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: cdomenec@uwyo.edu
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 (AATSP), is a peer reviewed 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 The journal invites the submission of original, unpublished manuscripts on applied linguistics, cultural studies, culture, film, language, linguistics, literary criticism, literature, and pedagogy having to do with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 research articles, short-form 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 and book/media reviews should build on any previous scholarship to offer a new and unique contribution. Further considerations in the evaluation of submissions include their contribution to the advancement of knowledge, originality of method, analysis, or focus, and the 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.

**CALL FOR RESEARCH ARTICLES (ONGOING)**

*Hispania* invites the submission of original, unpublished manuscripts on language, linguistics, literature, film, culture, cultural studies, applied linguistics, and pedagogy having to do with Spanish and Portuguese. Submissions should display thorough and comprehensive knowledge of the subject and field. Further considerations in the evaluation of manuscripts include contribution to the advancement of knowledge, originality of method or focus, organization, and clarity of expression. Submissions of essays between 7,000–9,500 words may be in English, Portuguese, or Spanish.

**CALL FOR SHORT-FORM ARTICLES (ONGOING)**

*Hispania* invites teacher-scholars at all levels to submit short-form articles that consider in-depth topics of interest to K–20 educators in the fields of Spanish and Portuguese. While short-form articles should have a scholarly foundation, they should also be innovative and action-oriented, with a clear explanation of the practical application and/or implementation of the article’s content in the world language classroom. All short-form submissions should promote an inclusive and forward-thinking vision for the second century of AATSP and should be free of biased language, unsupported speculation, and content that might be regarded as promotional. Short-form articles are editorially reviewed, instead of undergoing external peer review. Submissions of essays must consist of 1,500–3,000 words of body text (no notes are permitted) and may be written in English, Portuguese, or Spanish. Submissions are considered every two months throughout the year: Feb. 1, April 1, June 1, Aug. 1, Oct. 1, Dec. 1. Please send submissions to bfraser@aatsp.org.

**CALL FOR BOOK/MEDIA REVIEWS (ONGOING)**

If you are interested in reviewing books and/or media, please contact the Editor: ddumitrescu@aatsp.org. *Hispania* will not accept unsolicited reviews and does not publish reviews of works more than two years old.

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**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](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 Research Articles

• Ensure that your manuscript fits Hispania’s scope and word limit (7,000–9,500 words) (see p. 2). Revised articles must also conform to the word count range.

• If you are new to academic publishing and would like more guidance regarding the conceptualization and content of a well-crafted research 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.

• Submissions 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 to 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).

• It is the submitting author’s responsibility to acquire necessary permissions if images and other previously published materials or text that is protected under copyright is included in the submission. In order to determine whether permission is required, please work with Hispania’s Managing Editor before submitting your manuscript for consideration.

• Research articles 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. Your submission must remain anonymous during peer review.
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 end notes 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 subtitles in all caps.

- The abstract should appear under the title as Abstract / Resumo / Resumen in the language of the article. 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 the article itself (either at the end or in the location that they should be placed in the text) and in one separate MS word document. We publish images and figures in black and white (print and online) and in color (online only). Please include high quality versions of figures, tables, photos, and images that can be edited by our production staff. The optimal size for a 300 dpi image, for instance, is 5” wide. Permissions for previously published material must be provided upon submission as “supplementary material.”
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.

1. Citations for Literature and Culture Articles: Please follow the most current *MLA Handbook* for both in-text citations and the list of works cited.

2. Citations for Linguistics, Language Science, and Pedagogy Articles

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

     . . . 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).

**Entries in the List of Works Cited**

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


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


- 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:


**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](http://www.iris-database.org) for more information and to upload. Any questions may be addressed to 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 a 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.
- You must submit your book/media review as a MS Word document.
- 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.
Media

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

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

**General Guidelines**
- Use single spaced text.
- Use *Times New Roman*, font size 12.
- Do not include macros, section breaks, or text boxes in your document.
- Do not use underlining.
- Use only one space after all punctuation.
- Use left-justification.
- Do not use headers, footers, or page numbers in your manuscript.
- Do not include automated page numbers or notes.

**Notes**
- Do not use automated notes. Please manually insert note numbers within the article using superscript Arabic numerals. Do not use roman numerals. 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.
- Only use last names in the notes section.
• 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.

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_Ortografía_de_la_lengua_española.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 if the word has one.
• 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

Please see our document Frequentely 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.

I am an author of a(n)...

Original article

Book/media review

Do I (and all coauthors) have current AATSP membership?

NO

Please update your membership at www.aatsp.org. All authors must be current members of AATSP.

YES

Great! Do you have a user account on our website?

NO

Create a log-in name and password for future visits before you upload your submission.

YES

You can submit a manuscript anytime. See submission process chart for more tips on submitting work to Hispania.
The Submission Process

SUBMISSION PROCESS

Original article

If your manuscript has figures or tables, please include them a separate MS Word document. (In Author’s Guidelines see Article Style and Formatting for more information.)

Book/media review

You do not need to create an abstract when you upload on the website. Simply type: “This is an invited review.” The system requires that you enter keywords for the submission to be complete; however, you can elect to simply type in “review” for each of the five keywords.

Is my submission complete?

Two documents are needed:
✓ A completed Contract for Publication in Hispania
✓ Your manuscript in MS Word format

*http://www.aatsp.org/?page=hispaniasubmissions