

# ALBRICIAS

## General Guidelines

SHH sponsors can submit up to 5 total student submissions per issue. *Albricias* encourages class assignments designed around submission to the journal, but the sponsor should select the top student work to edit and submit for possible publication. **Only one submission per student per issue has the possibility of being published.**

### Submission Guidelines Checklist

#### General Checklist

- Is the student an inducted member of the SHH with all membership dues paid?
- Has the work been through the revision process with the help of the sponsor/teacher?

#### Does each student submission include:

- A completed Google Form submission?
- A header with the
  - full student name
  - chapter name (preceded by the word "Capítulo")
  - complete school name
  - city and state
  - SHH sponsor name (followed by a comma and then "asesor/asesora" in Spanish or "assessor/assessora" in Portuguese)?
- A creative title in Spanish or Portuguese?
- A brief** academic author biography written in Spanish or Portuguese (**in the third person**)?
- A high-quality, professional** photograph of the student?
- A release form hand-signed by the parent? (These can be scanned or photographed images.)

#### Poetry/Prose

- Does the work demonstrate correct grammar and usage in Spanish or Portuguese?
- If research-based, does the prose include the appropriate works cited **AND** parenthetical citations per the MLA 8 style guide?

#### Art/Photography

- Does the art/photography reflect professional quality?
- Is the submission a high-quality photo or scan? Is it the biggest file size possible?
- Are all images used either created by the student or free of copyright infringement (public domain images, Creative Commons Zero [CC0] license, written permission from rights holder, etc.)?

#### Audio / Video

- Does the audio/video reflect high quality production (sound, lighting, images, editing)?
- Is the audio/video no longer than 30 minutes?
- Is the submission free of all images/lyrics/music that would violate copyright laws?

For more information, please contact Faith Blackhurst (Editor of *Albricias*) at [editor.shh@aatsp.org](mailto:editor.shh@aatsp.org) or visit <http://www.aatsp.org/Albricias>.