Hispanic Journal

Preparing the Manuscript

Formatting

All manuscripts must use Microsoft Word or a compatible format to Microsoft Word. Please follow the required MLA formatting style.

MLA STYE	Use the MLA Style Manual (8th edition). For a quick reference, visit the Purdue Online Writing Lab (OWL)
PAPER SIZE	8.5"x11"
FONT	Times New Roman, pt. 12
ITALICS	Use the italics function for titles. Do not underline titles referenced in the text.
MARGINS	Left and Right 1"; Top and Bottom 1"
PAGINATION	Use automatic page numbering in the upper right-hand corner of each page.
HEADERS	No headers other than page numbering. Only use page numbers in the upper right-hand corner of each page.
NOTES	Only use endnotes, sparingly. The endnotes 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. Do not use the endnote function of Word. Instead, superscript the number and manually add the endnotes yourself.

IMAGES, GRAPHS & FIGURES	Must be a resolution of 300dpi or ppi to ensure print quality. It is the responsibility of the author to acquire any permissions necessary to print images or other copyrighted materials.

Turning-in the Article

TITLE	Place your title at center-top of the first page.
TEXT	Your article should be double-spaced.
WORKS CITED	All articles must have Work Cited. Include only the sources you cite in your article or end notes in the Works Cited. If you would like to list secondary sources that are not cited in the text, include a bibliography. To add the hanging indent to the Works Cited section, see the brief video.
DO	Use the Cover Letter Form PDF for personal information and for the abstract. Turn-in article as a separate document from the Cover Letter Form.
THE DO NOTS	Do not use footnotes. Do not use any tab settings. Do not justify the text. Do not use bold or underline titles. Do not use headers, other than the page numbers. Do not use the endnote function of Word, superscript the number and manually add the endnotes yourself. Do not put your name or university affiliation on the article.