

California Missions Foundation

## **Style Guide for Print Publications**

Revised by CMF and Editor of the Boletín, April 2021

Authors of accepted submissions should email their article in Word format with jpeg illustrations to:

**boletin@californiamissionsfoundation.org**

Every effort will be made to make a timely decision regarding all submissions.

### **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 with a jpeg photo of 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 and graphics should be scanned at between 300 and 600 DPI and submitted in jpeg format. On the advice of our printer, we cannot accept PDFs.

### **SUBMISSION**

If the number of images and graphics are too large for email attachment, they can be submitted via Google drive, We Transfer [www.wetransfer.com](http://www.wetransfer.com) or a thumb drive mailed to the Editors address below.

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