

California Mission Studies Association
Style Guide for Print Publications

*Revised by CMSA Panel of CMSA Board Members
and Members at Large Who Serve Jointly as CMSA Publications Committee
and Editor of the Boletín, April 2012*

Submissions should be e-mailed as an attachment to:
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***Every effort will be made to make a decision within 30 days of receipt.
Authors of accepted submissions should mail CD with illustrations to:***

**CMSA Boletín Editor
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Please label your CD and jacket clearly and
mark CMSA in the lower left corner of the mailing envelope.

TEXT

Submit your text in Microsoft Word, using Times New Roman 12-point font,
and following either the Modern Language Association (MLA) or the
University of Chicago/Turabian style manual. Please do *not* insert any double
spaces between sentences or after colons; *use single-spacing only throughout*.
Also, please use *endnotes rather than footnotes*, and only for points of substance.

Insert bibliographical citations parenthetically within the text:

(author, year if needed: page number/s) and consolidate bibliographical
references in a *List of Sources* at the end of your text. Finally, append a brief
About the Author, and a numbered *List of Illustrations* with full credits and, if
appropriate, captions.

ILLUSTRATIONS

Please note that securing permission to publish as well as payment of any
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confirmation to the Editor, along with evidence of any attempt(s) to secure
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Illustrations should be labeled Figure 1-15 and keyed to your text. Images”
include paintings and photographs; graphics include maps and site plans. Images
should be scanned at between 300 and 600 DPI and submitted in
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