AUTHOR GUIDELINES

SCOPE OF PUBLICATION

Spanish and Portuguese Review (*SPR*), the annual graduate student journal of the American Association of Teachers of Spanish and Portuguese (AATSP), invites the submission of original, unpublished manuscripts on culture, film, linguistics, literature, pedagogy, second language acquisition, translation, and other areas related to the study or teaching of Hispanic and Luso-Brazilian languages and cultures. Quantitative, qualitative, and mixed methods of research are encouraged. In addition to articles, *SPR* invites the submission of book and media reviews, interviews, and notes on technology and pedagogical resources. All submissions should display thorough and comprehensive knowledge of the subject and field in question; be written in Spanish, Portuguese, or English; and strictly adhere to the journal's guidelines.

GENERAL SUBMISSION REQUIREMENTS

Graduate Student Status

Spanish and Portuguese Review will only accept submissions from individuals who have graduate student status at the time of submission. Work from professors or undergraduate students will not be reviewed for publication in the journal. The only exceptions to this norm will be at the invitation of the *SPR* Editor (such as in the case of guest editorials that may come from experts in the field addressing topics of general interest to graduate students).

AATSP Membership Required

Current membership in the AATSP is a requirement for submission and must be maintained by the author(s) until an accepted manuscript appears in print. Please visit **www.aatsp.org** to become a member or renew your membership. The AATSP also offers a new group rate for Departments with graduate programs. For additional information, please contact the AATSP National Office at **AATSPoffice@aatsp.org** or 248-960-2180.

Anonymity Required

Please ensure that no identifying information (name, institution, etc.) appears in the file name, title, or body of the submission. Please refer to the name of your institution and/or the institution where your research was conducted as "XXXX", so that you can quickly find the reference to replace it with the correct name when you prepare a final version of your article for submission. Please also wait to include acknowledgments or notes regarding earlier versions of the manuscript (i.e., as a conference paper) until your article has been accepted for publication. Personal information will be collected during the submission process, and should not appear in the article you submit.

File Name

Please name the file using the submission type (article, interview, review, etc.) followed by an abbreviated version of the title (four word maximum). Example: A book review of *García Lorca at the Edge of Surrealism* might have the following file name: Review_Garcia_Lorca_Surrealism.docx

Submission Format

All submissions should be formatted as a completely anonymous document that includes (in this order): title, abstract, keywords, text, any automated footnotes (not endnotes), works cited, any appendix materials, and any images or tables, using the language of the submission.

Submission Length

Article manuscripts and interviews must be between 3,000 and 5,000 words, excluding endnotes and works cited. Notes on technology/pedagogical resources and book/media reviews must be between 500 and 1,000 words.

Submission Language

Submissions to *Spanish and Portuguese Review* will be accepted in Spanish, Portuguese, or English. Please do not translate quotations in those languages. Quotations appearing in languages other than Spanish, Portuguese, or English, must be translated into the language of the article and be included in the body of the text. Original quotations in languages other than Spanish, Portuguese, or English should then be included as a note, whose reference number should immediately follow the in-text translation. Authors of linguistics and pedagogy articles have the option of supplying sample utterances in two languages with the translation directly following in single quotation marks.

Copyright Permissions

Authors must obtain any necessary permissions for copyrighted materials to be included in a submission before the review process can commence. All images (including film stills) must include written permission for use, even if those images appear to be in the public domain.

Institutional Review Board

All submitted research using human subjects (surveys, experimental studies, ethnographic studies, etc.) must first receive Institutional Review Board (IRB) approval. Although the responsibility of obtaining IRB approval and following its guidelines remains with the author(s) of any submission, *Spanish and Portuguese Review* reserves the right to ask for documentation as evidence of compliance with IRB regulations.

For more information, please visit http://grants.nih.gov/grants/policy/hs/training.htm, click on protecting human research participants, click on registration, create an account, and complete the modules. You will receive a certificate upon successful completion. NOTE: The certificate does not provide IRB approval. This is a separate process that can be completed through your institution's IRB office.

REVIEW PROCESS

All submissions to *Spanish and Portuguese Review* will receive a preliminary review by its editors to ensure that all submission requirements are met. Given the expected volume of submissions, not all submissions will be selected for a complete review, even if they meet the submission requirements.

Following the preliminary review, select manuscripts will go through a double-anonymous peer review process, where neither the author nor the reviewer knows the other's identity.

IMPORTANT: Though comments from peer reviewers are invaluable in informing publication decisions, positive evaluations do not necessarily mean that a manuscript will be published, even

after numerous revisions. "Publishable" manuscripts are at times rejected for various reasons (e.g., when the journal receives multiple manuscripts on the same topic).

STYLE AND FORMATTING

Basic Guidelines

Below are basic style and formatting guidelines. Please contact the *SPR* Editor at spr@aatsp.org with additional questions.

- Do not use all caps for titles.
- Your article should be single-spaced.
- Please use Times New Roman, font size 12. (NOTE: Authors of linguistics and pedagogy articles may need to use a different font in order to get the phonetic characters to convert. In these cases, please send both a Word and a PDF file to ensure that any special characters display properly.)
- Do not include macros, section breaks, or text boxes in your document.
- Per *MLA 3/e*, use italics instead of underlining.
- Use only one space after all punctuation.
- Please use left-justification for all manuscripts. Do not use block format, as to avoid confusion with hyphenation at the right margin.
- Do not use headers or footers in your manuscript (including page numbers).
- Do not use automatic endnotes. Please manually insert note numbers within the article using raised Arabic numerals (1, 2, 3). Do not use Roman numerals (I, II, III).

In-text Citations and Works Cited List

Spanish and Portuguese Review uses a two-part style for citation purposes. The journal requires *MLA 3/e* style for literature articles and a hybrid *APA/MLA* style for language science and pedagogy articles.

One of the changes in *MLA 3/e* is the inclusion of "Print," "Web," or an alternative source to indicate the origin of each work cited. Please translate the file source into the language of the article: Spanish ("Impreso") and Portuguese ("Impresso"). "Web" should be used for all three languages. All other citation terms are also to be included in the language of the manuscript. Punctuation with quotation marks should follow the standard norms of each language (inside for English, outside for Spanish and Portuguese). In Works Cited lists, the serial comma is to be used with multiple authors in all three languages to avoid confusion with the separation of names.

English

Allende, Isabel. "Toad's Mouth." Trans. Margaret Sayers Peden. *A Hammock beneath the Mangoes: Stories from Latin America.* Ed. Thomas Colchie. New York: Plume, 1992. 83–88. Print.

Spanish

Allende, Isabel. "Toad's Mouth". Trad. Margaret Sayers Peden. *A Hammock beneath the Mangoes: Stories from Latin America.* Ed. Thomas Colchie. New York: Plume, 1992. 83–88. Impreso.

Portuguese

Allende, Isabel. "Toad's Mouth". Trad. Margaret Sayers Peden. *A Hammock beneath the Mangoes: Stories from Latin America.* Ed. Thomas Colchie. New York: Plume, 1992. 83–88. Impresso.

MLA 3/e also eliminates the use of URLs unless the site is one that would be difficult to find without an extensive search. Given that many online sources do not contain information generally

found in print sources, there is no need to indicate noninclusion of these items (i.e., n. pag.). However, you should always include the retrieval dates (date of access) in Web citations.

English

Heim, Michael, and Andrzej V. Tymowski. *Guidelines for the Translation of Social Science Texts.* New
   York: ACLS, 2006. *American Council of Learned Sciences.* Web. 12 Oct. 2008.

Spanish

Heim, Michael, y Andrzej V. Tymowski. *Guidelines for the Translation of Social Science Texts.* New
   York: ACLS, 2006. *American Council of Learned Sciences.* Web. 12 oct. 2008.

Portuguese

Heim, Michael, e Andrzej V. Tymowski. *Guidelines for the Translation of Social Science Texts.* New
   York: ACLS, 2006. *American Council of Learned Sciences.* Web. 12 out. 2008.

Citations for Literature Articles

Please follow *MLA 3/e* for in-text citations and the Works Cited list. Additional examples are available on Purdue University's OWL MLA Formatting and Style Guide Website.

Citations for Language Science/Pedagogy Articles

In-text Citations

These use an author/date system that is very similar to APA style. Within the text, citations should note the date of the work cited: "According to Gómez (2006)," "Subjects employed facial gestures to communicate (Gómez 2006)," and so on. You can optionally omit the date following an author's name if the same work is mentioned consecutively within a single paragraph.

If needed, specific page references should be provided after a colon: (Gómez 2006: 299). However, page numbers should be placed after direct quotes: "According to Gómez (2006): 'Es difícil obtener resultados confiables' (299)."

When multiple articles are cited in parenthetical documentation, they should be separated by a semicolon and listed in alphabetical order according to author name: (Eddington 2004; Face 2000, 2004; Waltermire 2004).

Works Cited List

Generally, this list follows MLA style, but it is modified so the date follows the author name:

Harris, James W. (1983). *Syllable Structure and Stress in Spanish.* Cambridge: MIT P. Print.

Multiple articles by the same author should be listed chronologically rather than alphabetically:

Collentine, Joseph. (1995). "The Development of Complex Syntax and Mood-Selection Abilities
   by Intermediate-Level Learners of Spanish." *Hispania* 78.1: 123–36. Print.
---. (2010). "The Acquisition and Teaching of the Spanish Subjunctive: An Update on Current
   Findings." *Hispania* 93.1: 39–51. Print.

Multiple articles by the same author published within the same year should be distinguished by the use of a, b, c, and so on, after the date of publication:

Rothman, Jason. (2007). "Pragmatic Solutions for Syntactic Problems: Understanding Some L2 Syntactic Errors in Terms of Pragmatic Deficits." *Romance Languages and Linguistic Theory 2005*. Ed. Sergio Baauw, Frank Dirjkoningen, and Manuela Pinto. Amsterdam: Benjamins. 299–320. Print.

—. (2008a). "Aspectual Morphology Use in Adult L2 Spanish & the Competing Systems Hypothesis: When Pedagogical and Linguistic Rules Conflict." *Languages in Contrast* 8.1: 74–106. Print.

—. (2008b). "How Pragmatically Odd!: Interface Delays and Pronominal Subject Distribution in the L2 Spanish of English Natives." *Studies in Hispanic and Lusophone Linguistics* 1.2: 317–39. Print.

—. (2008c). "Why Not All Counter-evidence to the Critical Period Hypothesis Is Equal or Problematic: Implications for SLA." *Language and Linguistics Compass* 2.6: 1063–88. Print.

BOOK/MEDIA REVIEWS

Review Content

Spanish and Portuguese Review publishes reviews of selected books and electronic media in the same research areas listed in the journal's general scope statement. Reviews of books/media more than two years old will not be reviewed for publication. NOTE: Submitting a review that meets the basic submission criteria does not mean that it will automatically be published. All submissions, including reviews, go through a formal review process prior to being selected for publication in the journal. Reviews are evaluated by anonymous readers and publication decisions are based upon their comments and the discretion of the editors.

When writing a book/media review for *Spanish and Portuguese Review*, please keep in mind the following guidelines:

- The review should provide a description of the content for the book, media, or website *and* critical commentary. The review should not be merely descriptive or analytical, but provide both types of information.
- Any negative criticism should be directed toward the contents of the book and not toward the author personally. Furthermore, critiques (positive or negative) must be supported with clear evidence that supports the claims made. Avoid unduly severe language, as well as the appearance of an "unbalanced" review (i.e., strive for objectivity and fairness).
- Reviewers should not allude to their own work in the book/media review.
- Reviewers should not include a Works Cited list in the review. In-text citations including quotations of the work being reviewed are permitted. However, extensive quotations from the work should be avoided.
- Avoid language that may be construed as sexist (e.g., "A student may find that *he* cannot follow the text," or "The reader will notice *his* attention lagging."). Plural forms (they, their, etc.) are preferable to he/she, his/her, s/he, and similar constructions.
- Please make sure that you provide complete and accurate publication information for the book or media item you are reviewing, as shown in the examples below.

Book

[Author.] [Complete book title.] [Place of publication: Publisher, date.] [Pp. #.] [ISBN.]

Alvarez Borland, Isabel, and Lynette M. F. Bosch, eds. *Cuban-American Literature and Art*. Albany: SUNY P, 2009. Pp. 224. ISBN 978-0-7914-9373-1.

Media

[Author.] [Media title.] [Place: Publisher, date.] [Media type.] [Length.]

Hindson, Jean M. *Training Our Future Elementary World Language Teachers: An Interactive Immersion-Based Communicative Approach to Teaching World Languages at the Elementary Level.* La Crosse: Educational Technologies, U of Wisconsin-La Crosse, 2006. DVD. 1:37:01.

Website

[Author/Organization.] [Website title/Description.] [Date, if available.] [Pages, if available and applicable.]
[complete website address.]

United States Holocaust Memorial Museum. Website in Spanish and Portuguese.
http://www.ushmm.org/museum/exhibit/focus/spanish/
http://www.ushmm.org/museum/exhibit/focus/portuguese/

INTERVIEWS

Spanish and Portuguese Review welcomes the submission of interviews with authors and scholars of interest to the general readership. All interviews must include an introduction that contextualizes the topic(s) of the interview that follows. Depending upon the extent of that introduction, an interview submission may or may not include a Works Cited list.

In the actual interview section, please use the full name of the interviewer and interviewee in the first instance, and then use initials to identify speakers for the remainder of the interview. Both full names and initials should be bolded.

Example: **Angela Nelson:** When did you know you were a writer?

Mario Vargas Llosa: …

AN: …

MVL: …

NOTES ON TECHNOLOGY AND PEDAGOGICAL RESOURCES

Spanish and Portuguese Review also invites brief notes on new technology and pedagogical resources. Please follow the same general guidelines for these notes as the book/media reviews. Notes, however, do not necessarily critique the items being presented, but rather inform readers of new resources and describe their possible use in terms of subject research and/or use in the classroom.

ADDITIONAL STYLE CONCERNS

Capitalization

Titles of works should follow the standard capitalization norms of English, Spanish, or Portuguese, regardless of the style in the original article or book publication. Foreign words within an English title should be capitalized (e.g., "The Importance of Teaching *Ser* and *Estar*"). Words and titles that are regularly italicized should not use italics when part of book titles (e.g., *Approaches to Teaching Murasaki Shikibu's* The Tale of Genji). Subtitles should be introduced in all cases with a colon and the first word of the subtitle should be capitalized for all languages (e.g., *Revolución cubana: Historia, conflictos y desafíos*).

In accordance with *MLA 3/e*, do not capitalize parts of book (e.g., preface, chapter, etc.). You should capitalize references to sections, tables, etc., within the article (e.g., Table 1, Appendix 2).

Abbreviations

- Avoid the use of abbreviated names (Wm., Chas., G. Lorca, etc.).

- Do not use initials in place of titles (e.g., write out *Libro de buen amor* rather than *LBA*).
- Avoid using abbreviations (FL, L1, etc.) in titles and abstracts.
- Always introduce the complete word or phrase before using the abbreviation.
- Never start a sentence with an abbreviation: "Second-language production is essential. . . ," but not "L2 production is essential. . . ."
- Only abbreviate "United States" when it is used as an adjective (in which case, the abbreviation should not use periods). "The US trade agreement," but "The trade agreement with the United States."

Punctuation and Diacritical Marks

- All articles in Spanish must conform to the latest standards of the Real Academia Española, including the elimination of the diacritic accent from *solo* and demonstrative pronouns.
- All articles in Portuguese must conform to the Novo Acordo Ortográfico.
- Use the serial comma in English ("The program emphasizes reading, writing, and speaking."). Do not use it in Spanish or Portuguese, unless there is confusion in meaning without the comma.
- Punctuation with quotation marks should adhere to the following norms by language:

  For articles in English (regardless of the language of the actual quotation), please follow the *MLA 3/e* guidelines (section 3.9.7).

  For articles in Spanish and Portuguese (regardless of the language of the actual quotation), please place all punctuation that does not pertain to the quotation itself outside of the quotation marks.

- Do include accents or other diacritical marks on capital letters in Spanish and Portuguese.
- Speech samples can include translations, and should be set off with single quotation marks. For example:

  (1) *El café está servido.* 'The coffee is served.'

- Ellipses: For words omitted by the author, use three periods, each separated by a space, not including final punctuation for sentences. Please do not use brackets. For ellipses in original texts, use period, without intervening spaces.

Names of People

- Avoid the use of titles with names, such as Professor, Prof., Dr. Dra., Sr., Sra., Mr., Ms., and so on.
- When citing an author for the first time within a literature article, please use the complete name (including middle initial, if used). Subsequent references should use the last name only. (Please use both the paternal and maternal names when provided in Spanish and Portuguese.) For linguistic and pedagogy articles, the modified citation style requires the use of last name only in all cases.

For additional questions regarding the scope, style, or policies of *Spanish and Portuguese Review*, please contact the *SPR* Editor at spr@aatsp.org.