



CAMINO REAL PUBLICATION GUIDELINES INSTITUTO FRANKLIN¹

The rules of the MLA Handbook (3rd ed. 2008) must be followed. Articles not conforming to these guidelines will be returned to the authors for revision.

GENERAL GUIDELINES

- **File format:** Send your paper in Microsoft Word format. No other format will be accepted.
- **Length:** Articles should contain between 7.000- 8.000 words, including title, abstract, key words, bibliographical references and notes.
- **Submission:** Please, send your contributions to Cristina Crespo (cristina.crespo@uah.es). Papers must be sent attached and the file name should include your surname, [surname] [brief title].

1. TITLE

Should be factual, instructive and straightforward.

2. ABSTRACT

Abstracts should be provided in both English and Spanish and should be checked by competent proofreaders. Abstracts **should contain** no more than **300 words** and should be a clear and concise summary of your research.

- The abstract of a paper should cover:
 - aim of the paper
 - methods
 - results and conclusions

*Note: do not cite references in abstracts, or use abbreviations.

*Key Words

- Include from 10 to 20 key words in both English and Spanish that can be used to index the article, listing the key words in order of importance for indexing.

3. PAGE LAYOUT

- Page size: A4
- Top, bottom, left and right margins: 2.50 cm.
- Justifications: All the text should be fully justified, except:
 - paper title, which must be centred and independent quotations.
 - author's name and affiliation, which must be right justified

4. SPELLING

Articles in English must follow either British or American spelling conventions throughout.

Articles in Spanish should follow the latest guidelines of the Real Academia Española.

¹ Modern Language Association of America. *MLA Style Manual and Guide to Scholarly Publishing*. 3rd ed. New York: MLA, 2008. Print.



5. TYPOGRAPHICAL CONVENTIONS

Font: Times New Roman

Size: 14 point type: title

12 point type: author's name, affiliation, main text

10 point type: independent quotations, endnotes

Bold, lower letters: article title

1,5 line spacing

6. PARTS

The various elements of the paper should be ordered as follows: title, author's name, affiliations, main text. Author's name and affiliation must be written on different lines. Leave one blank line between the title, author and affiliation lines. Leave three blank lines between the affiliation and the main text.

No blank lines should be left between paragraphs.

Titles and subtitles within the text should be as follows:

1. PART TITLE

1.1. *Subpart title*

1.1.1 Subsubpart title

7. PARAGRAPHS, LINES AND PAGE NUMBERS

Indentation

- Section headings or subheadings must not be indented
- The first line of paragraphs must be indented 1.25 cm. To obtain this indentation, the formatting control (page layout, paragraph, indentation, special, first line) must be used instead of the space bar. **Distance between lines.** 1.5 line spacing

Distance between paragraphs. There must be **no** blank lines between paragraphs.

Page numbers: Do not number pages.

Modifications and shortenings: from the original quoted text must be signalled between square brackets: "Longer [...] will go in a [separate] paragraph."

***Ellipsis:** For you own ellipsis use [...]; for the original text ellipsis use (...)

8. NOTES

- Contributors should use ENDNOTES
- Reference marks to endnotes should be numbered consecutively for the whole paper with Arabic numerals and should be superscripted.
- They should be placed at the end of the sentence after the full stop period.
- Reference marks should be placed at the end of the sentence.
- Spacing: Avoid using two spaces after a period.

9. QUOTATIONS

- Appropriate reference to the source should be given for in-text and independent quotations. For example:



They had come from poor working- class family backgrounds and they were determined not to duplicate the lives of their parents. They managed, together, to live out of American Dream, Southern California Style. It was as if they invented themselves. (Ortiz Taylor 1996: 15)

9.1. In- text quotations:

9.1.1. Notes:

- In the case of Spanish authors, remember to use the usual two surnames, unless the author cited uses only one.
- All references in the text should appear in the **References** section (**Referencias**, for the articles written in Spanish).

9.1.2. In- text quotations:

- It should be as precise as possible and give page references wherever necessary.
- Page numbers should be written in full (i.e. “201-225”, not “201-25”).
Examples: “[...]” (López 1999: 201-225).
As Kay and Portman (2003: 35) say, “[...]”.
[...] (see also McGregor 1980: 58 and ff.)

*Examples:

- In the **Reference list** we can only find **one work by the same author:**

According to Karl F. Zender, *Romeo and Juliet* presents an opposition [...] Romeo and Juliet’s language of love nevertheless becomes “fully responsive to the tang of actuality” (141)

- In the Reference list we can find **two or more works** by the same **author:**

According to Karl F. Zender, *Romeo and Juliet* presents an opposition [...] Romeo and Juliet’s language of love nevertheless becomes “fully responsive to the tang of actuality” (2000: 141)

- The author is not previously named and in the Reference list we can find **two or more works** by the same **author:**

Romeo and Juliet presents an opposition [...] Romeo and Juliet’s language of love nevertheless becomes “fully responsive to the tang of actuality” (Zender 2000: 141)

- The author is not previously named and in the Reference list we can only find **one work by the same author:**

Romeo and Juliet presents an opposition [...] Romeo and Juliet’s language of love nevertheless becomes “fully responsive to the tang of actuality” (Zender 141)



9.1.3. In- text Independent Quotations:

Quotations longer than three lines should be written in an independent paragraph, right indented without quotation marks, font size 10. Blank lines must not be left before the quotation, although there must be a blank line after the quotation. For example:

[...] Era pues consciente de las limitaciones que su presencia e integración en los EE.UU. iba a tener:

Cuando veo, por ejemplo, a Madariaga dando conferencias, estupidamente pagadas por ahí, me siento yo capaz de hacer lo mismo, por lo menos, si no fuese por el idioma.[...] Y aún suponiendo que se pueda llegar a la expresión de lo intelectual, de las ideas, por ejemplo, para dar conferencias siempre se siente la limitación, la barrera infranqueable. Y cuesta mucho trabajo. (Salinas 2007: 594)

Esta “barrera infranqueable” es una frustración ante las limitaciones que le impone [...]

- If a quotation runs to more than four lines when run into the text, set it off from the text, begin a new line and indent it 2.5 cm to the left. Do not indent the first line more than the rest. Use 10-point type and single-line spacing. Blank lines must not be left before the quotation, although there must be a blank line after the quotation. For example:

At the conclusion of *Lord of the Flies*, Ralph and the other boys realize the horror of their actions:

The tears began to flow and sobs shook him. He gave himself up to them now for the first time on the island; great, shuddering spasms of grief that seemed to wrench his whole body. His voice rose under the black smoke before the burning wreckage of the island; and infected by that emotion, the other little boys began to shake and sob too. (186)

- If you need to quote more than one paragraphs, indent the first line of each paragraph an additional 0.5 cm.

10. REFERENCES SECTION

10.1. General Guidelines.

- Include this section after any appendices you may have.
- Title this section “References”.
- Do not number it.
- Make sure that all in-text references are included in the references section.
- References should be listed alphabetically and chronologically.
- If two works by the same author are included which were published in the same year, the year should be followed by a letter, with no space in-between and the author's name must be repeated in full. Example:

Smith, A. 1990a.

Smith, A. 1990b.



- If an entry runs to more than one line, indent the second and subsequent lines 0.75 cm (sangría francesa). Do not use returns and tabs in the middle of a reference to create hanging indents.

PARTS OF THE REFERENCES

Follow the rules exemplified below.

10.2. Examples:

BOOKS

- Ramírez Freijo, J. A. *Introducción a la lexicografía moderna*. Barcelona: Orbe, 1999. Print.
- Williams, J. and P. D. Smith. *Introduction to Modern Lexicography*. London: Lomond Press Ltd, 1999. Print.
- Amis, M. *Experiencia*. Trad. M. Zulaika. Barcelona: Anagrama, 2000. Print. (Experience: A Memoir. New York: Vintage Books, 2000. Print.)

TWO OR MORE WORKS BY THE SAME AUTHOR

- Boroff, M. *Language and the Poet: Verbal Artistry in Frost, Stevens and Moore*. Chicago: U. of Chicago Press, 1979. Print.
- . "Sound Symbolism as Drama in the Poetry of Robert Frost." PMLA 107.1 (1992): 131-44. Print.
- , Ed. *Wallace Stevens: A Collection of Critical Essays*. Englewood Cliffs: Prentice, 1963. Print.

TWO OR MORE WORKS BY THE SAME AUTHORS

- Durant, W. and Ariel Durant. *The Age of Voltaire*. New York: Simon, 1965. Print.
- , *A Dual Autobiography*. New York: Simon, 1977. Print.

EDITED BOOKS AND WORKS

- Ramírez Freijo, J. A. Ed. *Introducción a la lexicografía moderna*. Barcelona: Orbe, 1999. Print.
- Williams, J. and P. D. Smith. Eds. *Introduction to Modern Lexicography*. London: Lomond Press Ltd., 1999. Print.
- Thatcher, W. and W. Wright. Eds. *Proceedings of the 12th Annual Meeting of the American Literary Society*. Orlando: Florida Press, 1999. Print.

ANTHOLOGIES

- Allende, I. "Toad's Mouth." Trans. Margaret Sayers Peden. *A Hammock beneath the Mangoes: Stories from Latin America*. Ed. Thomas Colchie. 1992. 83-88. Print.

REVIEWS

- Updike, J. "Fine Points." Rev. of *The New Fowler's Modern English Usage*, ed. R.W. Burchfield. *New Yorker* 23-30 Dec. 1996: 142-49. Print.



DISSERTATIONS

Jeremías Santos, L. *Adaptaciones cinematográficas de obras literarias en inglés*. Tesis doctoral. Universidad de Salamanca, 1998. Print.

Jeremy, L. *English Literature in Films*. Ph.D. Dissertation. University of Durham, 1998. Print.

ARTICLES OF BOOKS AND CONFERENCE PROCEEDINGS

Portman, R. "The Treatment of Foreign Characters in Novels". *Nineteenth Century Fiction. Collected Essays*. W. Thatcher and W. Wright. Eds. Cambridge: Blackpit Publishers, 1999: 123-150. Print.

ANONYMOUS ARTICLE

"The Decade of the Spy." *Newsweek* 7 March. 1994: 26- 27. Print.

JOURNAL ARTICLES

Heredia Contreras, J. "Menorca y los escritores ingleses". *Revista Balear de Estudios Ingleses* 5: 2. (2000): 123-150. Print.

McGregor, D. "The Lowering of Middle English Vowels". *Journal of Phonology* 45: 3. (2000): 67-102. Print.

Piper, A. "Rethinking the Print Object: Goethe and the Book of Everything." *PMLA* 121.1 (2006): 124- 38. Print.

NEWSPAPER ARTICLES

Rosenberg, Geanne. "Electronic Discovery Proves and Effective Legal Weapon." *New York Times* 31 Mar. 1997: 5. Print.

MAGAZINE ARTICLES

Kaminer, Wendy. "The Last Taboo" *New Republic* 14 October 1996. Print.

INTERNET DOCUMENTS

*Personal site

Ruiz Mateos, S. Home page/Página inicial. 16 diciembre 1998. Web. 1 octubre 1999.

*Professional site

Departamento de Filología Inglesa. Universidad de Jaén. 16 diciembre 1998. Web. 1 octubre 1999.

AEDEAN (Asociación Española de Estudios Anglo-Nortearicanos/Spanish Association for English and American Studies). Web. 1 October/ octubre 1999.

*Book

Robinson, N. *Look for me*. 1999. Web. 1 October 1999.

*Article in an electronic journal or database

Gilbert, S. M., and S. Gubar, "Sexual Linguistics: Gender, Language, Sexuality." *New Library History* 16.3 (1985): 515-43. *JSTOR*. Web. 26 June 2007.

Rodríguez Gil, M. 2002. "Ann Fisher: First Female Grammarian". *Historical Sociolinguistics and Sociohistorical Linguistics* 2. Web. 1 October 1999.



Oliver, L. 2004. "The Laws of Æthelberht: A Student Edition". (1999): 51-72. *Old English Newsletter Online* 38: 1. Web. 1 October/octubre.

***Academic database**

EBSCOhost. Electronic Journals Services. 1997-2006. Web. October/octubre 1999.

OTHER POINTS

- Submission of an article requires the assurance that the manuscript is an original work which has not been published previously (paper or online publication) and is not currently being considered for publication elsewhere.
- Authors give the copyright to the publisher upon acceptance. Authors are also expected to take responsibility for obtaining permission to reproduce any illustrations, tables, etc. from other publishers.
- Authors of accepted papers are responsible for proof-reading and must return proofs (via email, when appropriate) without delay. No modifications or additions will be accepted in the galley proofs except when completing references (i.e. for mentions such as: *in press*) or providing full reference to one's own previous work.