

California Missions Foundation

Style and Submission Guide for Boletín Publications

Update by CMF, June 2026

STEP ONE: SUBMIT ABSTRACT – JUNE 1

Please submit an abstract of 100 to 200 words for consideration for the Boletín publication via email to boletin@californiamissionsfoundation.org by June 1. Please indicate title of article and if the article has a single author or several authors. Please list all authors with contact information (phone and email) below the abstract. (Authors will be informed of abstract approval by July 15.)

STEP TWO: SUBMIT ARTICLE – AUGUST 15

Authors with accepted abstracts need to submit their article using the following guide by August 15:

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 THREE: EDITING (AUGUST 15-SEPTEMBER 15)

All articles will undergo an editing process. Authors will be assigned a CMF editor to make final changes. Authors will be expected to submit a final version to boletin@californiamissionsfoundation.org for publication by September 15. 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 FOUR: SUBMIT FINAL DRAFT – SEPTEMBER 15

After approval and edits, authors must submit the following by September 15:

- **FINAL TEXT:** The final draft of the article with endnotes, citations and captions
- **AUTHOR:** Author headshot and "About the Author" bio
- **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 or a thumb drive mailed to: CMF Boletín, P.O. Box 23035, Santa Barbara, CA 93121.)