

## Author Guidelines



*A journal devoted to the teaching of Spanish and Portuguese*

*Published by the American Association of Teachers of Spanish and Portuguese (AATSP)*

To submit a manuscript or book/media review go to:

<http://mc.manuscriptcentral.com/hispan>

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Contact *Hispania*'s Managing Editor for specific style questions: [jbrady@aatsp.org](mailto:jbrady@aatsp.org)

## Scope of Publication

*Hispania*, a journal devoted to the teaching of Spanish and Portuguese, published by the American Association of Teachers of Spanish and Portuguese, is a refereed journal published four times per year. The journal invites the submission of original, unpublished manuscripts on applied linguistics, cultural studies, culture, film, language, linguistics, literary criticism, literature, and pedagogy having to do with Spanish and Portuguese. *Hispania* publishes scholarly articles and book/media reviews that are judged to be of interest to specialists in the discipline(s) as well as to a diverse readership of teachers of Spanish and Portuguese. All articles and book/media reviews should display thorough and comprehensive knowledge of the subject and field. Articles should build on any previous scholarship to offer a new and unique contribution. Further considerations in the evaluation of manuscripts include their contribution to the advancement of knowledge, originality of method, analysis, or focus; and their organization and clarity of expression. Articles may refer to but not repeat previously published content. Articles and book/media reviews may be in Spanish, Portuguese, or English; however, we encourage authors to submit in Spanish and Portuguese.

**IMPORTANT NOTE:** Article-length manuscripts must be between 4,000 and 7,500 words (not including the title, abstract, or keywords).

**We strongly encourage all submitting authors to register as peer reviewers as well.**

For more information about peer reviewing, visit the Reviewer Center (<http://mc.manuscriptcentral.com/hispan>), click on “Forms & Instructions” under “Resources” at the right-hand side of the log-in screen, and then click on **Peer Reviewer Guidelines** to download our guidelines about peer reviewing.

# Information for Authors of Article-length Manuscripts

## Article Content

- Ensure that your manuscript fits *Hispania*'s scope and word limit (4,000–7,500 words) (see p. 2). Revised articles must also conform to the word limit.
- If you are new to academic publishing and would like more guidance regarding the conceptualization and content of a well-crafted scholarly article, *Hispania*'s editors encourage that you: 1) consult the information found under “Informal Tips on Publishing” at the Council of Editors of Learned Journals (CELJ) website: <http://www.celj.org/projects>; and 2) consult with colleagues for feedback on your essay.
- Manuscripts submitted to *Hispania* first receive a preliminary review by the editors to ensure that all submission requirements are met. Given that the journal processes approximately 300 manuscripts annually, not all submissions—even if they meet the submission requirements—will be selected for a complete review. Select manuscripts go through a double-anonymous peer review process, where neither the author nor the reviewer knows the other's identity. We strongly encourage you to go the Reviewer Center on the ScholarOne website to download and read the **Information for Peer Reviewers** (under “Forms and Instructions”) in order to understand the criteria for publication and the peer review process. **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).
- All articles should include an abstract (up to 200 words) and 5–7 keywords. The abstract serves as a preview of your article's content. A good abstract should entice reviewers to read on by summarizing the article's content and conceptual approach in an interesting and accurate way. Avoid restating the first several lines of your article in your abstract. For more information on how to write an effective abstract see <https://www.insidehighered.com/advice/2017/02/23/importance-writing-effective-abstract-when-you-submit-journal-article-essay>.
- Do not translate quotations that are in English, Spanish, or Portuguese (the three languages of the journal), or in a romance language.
- It is the submitting author's responsibility to acquire necessary permissions if images and other previously published materials or text that is protected under copy right is included in the submission. Please use the **Request for Permission for Secondary Materials** form to request republication rights. In order to determine whether permission is required, please work with *Hispania*'s Managing Editor before submitting your manuscript for consideration.
- Article-length manuscripts must contain a list of works cited. All quotations cited within the body of the article must be referenced in the list. References that are referenced in-text, but not cited, must also be included in the list of works cited. Do not include bibliographic information in the notes section. Rather,

use standard in-text parenthetical citations style to refer readers to the list of works cited. (See below **In-text Citations and List of Works Cited** for more about citation style.)

- Do not include acknowledgments in your submission.

## Article Style and Formatting

- Make sure that nothing in your article reveals your name or institution. Your submission must be anonymous. Do not include identifying information in the title, the file name, or the body of the article. Refer to the name of your institution and/or the institution where your research was conducted as “XXXX.” NOTE: All references to your own publications must be in the third person.
- *Hispania* uses the most current MLA style for literature, culture, and film articles and a slightly modified MLA style for articles on linguistics, pedagogy, and language science (see **In-text Citations and List of Works Cited** below). The *MLA Handbook* (8th edition) is an invaluable resource for submitting authors. There are many useful online resources that delineate the updates to MLA style. One good option is The Owl at Purdue University: <https://owl.english.purdue.edu/owl/resource/747/01/>.
- All article files should include a **title**, an **abstract**, a list of 5–7 **keywords**, and a list of **works cited**. They may also include **Notes** and **Appendices**. **DO NOT use the automated notes function or any other automated endnotes software.**

## Other Formatting Requirements

- The **title** should appear on the first page of the article. Do not include your name or affiliation. Do not type your title or any manuscript subtitles in all caps.
- The **abstract** should appear under the title as **Abstract / Resumo / Resumen** in the language of the manuscript. It should be no more than 200 words.
- The **keywords** should appear after the abstract as **Keywords / Palavras chave / Palabras clave** in the language of the manuscript. Include 5–7 keywords in alphabetical order (English first). All keywords that are not titles of works or proper names must be included in English and either Portuguese or Spanish (depending upon the language and content of the article) with a slash between them. For example:

**Keywords:** *El sueño del celta*, literature/literatura, Mario Vargas Llosa, Peru/Perú, revolution/revolución

Please note that these keywords should relate directly to the article content. If a keyword is more than one word, alphabetize by the first letter(s) of the first word, and so on as needed. Authors should be alphabetized by their first name: Clarice Lispector, Jorge Amado, Miguel de Cervantes, Sor Juana Inés de la Cruz.

- Notes (optional) should appear as the first section after the end of the article. Please type the head in all capital letters, using the language of the article: **NOTES** or **NOTAS**. Then type your notes below. **DO NOT use the automated notes function or any other automated endnotes software.**

- **List of Works Cited:** Include a list of works cited in the following format and in the language of the article: **WORKS CITED** or **OBRAS CITADAS**. (See below for more information on how to cite within the text and in the list of works cited.)
- **Appendix / Appendices:** If included, the Appendix follows the list of works cited. Please type in the title in all capital letters in the same language as the article: **APPENDIX** (or **APPENDICES**) / **APÊNDICE** (or **APÊNDICES**) / **APÉNDICE** (or **APÉNDICES**).
- Accuracy in titles and quotations is the responsibility of the author.
- All figures, tables, photos, or images must be submitted in a separate MS word document. Multiple tables should be included together in a single MS Word document. The placement of tables and images should be identified in the text of the manuscript by an identification placeholder in text; for example: **<Table 1 about here>**, **<Figure 2 about here>**. Please type the caption for the table, figure, or photo beneath the identification placeholder. The caption should always include the name of the visual; for example: **<caption>Table 1. Research procedure timeline**, **<caption>Figure 2. Means and standard deviations for survey items by instrument**. Figures, tables, photos, or images must be submitted exactly as you wish them to appear. *Hispania* prints in gray scale.

# In-text Citations and List of Works Cited

*Hispania* uses a two-part style for in-text citations and the list of works cited. Submitting authors must adhere to the most current MLA style guide for literature, film, and culture articles and a modified MLA style for articles in linguistics, language science, and pedagogy.

## \*Citations for Literature and Culture Articles

Please follow the most current *MLA Handbook* for both in-text citations and the list of works cited.

## \*Citations for Linguistics, Language Science, and Pedagogy Articles

### In-text Citations

- In-text citations should note the year of the work cited:

According to Gómez (2006) . . .  
. . . subjects employed facial gestures (Gómez 2006)

You can optionally omit the date following an author's name if the same work is mentioned consecutively within a single paragraph.

- Page references of quotations should be provided after a colon:

Gesturing while speaking "created a way for students to gain comprehension" (Gómez 2006: 299).

or

According to Gómez (2006), gesturing while speaking "created a way for students to gain comprehension" (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).

### List of Works Cited

- This list follows MLA style (see *MLA Handbook*, 8th ed.), but with one simple modification: the year of publication follows the author name. Note: Do not use initials; write out first names:

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

- 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*, vol. 78, no. 1, pp. 123–36.

---. (2010). "The Acquisition and Teaching of the Spanish Subjunctive: An Update on Current Findings." *Hispania*, vol. 93, no. 1, pp. 39–51.

- 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, edited by Sergio Baauw et al., John Benjamins, pp. 299–320.

- . (2008a). “Aspectual Morphology Use in Adult L2 Spanish and the Competing Systems Hypothesis: When Pedagogical and Linguistic Rules Conflict.” *Languages in Contrast*, vol. 8, no. 1, pp. 74–106.
- . (2008b). “How Pragmatically Odd!: Interface Delays and Pronominal Subject Distribution in the L2 Spanish of English Natives.” *Studies in Hispanic and Lusophone Linguistics*, vol. 1, no. 2, pp. 317–39.
- . (2008c). “Why Not All Counter-evidence to the Critical Period Hypothesis Is Equal or Problematic: Implications for SLA.” *Language and Linguistics Compass*, vol. 2, no. 6, pp. 1063–88.

### **Additional Information for Linguistic, Pedagogy, and Language Science Articles**

*Hispania* encourages authors of accepted articles to consider uploading their data collection materials to the IRIS database. IRIS is an online repository for data collection materials used for second-language research. This includes data elicitation instruments such as interview and observation schedules, language tests and stimuli, pictures, questionnaires, software scripts, URL links, word lists, teaching intervention activities, and many other types of materials used to elicit data. Please see <http://www.iris-database.org> for more information and to upload. Any questions may be addressed to [iris@iris-database.org](mailto:iris@iris-database.org).

# Information for Authors of Book/Media Reviews

## Review Content

- *Hispania* publishes reviews of selected books and electronic media in the following categories: Pan-Hispanic/Luso-Brazilian Literary and Cultural Studies; Linguistics, Language, and Media; and Fiction and Film. *Hispania* will not accept unsolicited reviews and does not publish journal numbers, book notices, or reviews of works more than two years old. Due to the number of works that correspond to *Hispania*'s broad scope, not all requests to review specific items can be granted. We especially encourage, however, requests to review film and other media resources. **An invitation to review does not guarantee publication.** All 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 *Hispania*, 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.
  - *Hispania* recognizes the validity of numerous critical approaches, and no book/media should be evaluated solely on the basis of the critical or theoretical model. Reviewers should be demanding but also open-minded in their appraisals.
  - 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.

## Book/Media Review Style and Formatting

- Book/media reviews should contain between 500–1000 words. However, double reviews (i.e., reviews of books closely related in content) can contain up to 2000 words.
- Make your book/review anonymous. Do not include your name in the MS Word document in the text or as a header.
- Book/media reviews may be written in English, Portuguese, or Spanish, regardless of the language of the book being reviewed.
- Avoid extensive quotations from the work being reviewed and do not use endnotes.
- Avoid language that may be construed as sexist (e.g., "The 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.
- Provide complete and accurate bibliographic information for the book/media item you are reviewing in the following format:

### Book

**Author.** *Complete book title.* Publisher, date. Pp. #. ISBN.

**Alvarez Borland, Isabel, and Lynette M. F. Bosch, editors.** *Cuban-American Literature and Art.* SUNY P, 2009. Pp. 224. ISBN 978-0-79149-373-1.

### Media



**Author.** *Media title.* 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.* Educational Technologies, U of Wisconsin-La Crosse, 2006. DVD. 1:37:01.

Website

**Author/Organization.** *Website title.* Date of the creation of the website. Website URL.

**Hollmichel, Stefanie.** *So Many Books.* 2003 –13. [somanymorebooksblog.com](http://somanymorebooksblog.com).

**Additional information on book/media review formatting:**

- Use Times New Roman, font size 12. (Reviewers of material related to linguistics and pedagogy may need to use a different font in order to get the phonetic characters to convert. In these cases, please upload your manuscript onto the ScholarOne system as a PDF file to ensure that they display properly within the online system.)
- Use only one space after all punctuation.
- Use italics instead of underlining.
- 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 create special titles for reviews and avoid the use of footnotes or bibliographic references.

# Style Sheet for Specific Words, Expressions, and Punctuation Issues

Refer to *MLA Handbook* (8th ed.) for specific style guidelines.

These links may be helpful to you as you create, revise, and finalize your work.

- The MLA Style Center: <https://style.mla.org/>
- The Real Academia Española website offers online resources at <http://www.rae.es/>
- WordReference.com: [www.wordreference.com](http://www.wordreference.com)
- Academia Brasileira de Letras: <http://www.academia.org.br>

## General Guidelines

- Your article may be single- or double-spaced. Eventually, your article will be typeset, where this spacing will be modified to fit an existing design template.
- Please use Times New Roman, font size 12. (Authors of language science, linguistics, and pedagogy articles may need to use a different font in order to get the phonetic characters to convert. In these cases, please upload your manuscript onto the ScholarOne system as a PDF file to ensure that any special characters display properly within the online system.)
- Do not include macros, section breaks, or text boxes in your document.
- Do not use 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, footers, or page numbers in your manuscript.
- Do not include automated page numbers.

## Notes

- Do not use automated notes. Please manually insert note numbers within the article using superscript Arabic numerals (1, 2, 3). Do not use roman numerals (I, II, III). Include the NOTES section immediately after the text of the article.

## Numerals

- In text, write out numbers 0–10 and use Arabic numerals 11 on. Use numerals for data and statistics.
- In Spanish and Portuguese, use roman numerals to refer to centuries: *siglo/século XX*, not *siglo veinte/século vinte*. In English, spell out the number: twentieth century, nineteenth-century literature.
- Use an en-dash for page and year ranges (e.g., 1987–98)

## Capitalization and Abbreviations

- In accordance with the *MLA Handbook*, do not capitalize parts of a book (e.g., preface, chapter). You should capitalize references to sections, tables, etc., within the article (e.g., Table 1, Appendix 2).
- Titles of works should follow standard capitalization rules 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 (“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 Miguel de Cervantes’s Don Quijote*). Subtitles should be introduced in all cases with a colon with the first word of the subtitle capitalized in all languages.
- Do not include abbreviations in the main title. Subheadings may include abbreviations.

- Keep abbreviations in the abstract to a minimum.
- Only include well-known abbreviations. Do not use acronyms that are not commonly used and do not use shortened or abbreviated titles of books.
- Include full names of authors and editors in the list of works cited. Do not use initials.
- Never begin 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.”

### **Linguistic, Pedagogy, or Language Science Articles**

- Italicize the first usage of a term in text and use Roman font afterwards.
- For linguistics articles, use Leipzig rules for glossing (see <https://www.eva.mpg.de/lingua/pdf/Glossing-Rules.pdf>).

### **Punctuation and Diacritical Marks**

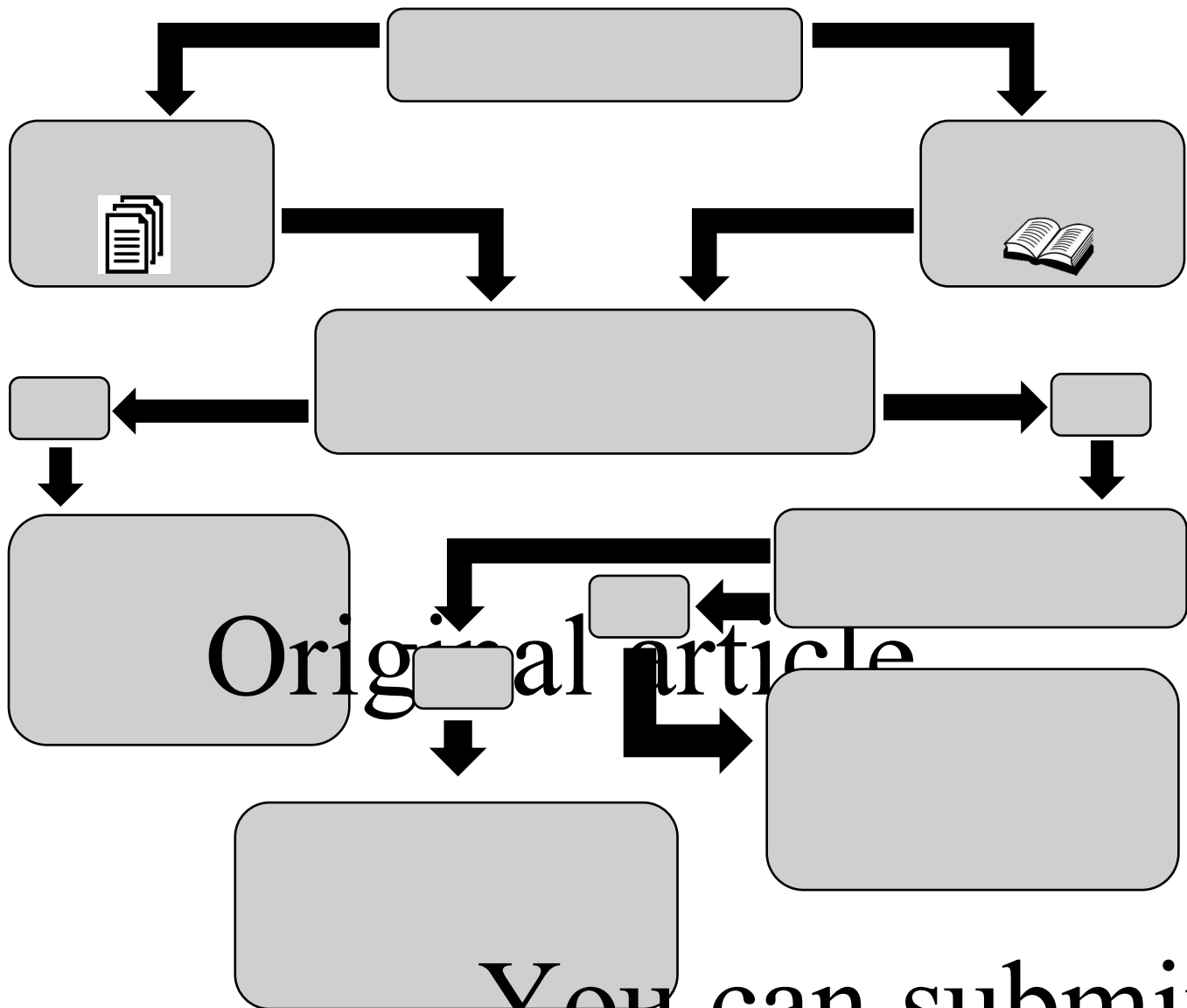
- All articles in Spanish must conform to the latest standards in the *Ortografía de la lengua española* (2010), including the elimination of the diacritic accent from *solo* and demonstrative pronouns. For a complete list, see [http://www.rae.es/sites/default/files/Principales\\_novedades\\_de\\_la\\_Ortografia\\_de\\_la\\_lengua\\_espanola.pdf](http://www.rae.es/sites/default/files/Principales_novedades_de_la_Ortografia_de_la_lengua_espanola.pdf).
- All articles in Portuguese must conform to the Novo Acordo Ortográfico.
- Punctuation within/out 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 Handbook* (section 1.3.7).
  - For articles in Spanish and Portuguese (regardless of the language of the 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.
- For words omitted by the author of the article, use three periods, each separated by a space, not including final punctuation for sentences. Do not use brackets. For ellipses in original texts, use periods, without intervening spaces.
- Speech samples can include translations, and should be set off with single quotation marks. For example:
  - (3) *El café está servido.*
  - ‘The coffee is served.’

### **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 in-text of a literature or culture article, please use the complete name (including middle initial or name, if used). Subsequent references should use the last name(s) only. For linguistic and pedagogy articles, the modified citation style requires the use of last name only in all cases.

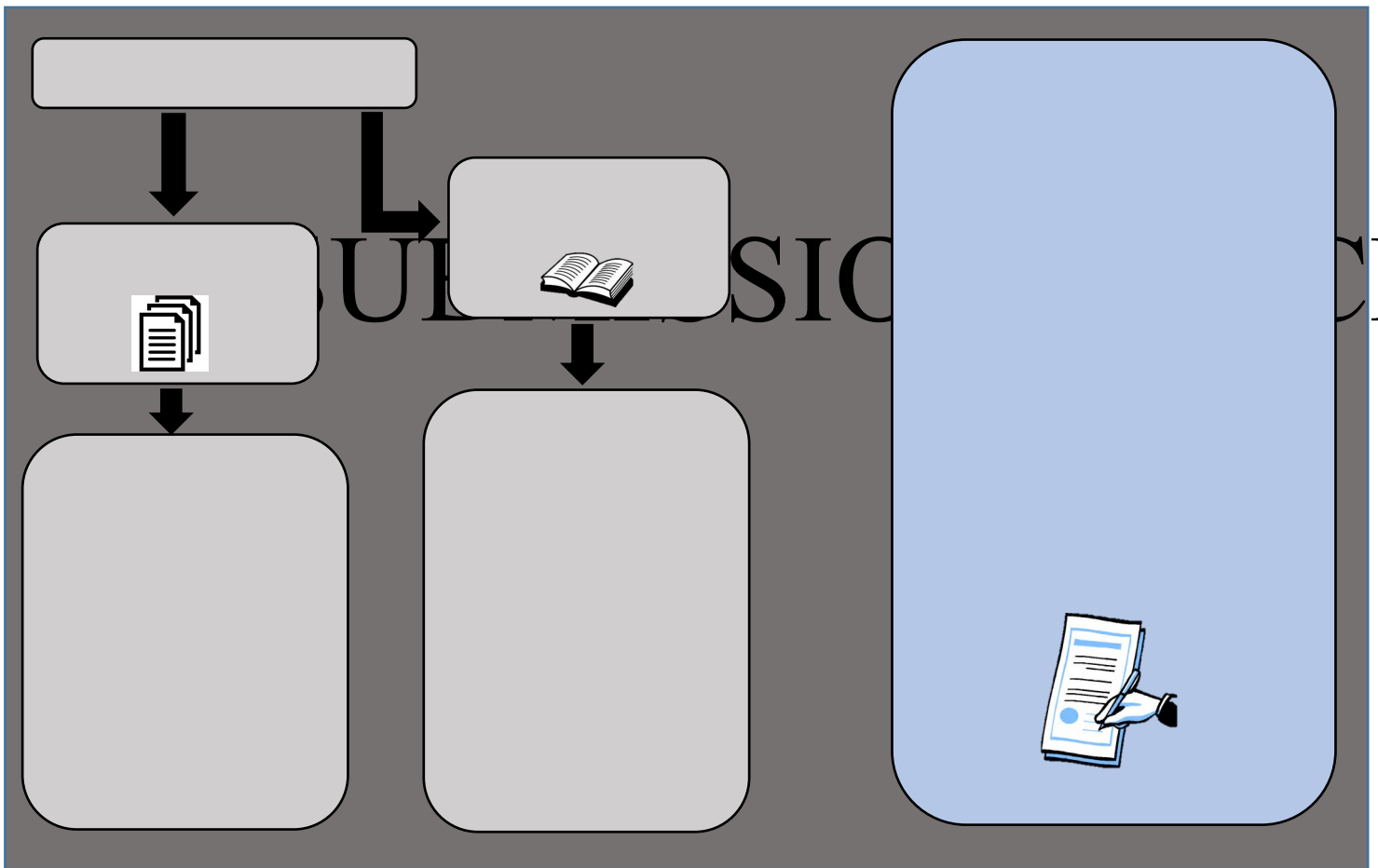
## Getting Set Up to Submit a Manuscript

Please see our document **Frequently Asked Questions about Submitting to and Reviewing for *Hispania*** (click on “Instructions & Forms” under “Resources” at the right-hand side of the log-in screen at <http://mc.manuscriptcentral.com/hispan>) for more complete information about online submission, tracking, and revision of articles and invited reviews. There you can find detailed instructions about how to register, log in, and submit an article or book/media review.



You can submit a manuscript  
anytime. See submission  
chart for more tips on

## The Submission Process



Original article

