

California Missions Foundation  
**Style and Submission Guide for Boletín Publications**

Update by CMF, May 2022

Authors should email their (1) article in Word format with (2) attached jpeg illustrations, (3) professional headshot, and (4) professional bio to:

**[boletin@californiamissionsfoundation.org](mailto:boletin@californiamissionsfoundation.org)**

Every effort will be made to make a timely decision regarding all submissions, and articles will be through June 30 for December publication.

### **STEP ONE: INITIAL SUBMISSION**

For articles to be considered for the CMF Boletín, please submit using the following guide:

- **TEXT**
  - **FORMAT:** Submit your draft 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. Images may be imbedded in the text for initial submission
  - **SPACING:** Do not insert any double spaces between sentences or after colons; use single-spacing only throughout.
  - **NOTATION:** Use endnotes rather than footnotes, and only for points of substance.
  - **CITATIONS:** 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.
- **ILLUSTRATIONS**
  - **FORMAT:** 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.
  - **FIGURES:** Illustrations should be labeled Figure 1-15 and keyed to your text. A numbered List of Illustrations should be included with full credits and, if appropriate, captions.
  - **PERMISSIONS:** Please note that securing permission to publish as well as payment of any required fees is the author's sole responsibility.
- **AUTHOR:** Finally, append a brief "About the Author" bio with a jpeg headshot of the author

### **STEP TWO: EDITS**

All articles will undergo an editing process. Authors will be expected to consult with a CMF assigned editor to make any final changes and will be expected to submit a final version to [boletin@californiamissionsfoundation.org](mailto:boletin@californiamissionsfoundation.org) for publication. Please send editor evidence of any attempt(s) to secure permission(s) that proved unsuccessful. Edits should be completed 30 days after editors first receive the material.

### **STEP THREE: FINAL SUBMISSION FOR PUBLICATION**

After approval and edits, authors must submit the following:

- 1) **FINAL TEXT:** The final draft of the article with endnotes, citations and captions
- 2) **AUTHOR:** Author headshot and "About the Author" bio
- 3) **ILLUSTRATIONS:** Unimbedded figures/images attached in jpeg form via email for publishing. (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: CMF Boletín, P.O. Box 23035, Santa Barbara, CA 93121.