

California Missions Foundation
Style Guide for Print Publications

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

Submissions should be e-mailed as an attachment to:
boletin@californiamissionsfoundation.org

***Every effort will be made to make a decision within 30 days of receipt.
Authors of accepted submissions should mail CD with illustrations to:***

**CMF Boletín Editor
PO Box 24132
Santa Barbara, Ca 93121**

Please label your CD and jacket clearly and mark CMF 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

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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 either Tiff or Jpeg. Graphics should be submitted in EPS (Illustrator Program); Tiff and Jpeg are acceptable alternatives. On the advice of our printer, we cannot accept PDFs. If the number of images and graphics warrant, submit them on CD to the Editors address above.