Chasqui uses the Modern Language Association (MLA) 7ᵗʰ edition for in-text citations and works cited. See below for specific examples.

To ensure double blind peer review, please be sure that your name does not appear in the article, even in end notes. If citing yourself, add the citation to the Works Cited after your article is accepted.

Format. Use the following guidelines when formatting your paper. See end of document for instructions regarding converting to End Notes.

Font.	Use Times New Roman 12 font for the entire document, including the body of the text, block quotes, figure captions, end notes, and Works Cited.
Line spacing and justification	Double space your submission. Block quotes are single spaced. End notes are single spaced. Insert blank lines: - Two hard returns before sub headers, one below. - One hard return before and one after block quotes. Left justify your submission.
Spacing after sentences	One space after each sentence, not two. Please remove instances of two or more spaces throughout.
Paragraphs	Format paragraphs to indent .5 inch on the first line. <u>Do not use a tab indent</u>. Use Format/Paragraph to achieve this. Do not add an additional hard return before each new paragraph.
End Notes	Use end notes, not footnotes. Note, this is a new policy. Do not insert an end note in the article title, conclusions, figure caption, or Works Cited. End notes should appear *after* punctuation. Examples: This is a sentence.[1] This is one with a "quote".[2] Here is another one (Author 22).[3] <u>Do not use the insert note feature in Word.</u> Please *manually insert* note numbers in the body of the text and place them in superscript. Use Arabic numerals. In the body of the article, the superscript numeral appears *after* punctuation. Before the Works Cited, create a section titled Notes Manually write your end notes there, placing the number in superscript. Indent the first line of the end note .5 inch. Do not list URLs in notes. Again, please do not use the automatic note feature in Word.
Sub headers	If using sub headers, please use **bold**, not *italics*. Flush with left margin. Insert two hard returns before each sub header. Insert a blank line after the sub header.

Ellipses	If *you* omit any portion of a quote, insert ellipses and frame them with brackets. Ex.: […] If the ellipses are original to the text, list them as found in the original text.

Quotation marks	Please use quotation marks " " and not « ». Quotations within a quote use single quotation marks ' '. Note that we utilize curly quotation marks, both singular and double, not the vertical, generic straight ones. For English-language and Portuguese-language articles, punctuation goes *inside* quotation marks: "quote." • For Spanish articles, punctuation goes outside quotation marks: "cita".
Block quotes	Use block quotes when the text quoted occupies *more* than four lines. Single space block quotes and use Times New Roman 9 point font. Indent entire quote by .5 inch, using the left indent slide indicator in Word. Place a blank line before and after the block quote. Do not use hard returns and tabs. Do not use quotation marks, unless they appear in the text quoted. The final punctuation at the end of the last sentences of a block quote appears *before* the parenthetical citation. Example: This is a quote that consists of more than four lines and, therefore, needs to be indented as a block quote. This is a quote that consists of more than four lines and, therefore, needs to be indented as a block quote. This is a quote that consists of more than four lines and, therefore, needs to be indented as a block quote. This is a quote that consists of more than four lines and, therefore, needs to be indented as a block quote. (246)
Em dashes	When using dashes, please use the longer "em dash"—in lieu of the shorter "n dash" – Example: This sentence has two long dashes—as an example—that are longer than simple hyphens. N.B., these dashes are always used in pairs, that is, not just one instance in a sentence. There is no space before or after the em dash. To form the em dash in Word, type the word before you wish the dash to appear, do not type a space, type two hyphens, do not type another space, then type the next word. Once you press the space bar after the second word, it will change the two dashes to an em dash. Ex: … word—word
Stressed or emphasized language	Language you wish to stress or emphasize should be in *italics* not **bold.** If you are emphasizing language within a quote, please clarify in the parenthetical citation that it is your added stress or emphasis. Example: (Martin 456, emphasis added). If the quote contains language already emphasized in the original text, also please clarify in the parentheses, Ex: (Holland 456, original emphasis).

Page numbers of sources	When listing a range of page numbers in your sources, do not repeat the hundreds or thousands numbers. For example: • 191-199 should be listed 191-99 • 1050-1081 should be listed as 1050-81. Do not use "pp."
Foreign language words	All foreign language words (not in the language of the article) should appear in *italics*.

Figures: images and tables	All images used, including photographs and tables, should appear *at the end of the document, after the Works Cited,* left-justified. At the first mention of each in the body of the article, insert a parenthetical reference using the abbreviation for Figure: (Fig.1), (Fig. 2), etc. NB: All figures will be placed at the end of the article, after the Works Cited. Insert a text box below each figure which includes a caption explaining the figure. Do not embed it in the image. If you are citing an image such as a painting, drawing, photo, etc., please list the title in quotes, the artist, the source in italics, and any page numbers if relevant. Be sure to list your figure image in the Works Cited. Caption example: Fig. 1. *Pintura 1.* Salvador Dalí. Watercolor. *Centro de Estudios Dalinianos.* (Note: please *do not* place an end note in the figure's caption). It is the author's responsibility to obtain written permission to reduplicate images from copyright holders. All images must be high resolution, at least 300 dpi.

Citing sources in the body of your article.

In-text citations	Use parenthetical citations in the body of your article. Ex.: In a sentence or paragraph in which the author is mentioned … (25). In a sentence or paragraph in which the author is not mentioned … (López 25). Full citations appear in the Works Cited, not in end notes. Do not include URLs in the notes. Please ensure that all sources cited in the body of the article are listed in the Works Cited.
Book titles	Titles of texts should appear in *italics* not <u>underlined</u>.
Book chapters	Book chapters (including Introductions) should appear in quotation marks, not in italics.

Academic articles	Academic article titles should appear in quotation marks, not in italics.
Author names	The first instance that an author name appears in your article, list their full name. All instances after that initial one, use only last name(s). The same applies for end notes.
More than one text per author	If you cite more than one source by the same author in different places in your article, specify which text you are citing in parenthetical citations. Example: (Aronson, "El libro" 1-3); (Aronson, *Íconos* 1125-30). -If you mention the author in a paragraph or a sentence, only clarify the text cited. Example: ("El libro" 1-3). -Please note that you do not need to cite the entire title. Please just use the first word or couple of words of the book title or chapter title.
More than three authors	If you cite a text with more than three authors, list the name which appears first, then use ", et al." Ex.: (Johnson, et al. 47-48)
Page numbers	Include page number(s) in citation. Ex: (Johnson 5-11); (Harper 112-15). If you mention the author in the paragraph, simply list the page(s). Ex: As Harrison maintains, … (21).
Online source	If you cite an online source with no pagination, list the paragraph you are citing using the abbreviation "par.". Count the number of paragraphs from the beginning of the text or if it has chapters, count from the beginning of that chapter and list both chapter and the number of the paragraph. Online article with no pagination, citing the fifth paragraph: Ex. (par.5). Online text with no pagination but with chapters: Ex: (Ch. 2. par. 5).

Citing sources in your Works Cited.

Works Cited	Cite all sources in Works Cited (not Bibliography) at the end of the article. Please ensure that your Works Cited page begins on a new page. Do not place full source citations in end notes. Please list URLS of online texts cited and the date of access. See month abbreviations below. Do not hyperlink URLs in the Works Cited. Do not write "Print" for books or "Web" for internet sources.
Format	Use a hanging indent. Do not use hard returns and tabs. First line is flush left and all additional lines are indented .5 inch. Please use the Word feature of hanging indent; *do not use tabs*.
Alphabetic order	Alphabetical order by last name of author or title. Last name, First. Example: López, José. *Title of book.* City: Publisher, year. Suarez, Emilio. "Title of article." *Journal* 1.1 (year): pages. MLA does not sort by genre or list by year of publication; rather, all entries are in alphabetical order. Articles are not used to determine alphabetical order in any language. Example. This entry would go under the Cs, not the Ts:

	Borges, Jorge Luis. "The Circular Ruins." Trans. Anthony Bonner. *Ficciones*. Ed. Anthony Kerrigan. New York: Grove P, 1962. 57-63.
Single author, multiple sources	When citing more than one source by a single author, use an em dash and period in place of the author's name. Ex: —. Do not use three dashes or underline. Example: Last name, First. "The Aftereffect". *Journal* 3.11 (year): pages. —. *Ardores*. City: Publisher, year. —. An *Article of Impeachment*. City: Publisher, year. Note that the direct or indirect articles do not count in alphabetical order.

Multiple authors	List first author as Last, First List additional author(s) as First Last. Two authors: Aronson, Tamara and Mariana Guzmán. *Title*. City: Publisher, year. Three authors: Chevalier, Arelys, Daniel López and Maribel Jones. *Title*. City: Publisher, year. More than three authors, list the name of the first author and use ", et al." Menéndez, Lucía, et al. *Title*. City: Publisher, year.
Editors and translators	Always list editors and translators, if any. We use the abbreviations "ed." and "trans." 1) If the author listed is also the editor, insert "ed." *after* the first name. Ex: Holmes, Will, ed. *Title*. City: Publisher, year. 2) If there is an editor, a translator, or multiple editors or translators who are not the main author listed, please place them after the book title. In this case, write Ed. or Trans. *before* the name of the editor or translator. Ex: Jones, Terry. *Title*. Ed. John Smith. Trans. José Herrera. City: Publisher, year.
Books and Book Chapters	Please ensure that you are listing the city of publication, the publisher, and year of publication. Be sure to list editors and translators. For book chapters, list the page range after the year.
Book titles	Titles of texts should be in *italics* not underlined.
Book chapters.	Book chapters (including Introductions) should appear in quotation marks, not in italics. For English language papers, *even if the source is in another language,* the punctuation appears *inside* the quotation marks. Cities of publication appear in English, no matter the source language. Ex: México should appear as Mexico, even if the book is in Spanish. Page ranges appear at the end. Do not use pp. Example: Chevalier, Arelys. "Article 1." *Book*. Ed. Daniel López. City: Publisher, year. 1-5.

Academic articles	Academic articles should appear in quotation marks, not in italics. The title of the journal appears in *italics.* The volume, number, year, and pages are written: #.# (year): pages. Example: Last, First. "Title." *Journal* 3.1 (2001): 101-34.
Quotation marks	Please use quotation marks " " and not « ». Quotations within a quote use single quotation marks ' '. If your article is written in English, all works cited entries must place the period or comma *within* the quotation marks, even if the source is in Spanish or Portuguese. Ex.: "quote." If your article is written in Spanish or Portuguese, all works cited entries must place the period or comma *outside* of the quotation marks, even if the source is in English. Ex.: "cita".
Months (abbreviations)	Months are abbreviated in the following manner: day month. year. Ex: 5 Oct. 1991. Jan. Feb. Mar. Apr. May. Jun. Jul. Aug. Sep. Oct. Nov. Dec.
Page numbers for book chapters and academic journals	When a quotation is found on multiple pages of a source: please do not repeat the hundreds of thousands numbers. Example: 191-199 should be written 191-99. 1050-1081 should be written 1050-81. Do not use "pp." N.B., always revise automatically generated citations from websites for this.
Online sources	When citing an online source with no pagination, list the paragraph number where you found the source. Use the abbreviation "par." Ex: … 1991. Par. 5.
City of publisher	For a book, please write the city of publisher followed by a colon, then the publisher, a comma, and then the year of publication. The city should be written *in the language of the article,* not the language of the book. For English-language articles, these cities are written in English, not Spanish. Examples: Mexico: UNAM, 2001. London, Verso, 2006.
University Press	If the publisher is a university press, utilize the abbreviations U and P in the following manners: U of Virginia P; Princeton UP; UP of Florida, etc.

Works Cited (model)

Alday, Patricia Poblete. "Monstruos posmodernos: figuras de la inmigración en el México contemporáneo." *Chasqui* 47.1 (2018): 249-58.

Anderson, Benedict. *Imagined Communities: Reflections on the Origin and Spread of Nationalism.* London: Verso, 2006.

Barthes, Roland. "Toward a Psychosociology of Contemporary Food Production." *Food and Culture*. Ed. Carole Counihan y Penny Van Esterik. New York: Routledge, 1997. 20-27.

Manickam, Samuel. "Apocalyptic Visions in Contemporary Mexican Science Fiction." *Chasqui* 41.2 (2012): 95-106.

Marx, Karl y Friedrich Engels. *The Communist Manifesto.* Ed. Joseph Katz. Trans. Samuel Moore. New York: Simon and Schuster, 1964.

"Polémico". *Real Academia Española. Diccionario de la lengua española*. 23ª ed. https://dle.rae.es/polémico. Accessed 28 Dec. 2020.

Rivera Garza, Cristina. *Los muertos indóciles: necroescrituras y desapropiación*. Mexico City: Tusquets, 2013.

Volpi, Jorge. *En busca de Klingsor.* Barcelona: Editorial Seix Barral, 1999.

—. "El fin de la narrativa latinoamericana." *Palabra de América.* Barcelona: Editorial Seix Barral, 2004. 206-23.

Book in English:	Anderson
Book in Spanish:	Rivera Garza Volpi. *En busca*
Book with an editor, translator, or both:	Barthes Marx y Engels.
Book chapter in Spanish:	Volpi. "El fin"
Book chapter in English:	Barthes
Dictionary entry:	"Polémico"
Second text from the same author:	Volpi. "El fin"
Academic article:	Alday Manickam

Checklist.

1. Are all texts cited in the body of the article listed in the Works Cited?

2. Are there sources listed in the Works Cited which are not cited in the body of the article?

3. Does the article use Times New Roman 12-point font for the entire paper?

4. Does the article use end notes and not footnotes? Remember, this is a new policy.

- Were they created by *not* using the Word feature that inserts notes? If they were created using the Word feature, please insert them manually. See above for more details and below for instructions.

-Do the title, conclusion, Works Cited, or any figure captions have an end note? if so, please place it elsewhere.

4. Do the first sentences of each paragraph have an indent of .5 inch, without using tabs? (Use Format/Paragraph to indent them). End notes are also indented .5 inch.

5. Was the "hanging indent" feature in Word used to create the entries in the Works Cited (no tabs)?

6. Do the numbers in the body of the text indicating end notes appear in superscript *after the punctuation*? Did you place them there manually and superscript them? Please ensure this.

7. Are long quotes (more than four lines) cited in block quotes, indented 1 inch? (No tabs. Please use the ruler feature in Word to indent the block quotes).

8. Do the block quotes have a blank line before and after?

9. Do subtitles have two blank lines before and one after?

10. Are there any tabs in the document?

11. Does all punctuation appear inside quotation marks, including texts in the Works Cited that are written in another language?

Instructions for Converting to End Notes

Part I. Manually creating end notes.

1. Using the Word Insert/Footnote feature, convert all footnotes to end notes. They will likely appear <u>after</u> your Works Cited. That's OK for now.

2. Manually create a sub header called **Notes** *after* the body of your article, but *before* the Works Cited. It should be left-justified, and in bold. The notes themselves will not be in bold.

3. Your note should begin with an Arabic numeral followed by one space. Please insert the numbers manually. Do not use the Word Insert/End note feature.

4. Manually enter each note by entering the number and space, and then by copying and pasting the language (not the number) from your end notes to the new section you just created. Do not delete your original notes yet.

5. Place the new number in superscript.

Part II. Reviewing placement of notes in body of article.

6. Once you have reduplicated your notes in the new section, go back and review your end notes at the end of the document.

7. Review where in the body of your article the notes appear. You will need to replace the automatically-generated numbers with manually inserted ones.

8. Once you manually enter note numbers in the body of your article, you can delete your original notes (that were generated by Word). Be sure that the note number you manually inserted appears *after* punctuation.

9. Do this for each note, ensuring that the note numbers are correctly numbered and appear where you wish. This will make the notes that appeared after your Works Cited disappear one by one.