mailing envelope.

TEXT

Submit your text in Microsoft Word, using Times New Roman 12-point font, and following either the Modern Language Association (MLA) or the University of Chicago/Turabian style manual. Please do *not* insert any double spaces between sentences or after colons; *use single-spacing only throughout*. Also, please use *endnotes rather than footnotes*, and only for points of substance. Insert bibliographical citations parenthetically within the text: (author, year if needed: page number/s) and consolidate bibliographical references in a *List of Sources* at the end of your text. Finally, append a brief *About the Author*, and a numbered *List of Illustrations* with full credits and, if appropriate, captions.

ILLUSTRATIONS

Please note that securing permission to publish as well as payment of any required fees is the author's sole responsibility. Send a hard copy of written confirmation to the Editor, along with evidence of any attempt(s) to secure permission(s) that proved unsuccessful.

Illustrations should be labeled Figure 1-15 and keyed to your text. "Images" include paintings and photographs; "graphics" include maps and site plans. Images should be scanned at between 300 and 600 DPI and submitted in either Tif or J-peg. Graphics should be submitted in EPS (Illustrator Program); Tif and J-peg are acceptable alternatives. On the advice of our printer, we cannot accept PDFs. If the number of images and graphics warrant, either submit them on CD to the Editor's address above or to the printer's FTP site According to the following instructions:

Go to your browser (Internet Explorer, Safari, etc.)

- 1) ftp://cypresspressmonterey.com
- 2) User name is "cypressclient"
- 3) Password is "Cypress1" (notice the uppercase C)
- 4) Drag and drop

All files should be in ONE FOLDER WITH YOUR NAME ON IT before you upload. Please make sure that the file names and folder names do not have any spaces or special characters in them. It is helpful if you can compress (zip) the files, but not necessary. Direct questions regarding FTP postings to Dan Christensen cyplitho@pacbell.net.