

C/LS Scholarly Essays Submission Guidelines

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Submission Criteria & Steps

- Authors submitting scholarly articles should submit manuscripts online via Editorial Manager at <https://www.editorialmanager.com/malcs/default.aspx>
 - Creative writing and/or book reviews should be sent directly to the editors.
 - Creative Writing: Dr. Grisel Y. Acosta
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 - Book Reviews: Dr. Annemarie Perez
 - bookreviews@malcs.org
 - When creating a user profile on Editorial Manager, please make sure your contact information is accurate and current. The email address(es) listed may be used by the editors to communicate with you throughout the editorial process.
- Contributors are required to be active members of MALCS.
 - Become a member of MALCS or make sure that your account is current.
 - <https://malcs.org/membership/>
- All scholarly submissions must be submitted in Microsoft Word (.doc or .docx), double-spaced, including quotations, notes, references, captions, and headings, in a 12-point Times New Roman font, with one-inch margins on all sides. Use consecutive page numbering at the bottom right of the page. C/LS does not accept manuscripts using Styles or Wyrd for reference and endnotes.
- For all matters of style, especially for notes and references, please consult the latest edition of *The Chicago Manual of Style*, **author-date formatting**. Insert brief parenthetical acknowledgments (citations) in the manuscript wherever you incorporate another's words, facts, or ideas. A list of references, alphabetized according to authors' last names, should be appended at the end of the manuscript. The following links provide resources for how to cite using Chicago author-date formatting.
 - <https://writing.wisc.edu/handbook/documentation/docchicago/author-date/>
 - https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html
 - <https://librarybestbets.fairfield.edu/citationguides/chicagoauthor-date>

- C/LS prefers scholarly articles of 7,000 words or 25 pages (not including tables, notes, or references).
- Submissions should include the following:
 - **Cover Letter.** In the cover letter, the author(s) must state that the manuscript is original and has not been published elsewhere, nor is it under consideration elsewhere. *If you participated in the Writing Workshop for the MALCS Summer Institute, please include this in your letter, as C/LS adheres to “rights of first review.”*
 - **Author(s) Biography & Contact Information.** Please include a short description (approximately one paragraph) of each author’s academic and/or personal background and any information that you feel is relevant to your submission. Please include each author’s email address and mailing address.
 - **Abstract.** Each manuscript must begin with an abstract no longer than 350 words. It should provide a summary of the essential points and findings of the manuscript. The abstract does not count toward the page or word limit. If the submission is written in Spanish, provide an abstract in English.
 - **Keywords.** Please submit up to six keywords or phrases that accurately describe the main topics or ideas discussed in the manuscript.
 - **Citations.** C/LS requires the author-date system as outlined in the *Chicago Manual of Style*. In this system, references to sources are included in the text and correspond to the References section at the end of the manuscript. In the text, the author’s last name and the year of publication are enclosed in parentheses. Page numbers follow the date, preceded by a comma, if quotes are cited. If the author is not known, the text reference should substitute the title of the article or book for the author (the title may be shortened as necessary).
 - One author: (González 1999) or (González 1999, 2-3)
 - Two authors: (de la Torre and Pesquera 1983)
 - Three authors: (Lamphere, Zavella, and Gonzales 1993)
 - Four or more authors: (Alarcón et al. 1993)
 - **Endnotes.** Editors ask that authors keep notes brief, using endnotes rather than footnotes. Notes are numbered consecutively throughout the text using superscript Arabic numbers (1, 2, 3). Although the Notes section should go before the References section, some word processing programs automatically place them at the end. If this is the case, leave them there. If accepted for publication, the Editors will adjust the placement of the Notes.
 - **References.** All entries must be double-spaced, listed alphabetically by last name, and chronologically for two or more titles by the same author(s). Do not include any publication not cited in the text. All publications in the References section must appear within the body of the manuscript. *Refer to the resources provided above on Chicago author-date style to format the References.*

- **Illustrations, Tables, and Figures.** Editorial Manager provides you the option to attach these separately. In the manuscript, please number each consecutively. Indicate their position within the text clearly and provide a short (10-15 words) description of each table or figure as well as sources and acknowledgements. Notes for tables appear at the bottom of each table and are marked with lowercase, superscript letters. Illustrations must be submitted in a form suitable for publication without redrawing.
 - If accepted for publication, illustrations, tables, and figures must be submitted in electronic format. *A high-resolution electronic file of each illustration should accompany the manuscript.* Reproduction-quality prints of illustrations will be required for manuscripts accepted for publication.
 - *Include a letter of permission for all borrowed illustrations, tables, figures, or other material. It is the author's responsibility to obtain the reprint permission.*
- **Suggesting Reviewers.** Editorial Manager will prompt authors to provide a list of up to three individuals (with institutional affiliations and postal and electronic addresses) whom you determine could potentially serve as appropriate reviewers. Authors will also be given the option to identify reviewers that would not be acceptable to the author. *Co-Lead Editors are not bound to suggestions for appropriate reviewers, but they will respect requests for exclusion of specific reviewers.*
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- **Upon completion, your submission will first undergo a “Technical Check” which evaluates whether you adhered to *The Chicago Manual of Style* (author-date) and ensures that your submission is absent of any information identifying you as the author. If your submission does not meet these criteria, then you will be contacted by the editors via Editorial Manager and notified of the changes that are needed.**

Recommendations

- Please ensure that titles of headings and subheadings reflect the core claims and ideas of each section, rather than using standard titles such as “Introduction” or “Conclusion.” We welcome your creativity in this process!
- #CiteaMALCSista
 - Reference the work of other MALCSistas who have published in earlier issues of C/LS.

- This Bridge Called Cyberspace contains the archives of previous issues of C/LS, with the exception of work published less than one year ago.
 - https://thisbridgecalledcyberspace.net/index.php?pub_id=1