Frequently Asked Questions
about Submitting to and Reviewing for *Hispania*

Hispania
A journal devoted to the teaching of Spanish and Portuguese published by the American Association of Teachers of Spanish and Portuguese

http://mc.manuscriptcentral.com/hispan

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(Please see the Author Guidelines for complete information on *Hispania* style and manuscript formatting issues. They can be found under "Instructions & Forms" on the right-hand side of the log-in screen at http://mc.manuscriptcentral.com/hispan.)

I. General

• **How do I register on *Hispania's* ScholarOne Manuscripts (formerly Manuscript Central) site?**

You only need to register once—the first time you visit. When you go to **http://mc.manuscriptcentral.com/hispan**, click on "Register here" under "New User?" at right. That will take you to a series of 3 screens that will allow you to enter your email address, name, and physical address. The last screen will also guide you to create a user ID and select a password to use the next time you log in. On this third screen you must also choose a minimum of five keywords that indicate your areas of special interest and expertise. (You may choose from a list or enter new ones, which will become part of the keyword database.) This screen also allows you to enter any dates when you know you will be unavailable and lets you choose the signature that the system will use to address you in all future email correspondence. (Dr., Prof., Miss, Ms., Mr., etc.)

• **Once I've registered, how do I log on?**

Go to **http://mc.manuscriptcentral.com/hispan** and type in the user name and password you selected when you registered. Click on "Log In" and it will take you to the main menu. There you have two options: 1) to enter the Author Center (to submit an original article or book/media review) or 2) to enter the Reviewer Center (to perform a peer review of an original article or book/media review).

• **Do I need to be a member of AATSP to review or submit an article or book/media review? What if my institution is already a member?**

You must have a personal AATSP membership in order to submit an article or a book/media review to *Hispania*. It is not enough for your institution to have an institutional membership. To act as a peer reviewer for *Hispania*, you do not have to have a current AATSP membership.

II. Authors of Original Articles and Book/Media Reviews

Submission

• **What kinds of articles and book/media reviews does *Hispania* publish?**

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 language, linguistics, literature, literary criticism, film, culture, cultural studies, applied linguistics, 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. Further considerations in the evaluation of manuscripts include their contribution to the advancement of knowledge, originality of method or focus, 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.

• **What files do I need in order to submit an original article or book/media review?**

You always need a minimum of two files:

> 1) a signed Contract for Publication in *Hispania* (which you can download under "Forms & Instructions" at right in the log- screen);

> and

> 2) the file with the article itself.

Additional materials may include:

> 1) One MS Word document of tables (to be submitted under the designation "Tables and Figures")

> 2) One MS Word document of figures (to be submitted under the designation "Tables and Figures")

> 3) IRB documentation (to be submitted under the designation "Supplementary Materials"; this file designation remains in the system and does not go out for peer review, so don't worry about anonymity.)

> 4) Permissions (i.e., copyright permission for borrowed materials, such as textbook exercises, etc.) (to be submitted under the designation "Supplementary Materials"; this file designation remains in the system and does not go out for peer review, so don't worry about anonymity.)

There is no need to upload a cover letter or title page. You may, however, introduce yourself and your submission in a text box to the Editor, which will be available to you upon submission.

• **If I have co-authors, do they need to submit a signed Contract for Publication?**

Only one author will be designated "corresponding author" for a manuscript. This person will be the only one receiving correspondence from the journal office, and it will be his or her responsibility to communicate this information to any other co-authors. However, the corresponding author will be required to submit a **Contract for Publication in *Hispania*** form for all authors. (You can download a copy of this form by going to the Main Menu and clicking on Instructions & Forms. This will take you to a link for the Contract form.) This form is considered a binding contract and all co-authors must submit one.

• **What do I need to know about fair use and secondary permissions for quoted material?**

If you are citing a large amount of material from another source, please check the *MLA 3/e* guidelines regarding fair use of secondary materials. (They can be found in Sections 2.2.13 and 2.2.14 in the *MLA Style Manual and Guide to Scholarly Publishing 3/e*.) Fair use issues tend to come up more frequently with poetry, rather than with longer works, since the issue typically involves what percentage of the piece is quoted. If, after examining the fair use rules, you decide that you need to request permission to cite these materials, it is your responsibility to secure these rights. You can download a Request for Permissions of Secondary Materials form from the website under Instructions & Forms (at right on the log-in screen).

• **How do I submit an original article or book/media review?**

Log on to **http://mc.manuscriptcentral.com/hispan**. When you reach the main menu, click on Author Center. In the two-column box in the center of the page, click on here (next to the star) to begin a submission. (You can save your submission and come back to it at any time. To do that, you will see a link to Unsubmitted Manuscripts in the left-hand side of the box. Click on it when you return and want to restart the submission process.)

The system will walk you through a series of seven screens.

> **Screen 1:** Select the correct manuscript type from the pull-down menu (original article or invited review). Type in the title in the box below. Then type in a suggested running head (the short phrase that would appear above your article next to the page number in the printed journal). Next, cut and paste your abstract from the first page of your article and paste it into the box. (For an invited review, simply type in "This is an invited review.") Once you are finished, be sure to hit "Save and Continue" at right (top or bottom) or you will lose your work.

Screen 2: Please choose a minimum of five keywords to describe your article or book/media review. (If you would prefer, you can enter your own and they will become part of the keyword database.) You may choose up to ten keywords. Hit "Save and Continue" to move ahead. **Important:** The keywords you choose here can be different from the ones you used to identify yourself when you register. These should be directly related to the article itself and should match the keywords listed inside your article. (See **Author Guidelines** for more on keywords.)

Screen 3: Please add any co-authors you have. If you do not have any, leave yourself as the only author. (That information will be automatically supplied by the system.) Click on "Save and Continue" to move on.

Screen 4: Here you may choose preferred reviewers and editors. This is not a mandatory step and you may leave these sections blank if you choose. Click on "Save and Continue" to move on.

Screen 5: In this screen you may cut and paste in a cover letter or attach it as a separate file (by clicking on "Browse" to select the file and then clicking on "Attach this Cover Letter" to attach it). Next, fill in the manuscript information: number of figures, number of tables and number of words. (To count words, go to your article or book/media review, hit Select All under the Edit menu. Then under Tools there should be a word count function you can select that will give you the total word count.) Once you complete that information, answer the questions in the two boxes that follow ("Confirm the following" and "Are all authors current with AATSP..."). You and all co-authors must be current members of AATSP in order to submit. Click on "Save and Continue" to move on.

Screen 6: This screen allows you to upload your files. You need a minimum of three files (a title page, the article or book/media review, and a signed contract for publication in *Hispania*, one per author). Hit Browse to upload each file. Make sure you use the file designations from the pull-down menu correctly:

> *Main Document*: upload your manuscript or book/media review here

> *Copyright page*: upload your completed and signed Contract for Publication in *Hispania* here

> *Supplementary*: upload your IRB documentation and permissions here, if needed

> *Tables and Figures*: upload your tables and figures here as two separate MS Word files (one for all of your tables and one for all of your figures)

When you are finished uploading files, click "Upload Files" at bottom left. Then click on "Save and Continue" to move on.

> **Screen 7:** This screen points out any information that is missing from the previous screens. If any of the steps has a red X (rather than a green √ next to it), that means you need to click on "Edit" at right to go back to that screen and supply the missing information. When you do so, remember to click on "Save and Continue" before you leave that screen and return to Screen 7. Once you have made sure all the steps have a green √ next to them, complete the final step on this screen (Step 7), which is to click on both HTML and PDF in order to see how your article will appear to the reviewers and editors. If the proof looks correct to you, click on Submit at lower right. If it does not look correct, try consulting other questions in this list (under **Files** below).

• **What are reasons that my article or book/media review might be unsubmitted?**

The Managing Editor may have to unsubmit an article or book/media review for a number of reasons. Here are some typical ones (some of which apply only to articles):

> 1) The Works Cited list does not follow *Hispania*'s Author Style Guidelines.
>
> 2) The manuscript or book/media review itself contains the author's name or affiliation (which would reveal the author's identity and cause problems during the review process).
>
> 3) The necessary files are not present (manuscript and publishing contract)
>
> 4) Table and figures are embedded inside the article rather than uploaded as separate files. (See Author Guidelines.)
>
> 5) The article uses footnotes rather than endnotes and notes are automatically entered. (See Author Guidelines, Manuscript Preparation.)
>
> 6) Not all authors are current AATSP members.

• **What happens if my article or book/media review is unsubmitted?**

Your submission will remain in your Author Center (in the left-hand side of the box under "Unsubmitted Manuscripts"). Once you make the necessary changes, you can go back to Step 6, upload the new files, and continue your submission from there.)

• **Can't I just mail a hard copy of my article or book/media review rather than using the online system?**

Hispania has converted to an online submission and review system in part to collect data about submissions and areas of specialization. Submissions sent outside the system do not contribute to this database, and so we are not able to accept submissions of hard copy manuscripts at this time.

• **How can I track my article or book/media review once it's been submitted so that I know where it is in the process?**

You can always see the status of your submission by logging in at the website and going to the Author Center. There you will see a box with a column at left that says "My Manuscripts." Click on "Submitted Manuscripts." That will take you to a new page with a box at the bottom that says "Submitted Manuscripts." At the far right of that box is a column that says "Status." This tells you where your manuscript currently is in the submission and review process.

B. Style and Article or Book/Media Review Formatting

• **What do I need to know in order to format my original article or book/media review correctly?**

Please look carefully at the Author Guidelines for complete information. Here are some of the most important rules.

> 1) Please do not include your name or affiliation anywhere in the article, including any headers or footers. (Your name, affiliation and the title should appear only in your title page file.)

> 2) For a manuscript, please include a title, followed by the abstract. Please title this section in the same language as the manuscript: "Abstract," "Resumen," or "Resumen". (The abstract should appear at the beginning of the article right after the title. You can cut and paste it into the "Abstract" box in the system when it is time to submit online.)

> 3) The abstract should be followed by the keywords. Please title this section in the same language as the manuscript: "Keywords," "Palabras-chave," or "Palabras clave". The keywords should be alphabetized with the English term first (i.e., Peruvian literature/literatura peruana). Please alphabetize authors by first name, since that is how it is done in the online system (i.e., Clarice Lispector, Miguel de Cervantes, Sor Juana Inés de la Cruz).

4) Do not embed tables or figure inside the manuscript. Each one should have its own separate file. (See the Author Guidelines, Manuscript Preparation.)

5) Do not use footnotes. Please use endnotes instead.

6) At the end of the article, you may have up to three sections: Acknowledgments/ Agradecimientos/Agradecimientos; Notes/Notas/Notas; and Works Cited/Obras citadas/Obras citadas. Please make sure the section head's language matches the text of your article. The only section that is mandatory is Works Cited/Obras citadas/Obras citadas. However, if you include more than one of these sections, please include them in the order shown above.

• Is there other style-related information I should learn?

Hispania makes several exceptions to MLA style in articles related to applied linguistics and pedagogy. These both relate to in-text citations and the Works Cited list. We are currently using an author/date system for citations in these kinds of articles. You can view this style by looking at an applied linguistics article in a recent number of *Hispania* or consulting the Author Style Guidelines for more in-depth information.

C. Files

• What kinds of files can I upload?

1) *Document files*: You can upload any .doc or .docx file. These can be used for articles, invited book/media reviews, tables, and charts. **Please do not use document files if your table or chart includes screens (shades of gray)**. Instead use one of the following visual file types.

a) *Visuals*: You may upload TIFF, JPG, or EPS files. Please see the **File Formatting Guidelines** for important information regarding the necessary resolution (dpi) for these files, as well as other technical information related to these file types. **IMPORTANT**: Remember that since *Hispania* prints in black only; any colors in files will need to be converted to black or grayscale.

• How do I know what file designation to choose from the drop-down file designation menu for each file I upload?

See the answer to "How do I submit an original article or book/media review?" Scroll to "Screen 6."

• **Does it matter what I name my original and revised files?**

The only thing you can't do it include your name in the file's name.

• **The phonetic characters in my article or book/media review are not converting in the HTML and PDF online proofs. What should I do?**

This can be a complication encountered during the submission of some applied linguistics articles. First, you need to make sure you are using a font that supports the IPC symbols. (We've had good luck with the Doulos SIL font pack.) Once you have installed the appropriate font pack, convert your article to that font and check to make sure the symbols are converting. Once you do that, you need to embed the font into your article by following the following steps.

> Later versions than Word 2007:
> 1. Open file in Word.
> 2. Select TOOLS menu.
> 3. Select OPTIONS from the drop-down menu.
> 4. Click on the SAVE tab.
> 5. Activate (click on) EMBED TRUE TYPE FONTS.
> 6. Save and re-upload file.

> Word 2007:
> 1. Open file in Word.
> 2. Click: 'Save As.'
> 3. Click 'Tools' (bottom left!).
> 4. Click on 'Save Options.'
> 5. Under 'Preserve Fidelity…", select: Embed Fonts and click both boxes that appear beneath to ensure fonts that are used only in this file are saved.
> 6. Save and reupload file.

Once the font is embedded properly, upload the new file and make sure that the characters are converting. If they are not, please contact the editorial office and we will refer your problem to the ScholarOne Manuscripts (formerly Manuscript Central) Tech Support Group.

• **When I look at the HTML and PDF proof of my article, the tables and figures appear ahead of the article itself. What's going on?**

Most likely you have not ordered the files correctly as part of your submission. Go back to Step 6 and put them in this order: title page, copyright page(s), article or book/media

review, figures and tables (in the order they appear in the article). Don't forget to hit "Save and Continue" once you rearrange the order.

• **When I look at the HTML and PDF proof of my article, the title page and contract are appearing. What's the problem?**

The file designation from the drop-down menu is incorrect. If they are correctly selected as title page and copyright page, they will not appear in the HTML or PDF proof.

D. Revisions and Acceptance

• **When I submit a revision, what files should I submit? Should I delete any?**

You need only resubmit any files that you have revised (the article or book/media review itself and any changed tables or figures). (If the title of your article has changed, you'll also need to submit a new signed contract that lists the correct title.) Be sure to delete the previous versions of these files before you submit the new ones. Once you submit the new ones, make sure all the files are in the correct order and then hit "Save and Continue." You also need to make sure that all of the other files you haven't revised (title page, contract, etc.) are not deleted and remain as part of the submission.

• **Should I use tracked changes in my revised article or book/media review?**

Please turn off any tracked changes you have used during the revision process so that the reviewers see only a clean copy. (You may document any significant changes you made as notes to the reviewers within the system when you upload your revision.)

• **Why do I keep getting reminders from the system about revising?**

The system will start sending out automatic reminders once you get close to your deadline.

• **What happens if I am about to miss my deadline for revising an original article or a book/media review?**

If you are going to miss your deadline for a revision, please be in touch with the Editor in Chief or the Managing Editor as soon as possible to request a new one. (Please include a suggested new deadline in your request.) **IMPORTANT:** If you miss your deadline, you will be locked out of the system and unable to submit a revision. Instead, you will have to submit your revision as a new article, which is more work on your end and also creates errors in the data the system is collecting. The Managing Editor can change your deadline

in the system **before** the due date, but once that date arrives, a change is no longer possible. **Please plan ahead and request more time if you think you will need it!**

• **How long does it normally take to get the first round of reviews?**

Depending on the time of year and the level of specialization of the article, the initial review process can take approximately 4-6 weeks.

• **Once my article or book/media review is accepted for publication, what happens next?**

1.   The Managing Editor will be in touch with you to confirm your name, affiliation, and, in the case of articles, the correct title of your article. You will also receive information at this time regarding when to expect a copyedited version of your article and when you will see typeset page proof. (Position papers and book/media reviews do not go back to the authors at either the copyediting or the proofreading stage. They are checked by the copyeditor, proofreader and *Hispania's* editors.)

2.   At the copyediting stage (normally 2–4 weeks after acceptance), the Managing Editor will send you a copyedited version of your article showing tracked changes for you to approve or comment on. The turnaround time for this is normally about 5–7 days. (If you are unavailable during this period, you will have to skip this stage of the review.) There may also be questions for you to answer.

3.   When your article is typeset, you will receive an email from the Managing Editor with a PDF proof of your article for your review. This occurs about 2 or 2-1/2 months before the publication month for that number (March, June, September or December). You will normally have about 7–10 days to proofread it and return corrections to the Managing Editor via email. There may also be more queries at this stage. If you are unavailable to proofread, the Managing Editor will rely on the proofreader's corrections.

4.   Once the article has been printed, you will receive author copies (at the address supplied in the ScholarOne Manuscripts (formerly Manuscript Central) system) as follows:

        --Articles and position papers with a single author: two print copies
        --Articles and position papers with more than one author: one print copy per author
        --Book/media reviews: one print copy per review

5.   You may also order reprint copies (per the published rates) after a number has been published by going to **www.sheridan.com/jhup/eoc** or calling 1-800-352-2210 (ext. 8175).

Peer Reviewers

• What is expected of me as a peer reviewer?

Please review Information for Peer Reviewers for guidelines regarding criteria for publication and how to write a helpful peer review. These guidelines can be found at **http://mc.manuscriptcentral.com/hispan** at the right-hand side of the log-in screen under "Instructions & Forms."

• Why do I keep getting reminders from the system when I've already written to one of the editors responding to an invitation to review?

This happens when you don't click on one of the three links at the bottom of the email you received that invited you to perform the review. (The three links are "Accept," "Decline," or "Unavailable.") When you write to one of the editors accepting or declining, it's not clear whether you have already clicked on that link or not. In those cases, even though you have written with your response, you will continue to get reminder emails until you go back to the original email and click on one of the links (or one of the editors does it for you).

• How do I perform the review?

When you click on the "Accept" link in the invitation email, you will receive a second email that tells you how to access the review. You log into the website (**http://mc.manuscriptcentral.com/hispan**) and go to the Reviewer Center. There you will see the article waiting for you in your list of assignments. Click on it to begin your review. Once you finish the review, you can submit it. If you have to leave the system before you finish the review, don't forget to save your work or it will be lost.

• What happens if I agree to do a book/media review but it turns out I can't meet the review deadline?

If you see the deadline approaching and are concerned about being able to meet it, please write to the Editor in Chief, the Book/Media Review Editor, or the Managing Editor, and ask for an extension. (Be sure to list a new deadline in your email.) If you don't get an extension, you will not get locked out the way that you will if you are submitting a revised article or book/media review, but you will continue to get reminder notices about the deadline. The way to make them stop is to ask for a new deadline.

• How long do I normally have to perform a review?

You normally have a month to perform a review, unless the Editor in Chief or the Book/Media Review Editor has asked you to complete it in a shorter amount of time.

• Do I have to perform the review online? Can I receive hard copy instead?

Because *Hispania* is using the online submission and review system to collect data about submissions and to track reviews, all reviews must be performed online within the system.