

# Hispanic Journal

## Preparing the Manuscript

### Formatting

All manuscripts must use Microsoft Word or a compatible format to Microsoft Word. Please follow the required MLA formatting style.

**MLA STYE** Use the MLA Style Manual (8<sup>th</sup> edition). For a quick reference visit the [Purdue Online Writing Lab \(OWL\)](#)

**PAPER SIZE** 8.5"x11"

**FONT** Times New Roman, pt. 12

**ITALICS** Use the italic function for titles. Do not underline titles referenced in the text.

**MARGINS** Left and Right 1"; Top and Bottom 1"

**PAGINATION** Use automatic page numbering in the upper right hand corner of each page

**HEADERS** No headers other than page number. Only use page numbers in the upper right hand corner of each page

**NOTES** Only use endnotes sparingly. The endnotes cannot exceed more than 40 lines of typed text total. Do not put extra spaces between the note number and the beginning of the note. Do not use the endnote function of Word. Instead, superscr eT 8 y .4 ( t)3.8 (he)4.hnm

**IMAGES,  
GRAPHS &  
FIGURES**

Must be a resolution of 300dpi or ppi to ensure pr quality. It is the responsibility of the author to acquire any permissions necessary to print images or other copyrighted materials.

Turning -in the Article

**TITLE** Place your title at center top of the first page.

**TEXT** Your article should be double spaced.

**WORKS  
CITED** All articles must have Work Cited. Include only the sources you cite in your article or end notes in the Works Cited. If you would like to list secondary sources that are not cited in the text,