

STYLE GUIDE FOR PRINT PUBLICATIONS

Revised by Editor Julianne Burton-Carvajal, December 2009

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

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 address above, or request the printer’s FTP site from the Editor.

Please note that securing permission to publish as well as payment of any required fees are 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.

Submissions should be e-mailed as an attachment to julianne@ucsc.edu

Every effort will be made to make a decision within 10 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 clearly and mark “CMSA” in the lower left corner of the mailing envelope.