Style Sheet for Aztlán: A Journal of Chicano Studies

Articles submitted to Aztlán are accepted with the understanding that the author will agree to all style changes made by the copyeditor unless the changes drastically alter the author’s meaning.

This style sheet is intended for use with articles written in English. Much of it also applies to those written in Spanish, but authors planning to submit Spanish-language texts should check with the editors for special instructions.

1. Reference Books

Aztlán bases its style on the Chicago Manual of Style, 15th edition, with some modifications. Spelling follows Merriam-Webster’s Collegiate Dictionary, 11th edition. This sheet provides a guide to a number of style questions that come up frequently in Aztlán.

2. Titles and Subheads

2a. Article titles

No endnotes are allowed on titles. Acknowledgments, information about the title or epigraph, or other general information about an article should go in an unnumbered note at the beginning of the endnotes (see section 12).

2b. Subheads

Topical subheads should be used to break up the text at logical points. In general, Aztlán does not use more than two levels of subheads. Most articles have only one level. Authors should make the hierarchy of subheads clear by using large, bold, and/or italic type to differentiate levels of subheads. For example, level-1 and level-2 subheads might look like this:

**Ethnocentrism and Imperialism in the Imperial Valley**

**Social and Spatial Marginalization of Latinos**

Do not set subheads in all caps. Do not number subheads. No endnotes are allowed on subheads. If a note pertains to an entire section, sometimes the note can be placed at the end of the first sentence in the section.

An article should not start with a subhead; there should be at least one paragraph of text before the first subhead intervenes. Avoid “stacking” subheads with no text in between them.

3. Punctuation

3a. Serial comma

Use a comma before the last item in a list.
They traveled through Texas, New Mexico, and Arizona.

3b. Quotation marks

Always use double quotation marks. The exception is quotes within quotes, which are enclosed in single quotation marks.

One writer wryly noted, “The problem with ‘late capitalism’ is that it is never late enough.”

Periods and commas go inside ending quotation marks. Dashes, semicolons, and colons go outside them.

Gonzales extends the theological metaphor when he refers to the “halcyon days of old California”—that is, the days of calm and serenity that came before the fall.

3c. Lists run into paragraphs

A run-in list uses letters in parentheses, separated by semicolons or commas: (a); (b); and (c), or (a), (b), and (c).

For Baudrillard, the act of buying an object is the forced integration of two systems: (a) “at the level of the individual, with his or her needs,” and (b) “at the level of products . . . a system that is codified, classified, discontinuous, and relatively integrated” (1988, 14).

3d. Ellipsis

An ellipsis is three spaced periods (...), sometimes preceded or followed by other punctuation. A space occurs before the first dot and after the final one.

4. Word Treatment

4a. Capitalization

Aztlán uses a contemporary “down style,” generally restricting the use of capital letters to proper nouns (mainly names of people, places, and organizations). A word should not be capitalized simply to show that a concept is important or to indicate specialized terminology. Some words are capitalized when they are part of a proper noun, but not when they are used descriptively.

Carmen Delgado is professor of economics at Southwest Community College and chairs the SCC Department of Economics. Today, Professor Delgado will address the symposium on Chicano studies.

El Museo del Barrio emerged from the civil rights movement of the late 1960s. Many barrio activists were involved in founding the museum.

4b. Ethnic and cultural groups
Names of ethnic, linguistic, national, cultural, tribal, racial, and religious groups are capitalized and not hyphenated.

Chicano, Latina, African American, Mexican American, Anglo American, Muslim, Zapotec, Native American

Use a hyphen between two such terms to show a relationship.

Anglo-Chicano relations, the U.S.-Mexican War

Descriptive terms based on color or race are lowercased, except when part of a proper noun.

black, white, brown, mestizo, indio, mulatto, people of color, women of color

the Congressional Black Caucus

Aztlán prefers the simplest versions of Spanish-language group names.

Chicano, Chicanos, Chicana, Chicanas; Latino, Latinos, Latina, Latinas

The author may choose an alternative, but it must be used consistently. If slashed forms are used, the preferred spelling is Chicana/o, Chicana/os, and Latina/o, Latina/os (that is, with the “a” first and the “o” second). Aztlán discourages the use of Chican@.

4c. Gender-neutral language

It is best to avoid  s/he. He or she and his or her are acceptable, but often awkward. When possible, recast the sentence. Instead of writing “Each author will read from her or his book, after which s/he will sign copies,” write: “Authors will read from their books and will sign copies afterward.”

4d. Names of persons

It is the author’s responsibility to spell names correctly. Double-check the spelling of all names, and make sure an author’s name is spelled the same way in the text, the text citation, and the reference list. Diacritical marks should be used unless the person named does not use them. Some frequently occurring names are listed in section 14.

In general, give the full name the first time an individual is mentioned; thereafter, last name only.

4e. Academic fields, intellectual and cultural movements, theories, etc.

Academic disciplines and fields of study are lowercased, except for proper nouns within them.

film studies, Chicano studies, sociology, Spanish literature

Names of specific programs and departments at actual universities are capitalized.

the Chicano Studies Program, the UCLA Sociology Department
Theories, schools of thought, intellectual movements and the like are usually lowercased.

    classicism, critical race theory, deconstruction, existentialism, postmodernism

However, such terms are capitalized when they are derived from proper nouns.

    Aristotelian, Nietzschean, Platonism, Romanesque

4f. Titles of works

The following examples show capitalization, italics, and quotation marks for styling different types of titles. Double quotation marks within an article or chapter title are converted to single quotes when the title itself is enclosed in double quotes, as in the second example below. Do not use underlining in place of italics.

    Book (italics): Occupied America: A History of Chicanos

    Article, book chapter, or dissertation (quote marks): “A ‘Museo’ Moves Away from Its Barrio Identity”

    Generic part of a book (lowercase, no quotes or italics): In the book’s preface . . .

    Newspaper, magazine, or journal name (italics): American Quarterly

    Poem (quote marks): “The Mexico-Texan”

    Film (italics): El Norte

    TV or radio series (italics): The George Lopez Show

    Single episode of a TV or radio series (quote marks): “Rookie Nookie”

    Play or performance piece (italics): Luis Valdez’s Zoot Suit

    Painting, drawing, mural, installation, or sculpture (italics): The Great Wall of Los Angeles

    Series of paintings or performances (no italics, no quotes): the Hotel Senator series


    Exhibit catalogs (italics, treated like books):

    Photograph (quote marks): “Wind, Water, Stone” (do not confuse a photo title with a descriptive caption)

    Album or CD (italics): Good Morning Aztlán

    Song or CD track (quote marks): “Good Morning Aztlán”
4g. Foreign-language terms and titles in English-language essays

In articles written in English, isolated words and short phrases in another language (e.g., Spanish) are set in italics.

Who is killing las hijas de Juárez?

If the Spanish is a full sentence or more, do not use italics; use quotation marks instead. Alternatively, set the passage as a block quote, with neither italics nor quotation marks.

If a Spanish word appears in *Merriam-Webster’s*, it is considered to be in common use in English and does not need italics (e.g., barrio, hacienda, mariachi, burrito). In addition, certain other Spanish words that occur frequently in *Aztlán* do not get italics (e.g., frontera, maquiladora, pocho, testimonio). See section 13 for more examples.

If a Spanish word occurs repeatedly in a particular text, it only needs to be italicized the first time.

Proper nouns in a foreign language, such as names of people, places, and organizations, are not normally italicized. A basic rule is that if a name is capitalized, it does not need italics.

Ciudad Juárez

Casa Amiga, a rape crisis shelter

a man known as El Diablo

For book and article titles in Spanish, capitalize only the first word of the title (and subtitle, if any), plus any proper nouns in the title.

*El sexo de la violencia: Género y cultura de la violencia*

*Las clases sociales en América Latina*

Names of Spanish-language newspapers and magazines, however, use title-style capitalization.

*Crónica de Hoy*

4h. Italics or quotation marks for emphasis

Strictly limit the use of italics for emphasis or quotation marks for irony. Emphasis should come from word choice and word placement, not typeface.

4i. Legal Cases

Legal cases mentioned in running text are italicized.

The judge handed down a ruling in *Hirabayashi v. United States*. 
5. Abbreviations

If a term occurs frequently in a particular text, an abbreviation may be used after the first time. The term should always be written out on first use, followed by the abbreviation in parentheses.

The Museum of Modern Art (MoMA) staged an exhibition of Mexican paintings, a sign of MoMA’s increasing interest in Latin American art.

Most acronyms are written without periods (e.g., UCLA, NAFTA). An exception is U.S.

Do not use abbreviations unnecessarily in running text. Write out most terms.

She grew up in Los Angeles. (not: She grew up in L.A.)

6. Quotations

It is the author’s responsibility to check every direct quotation against the original to ensure that it has been accurately transcribed. Spelling, capitalization, and internal punctuation of the original should be reproduced exactly. If the copyeditor finds numerous problems with inaccurate quotation in an article, the article will be returned to the author and may even be rejected at that stage. Aztlán will not knowingly publish sloppy scholarship. It is extremely important that authors check their quotes against the originals.

6a. Parentheses and brackets

Parentheses (like this) and square brackets [like this] have distinct functions in quoted material. Parentheses enclose an insertion made by the original author of the quote. Brackets enclose an insertion made by somebody other than the original author. Use brackets—not parentheses—when you want to add a clarification, translate a word or phrase, or replace a portion of the quote you are using.

“The resentments that continue to surround [West Side Story’s] casting of non-Latinos in Latino roles, its perpetuation of Latino stereotypes as criminal and primitive, and its endorsement of American identity over Island loyalty shape the scholarship that has been done by Latino critics.”

Also use brackets when you change part of a word within a quote for the sake of syntax.

In Alarcón’s interpretation, Anzaldúa’s mestiza feminism “risk[s] the ‘pathological condition’ by representing a break with a developmental view of self-inscription” (2003, 362).

However, brackets are not necessary when you change the capitalization of the first letter of a quote to suit the syntax of the surrounding sentence.

6b. Epigraphs
An epigraph, or short quotation preceding a text, should not have quotation marks around it. The source goes directly below the epigraph and consists only of the author’s name and the title of the work (no subtitle, date, publisher, or page). The source should be listed in full in the reference list. Do not attach a note to an epigraph. If you feel you must provide more information about the epigraph to the reader, do so in an unnumbered note at the beginning of the endnotes.

The moment of violence is the moment when the coloniser becomes aware of the existence of the colonised.

—Glauber Rocha, “The Aesthetics of Hunger”

6c. Block quotes

A quoted passage longer than a few sentences, or that contains more than one paragraph, should be set off as a block quote. A block quote is not enclosed in quotation marks, but is indented on the left and right. Any quotation marks within the passage are reproduced exactly as in the original. An author-date citation in parentheses follows the terminal punctuation.

Though women are objects of desire, they are never subjects of their own desire. Sex is something they are polluted by, not something they enjoy. “Decent” women, it is thought, only engage in sex as a duty to their husbands and in order to have children. Thus, lesbianism is inconceivable. (Alonso and Koreck 1989, 121)

Please do not quote excessively. Many long quotes in an article are not a positive sign of quality. It is useful to introduce or summarize block quotes in the main text, as reading research shows that many readers tend to skip them.

6d. Quotations in running text

Quotations of less than four lines can be run into the main text, enclosed in double quotation marks. In this case, any quotation marks within the passage convert to single quotes.

Alonso and Koreck (1989, 121) contend that women are objects of desire, but never subjects of their own desire. “Sex is something they are polluted by, not something they enjoy. ‘Decent’ women, it is thought, only engage in sex as a duty to their husbands and in order to have children. Thus, lesbianism is inconceivable.”

6e. Foreign-language quotations

Quotations in a foreign language (e.g., Spanish) that are incorporated into an English text are treated like quotations in English. They are set in roman type and are either run in with quote marks or set as block quotes. If needed, a translation may follow the original—in parentheses following a run-in quotation, or in brackets following a block quote.

Nicolás lives in Yautepec, a place where “la población toda habla español, pues se compone de razas mestizas. Los indios puros han desaparecido allí completamente” (the
entire population speaks Spanish, as it is composed of mixed races. Pure Indians have disappeared completely there) (1995, 4).

An alternative is to put the translation in an endnote, in quotation marks. This option should not be used if there are more than one or two quotes needing translation.

7. Numbers and Measurements

The basic rule is to spell out whole numbers one through one hundred, and use digits for 101 and above. There are, however, many exceptions, several of which are noted below.

Spell out any number that begins a sentence: One hundred fifty families enrolled in the program. Alternatively, recast the sentence: The program enrolled 150 families.

Use digits for percentages: 64 percent (not sixty-four percent); 35–45 percent.

Write percent as one word. Use the % sign only in tables.

Use digits for numbers under 10 when combined with million, billion, etc. (e.g., 3 billion).

Spell out simple fractions (e.g., the barrel is two-thirds full). Use digits for mixed whole numbers and fractions (e.g., a sculpture 7 ½ inches tall).

Use digits to express most ratios (e.g., a male-female ratio of 6 to 10).

Use digits for times with a.m. and p.m. (10:30 a.m.). Spell out times with o’clock (five o’clock).

7a. Money

In general, isolated references to amounts of money follow the rule above for use of words or digits (e.g. six dollars, ten cents, $356, $2 billion).

Back in those days a movie ticket cost two dollars.

However, if an amount is not in whole dollars, use digits ($12.95). With closely spaced money references, use of all digits may be more readable. If any amount included in a list is not whole dollars, digits should be used for all.

Back in those days a movie ticket cost $2.00. Today, tickets cost $11.00 for adults, $9.00 for students, and $6.50 for seniors.

7b. Dates

Specific dates are written month-day-year (e.g., January 4, 1962).

Years should be written with four digits (1990, not ’90).

Write out decades in full with no apostrophe (the 1920s, not the 1920’s or the ’20s). An exception can be made where consecutive decades are given (the 1950s and ’60s)

Spell out centuries: nineteenth-century literature (adj.); the nineteenth century (n.).

7c. Other examples of number style

24–28, or from 24 to 28 (never: from 24–28)

In abbreviating inclusive numbers (such as pages), we follow the Chicago Manual of Style, sec. 9.64. Examples: 3–10, 96–117, 101–8, 321–28, 1087–89, 1496–1504. If in doubt, give all the digits.

Ages: a sixty-five-year-old man; she is twenty-four years old

Parts of book: section 1, part 2, chapter 3

Illustrations: table 2, fig. 1, map 3

8. Illustrations (Photographs and Artwork)

8a. Permission

If an illustration has been published elsewhere, it is the author’s responsibility to obtain permission for its use. You must submit written permission from the copyright holder to reproduce the material. The original source should be acknowledged in the caption.

8b. Captions

All photographs and artwork must be accompanied by a caption. This should include the title of the work or a brief description, the artist or photographer, the date, and any credits or permissions. Photograph captions often include brief explanatory text.

Fig. 1. Virgen, LMA (1999). Cartoon by Isis Rodriguez, from the series Little Miss Attitude Cartoon Stills. Acrylic on watercolor board, 30 x 40 inches. Photograph by Chon A. Noriega.

Fig. 2. “The Hub of Film Production, 1930.” Circed numbers indicate studio locations; the enlarged section (top right) locates stars’ homes in Beverly Hills. Reprinted by permission from The Motion Picture Almanac (Chicago: Quigley, 1930).

Fig. 4. Frances Martínez playing the piano during a dance recital, 1946. Photograph courtesy of Corona Public Library and Frances Martínez.

Fig. 6. Community garden preparation. La Cosecha Nuestra community, Escondido, California, 2003. Photograph by John Caldwell.
Fig. 7. Frank Romero’s *The Death of Rubén Salazar* illustrates the tragic result of clashes between the police and protesters during the Chicano Moratorium. Serigraph edition © 1986 by Frank Romero. Reprinted courtesy of the Nicolas and Cristina Hernandez Art Trust, Pasadena, CA.

Fig. 3. *Left to right*: Dora Barrios, Frances Silva, and Lorena Encinas. Herald-Examiner Collection, Los Angeles Public Library.

9. Tables and Figures

You may submit tables or figures (i.e., charts or graphs) with your article, but please first consider whether this is the best way of presenting your information. Large or complicated tables will put off some readers, and it may be more appropriate to sum up the information in text. If you do choose to present data in a table or figure, please keep it simple and clear, with a minimum of formatting. Colors, shading, fancy fonts and so forth will have to be stripped out before the editor can work with your table or figure.

All tables and figures should have a number and a title, preferably no longer than ten to fifteen words. Include a reference to each table or figure in parentheses in the body of the article:

There were 110 victims of serial and nonserial sexual femicide through December 2001 (table 1).

The Day of the Dead parade followed a route through the center of the city (fig. 4).

Figure 1 shows …

Notes below tables and figures go in this order:

Source note: Provide the full source. You may use an author-date citation if the table or figure is reproduced from a published source that is listed in Works Cited. In that case, you may need to obtain permission from the copyright holder. If you have created the table or figure yourself, indicate the source of data.

General note: This is used for notations that apply to the whole table or figure.

Specific notes: Notes on specific elements within the table should be numbered with superscript a, b, c.

**Table 1 Sexual Femicide in Ciudad Juárez, 1993–97**

<table>
<thead>
<tr>
<th>Year</th>
<th>Cases</th>
<th>Serial killings</th>
<th>Suspects arrested</th>
<th>Nonserial killings</th>
<th>Suspects arrested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1993</td>
<td>8</td>
<td>6</td>
<td></td>
<td>2</td>
<td>4 men/son&lt;sup&gt;a&lt;/sup&gt;</td>
</tr>
<tr>
<td>1994</td>
<td>7</td>
<td>5</td>
<td></td>
<td>2</td>
<td>2 men/neighbor</td>
</tr>
</tbody>
</table>
### 10. Book Reviews

List a reviewed book this way at the beginning of your review, with pages and cost:


The reviewer’s name and institution appear in italic at the end of the review:

*Maria Estela Zarate, University of California, Los Angeles*

Books referred to within the body of the review (other than the book that is the subject of the review) are cited briefly in the text with only publisher and date. There should not be a list of “works cited” in a book review unless there are many of them (say, more than 3 or 4).

Arlene Dávila’s ethnographic account of the Hispanic advertising industry in *Latinos, Inc.* (University of California Press, 2001) …

Page numbers references to a book being reviewed can stand alone, as long as it is clear which book is being cited:

More generally, Marez identifies alternative “visual and aural technologies by immigrants” (36) as politically resistant texts that uncover the mainstream media’s suppression of the real drug-war story.

### 11. Documentation

*Aztlán* uses the author-date style of documentation, in which sources are cited in the text with the author’s name and the date of publication in parentheses (e.g., Noriega 2000). We do

<table>
<thead>
<tr>
<th>Year</th>
<th>Number</th>
<th>Name</th>
<th>Number of Offenders</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1995</td>
<td>17</td>
<td>Shariff, Rebeldes</td>
<td>2</td>
<td>stepfather</td>
</tr>
<tr>
<td>1996</td>
<td>19</td>
<td>Rebeldes</td>
<td>3</td>
<td>2 men</td>
</tr>
<tr>
<td>1997</td>
<td>16</td>
<td></td>
<td>5</td>
<td>uncle/3 youths/2 men/godfather/lover</td>
</tr>
</tbody>
</table>

*Note:* An additional 43 cases were recorded between 1998 and 2001.

- a. Four men took part in the murder of a minor.
- b. One of the offenders killed two young women, but did not receive a prison term because he was also a minor.
- c. This offender is serving a sentence.
not use footnotes or endnotes for citations. See chapters 16–17 of the Chicago Manual of Style, 15th ed.

Full facts of publication for every source cited should be provided on a reference list, called Works Cited. We do not publish bibliographies, that is, extensive lists of materials on a topic. Only those sources actually cited in the article may be listed in the references. All works cited in the text must be on the reference list. All works on the reference list must be cited in the text.

Authors are responsible for ensuring that documentation is correct. Please check your documentation carefully, using bibliographic databases if necessary. Make sure that each citation in the text has a corresponding entry on the reference list and matches that entry. The author name(s) should be spelled identically, co-authors should be listed in the same order, and the year should be the same. If the copyeditor finds numerous errors in the documentation—misspelled titles or author names, missing publishers or volume numbers, incorrect dates—the article will be returned to the author and may even be rejected at that stage.

11a. Styling text citations (in the body of the paper)

A text citation includes the surname of the author (or the editor, standing in place of an author), the date of publication, and a page number or range of pages if needed. The citation is in parentheses. There is no comma between author and date, but a comma separates the date and page number. A citation goes inside the closing punctuation in the sentence (except in block quotes).

Broadway had begun to turn to Latin America for narratives, music, and other material (Roberts 1999, 44–60).

When the author has already been mentioned in the sentence, omit the name from the parenthetical citation.

This “individual,” in Audre Lordes’s terms, is “white, thin, male, young, heterosexual, Christian, and financially secure” (1990, 282–83).

If there is more than one citation inside the parentheses, separate them with semicolons.

A large proportion of these films had specifically Latin themes and protagonists (Koszarski 1990; Robinson 1968).

If a text is being cited repeatedly without the interruption of other references, provide only the page number on subsequent citations until another citation intervenes.

Kirsten Silva Gruesz describes this moment as a contradictory unfolding event created within the national public spheres that masks the historical significance of Latino culture in the United States (2003, 55–56). According to Gruesz, the Latino demographic surge was anticipated in the unfolding of a particular set of relations between the United States and Latin America before it materialized in the 2000 census (57).

For works with one, two, or three authors, include all the authors’ last names in the citation.
This research has provided behavioral scientists with acculturation scales that could be adapted as survey instruments for this population (Cuellar, Arnold, and Maldonado 1995).

For works with four or more authors, use the first author’s name plus “et al.”

The most competitive UC schools, at Los Angeles and Berkeley, have had more limited success with race-neutral policies in admissions (Koretz et al. 2002).

When the author is an institution, an acronym can be used in place of the full name.

(ABA-LSAC 2003)

When citing a footnote or endnote, the note number follows the page directly.

Meanwhile, others say, “I think, therefore I am anxious” (Sayres 1984, 246 n. 4).

Author-date citations may occasionally contain other information.

(Russell 1993, 258, emphasis added).

11b. Styling reference list entries

Include the names of all authors or editors (both surnames and given names) for every reference list entry. Do not use “et al.” on a reference list.

Order of entries

The order of entries on the list is alphabetical by the first author’s last name. When there is more than one work by the same author or group of authors, list those entries from older to more recent. Ignore particles such as The and Los. A 3-em dash replaces the name after the first listing.

Murguía, Alejandro. 1990.

Neruda, Pablo. 1950.

Olguín, B. V. 1997.


———. 2002.

———. Forthcoming.


When there is more than one work by the same lead author with different co-authors, list them alphabetically by the second co-author’s last name.

Cockcroft, Eva, and Holly Barnet-Sánchez. 1990.

When there is more than one work by the same author (or authors) with the same publication date, list them as “a” and “b.” These entries are alphabetized by title.


**Books: general**

Every book entry must include, at a minimum, the author (or editor), year of publication, title and subtitle of the work, place of publication, and publisher.

Omit *The, Inc., Ltd.*, and *Co.* in publisher names. Do not translate names of foreign publishers into English.

For place of publication, add the two-letter state abbreviation for lesser-known cities (e.g., Vallejo, CA). Major cities and capitals of countries (e.g. Los Angeles, Ottawa) can stand alone. If the state is already included in the publisher’s name, it need not be included in the place of publication.

**Norman: University of Oklahoma Press**

When listing publishers with offices in the United States and other countries, it is usually sufficient to give only the U.S. location.

**Malden, MA: Blackwell**

**New York: Cambridge University Press**

**New York: Routledge**

In listing books by publishers outside the United States, common English names for foreign cities should be used if the rest of the article is in English.

**Mexico City: Siglo XXI**

**Book: single author or editor**


Book: multiple authors or editors


Book: author plus editor or translator


Book: introduction, foreword, or other contribution by someone other than the main author


Book: institutional author or editor

If an institutional publication has no named author, the name of the institution stands in for the author. It need not be repeated as publisher. If the name is long, use an acronym, with the expansion in parentheses. The text citation in the case below would be (ABA-LSAC 2003).


Book: unknown author or editor

If the author or editor is unknown, the entry begins with the title.


Book: co-publication


Book: chapter in an edited or translated volume
When listing a chapter in an edited volume, give the chapter author’s name and chapter title first, followed by the volume title, editor(s), and inclusive page numbers for the chapter being cited. Use “ed.” (not “eds.”) to stand for “edited by.”


If two or more chapters in the same volume are cited, the book itself may also be listed on the reference list. The entries for the individual chapters may then cross-refer to the book listing.


**Book: chapter originally published elsewhere**

Many chapters in edited volumes started life as something else. This does not normally need to be mentioned, but may occasionally be of interest.


**Book: multivolume work, citing the work as a whole**


**Book: multivolume work, citing a particular volume**


**Book: new edition**


**Book: reprint of older work**

16
There are two ways to list a reprint or modern edition of an older work. When the original
date is of more interest:

Ruiz de Burton, María Amparo. 1872. *Who Would Have Thought It?* Repr., Houston: Arte

When the recent date is of more interest:

Ruiz de Burton, María Amparo. 1995. *Who Would Have Thought It?* Houston: Arte Público,

In each case the text citation uses the first date in the entry, the one that follows the author’s
name.

**Monograph**

Rios-Bustamante, Antonio, and Pedro Castillo. 1986. *An Illustrated History of Mexican Los
Research Center Publications.

**Article: journal**

Include the volume number, the issue number (or a month or season), and inclusive pages.
Volume and issue numbers should be in arabic, not roman, numerals, even if they appear in
roman numerals on the journal itself.


González, Rita. 2003. “Archiving the Latino Arts Before It’s Too Late.” *Latino Policy &
Issues Brief* 6 (April).


Rival, Laura, Don Slater, and Daniel Miller. 1998. “Sex and Sociality: Comparative
Ethnographies of Sexual Objectification.” *Theory, Culture and Society* 15, nos. 3–4: 295–
321.

**Article: law journal**

Articles in law journals may have just a volume number and pages (no issue, season, or
month).

Article: popular magazine

Weekly or monthly magazines are usually cited by date only. The date is not enclosed in parentheses. A starting page number is sufficient, and is separated from the date by a comma.


When there is no named author, the magazine name stands in for the author.


Article: newsletter

If a newsletter has volume and issue numbers, the entry can be styled as for a journal article. If it has only a date, follow the form for popular magazines. For little-known publications, add the name of the organization or the place if it is not already part of the newsletter title.


Article: newspaper

A newspaper article is often best cited in the text or in a note and omitted from the reference list.

A brief story under the heading “Seris” reported that Doña Dolores Casanova had died in captivity shortly after being kidnapped in February (El Sonorense, June 7, 1850).

If there are many such citations, however, it may be more convenient to cite them author-date style, as shown in the following examples.

For daily newspapers, the city name is usually added to the paper’s name (e.g., Corpus Christi Caller-Times). Spell out the month. Give only the starting page number.


Articles in online editions of newspapers are treated similarly but do not have page numbers.


When there is no named author, the newspaper name stands in for the author.

For an editorial with no named author, specify “editorial.”


Letters to the editor are treated generically, without headlines.


When an article is published in a newspaper but provided by a news service, the news service is the author.


**Article: review of a book, film, or art exhibition**


If the name of the artist is made clear by the title of the show, it does not need to be repeated.


**Working paper, issue brief, etc.**


**Dissertation or thesis**


**Paper read at a conference**

Unpublished paper

Often a paper that is first circulated informally as an unpublished manuscript is later published in some form, such as a chapter in an edited volume. Be sure to check whether a published version exists, and if it does, cite that version. If the paper exists only in unpublished form, it can still be listed, but indicate some institutional connection if possible.


Item in a collection

Listings of letters, papers, etc., in a collection should give a title or description of the item, the name and location of the depository, and as much additional locating information as possible.


Items in manuscript collections may also be dealt with in notes. Examples of note entries:

1 Valida Davila to Mr. Cullen, November 1, 1942, box 4, folder 4, Sleepy Lagoon Defense Committee Records, 1942–1945, Department of Special Collections, Young Research Library, University of California, Los Angeles (hereafter cited as SLDC Records).

1 T. A. Chacon to Manuel Ruiz, June 8, 1943, box 1, folder 2, and Johnny to Manuel and Clanelia, mid-June 1943, box 1, folder 3, Manuel Ruiz Papers, Stanford University.

Historical document reprinted in a publication

When a document’s origin is significant, that information can be included in the listing.

**Government publication**

Documents issued by a government body are usually listed under the name of that agency. This name is not repeated as the publisher. Individual author names may be used if they are prominent in the original. Listings for U.S. House or Senate documents should include the number of the Congress and session. Titles are usually italicized.


**Film, video, compact disk, or DVD**

Audiovisual resources cited as information sources can be listed like print publications.


Commercially released feature films and music recordings usually are not listed in Works Cited. Instead, include the release date in parentheses when the film or recording title is first mentioned in the text.

*Pals First* (1926) marked Del Rio’s first starring role and reviews.

If a movie needs to be listed, it can be done like this:


However, if a number of such items are discussed and a list of them would be helpful to the reader, they may be grouped together in Works Cited under a subhead such as “Filmography” or
“Discography.” For movies in a filmography, the title and date are sufficient, but the director and production company may also be given if available:

\[ \textit{The Bad One}. 1930. \]
\[ \textit{Bird of Paradise}. 1932. \]
\[ \textit{Danzón}. 1991. Directed by María Novaro. IMCINE. \]

Sound recordings are listed with the date following the producer.


\textit{Legal case} \]

A legal case can be listed on the reference list and cited in the text by its name and the relevant page number.


When there are more than two legal cases, list them separately at the end of Works Cited under the subhead “Cases Cited.” The case names do not need to be italicized when they are listed in this way.

\[ \textit{Hopwood v. Texas}, 78 F.3d 932 (5th Cir.), \textit{cert. denied sub nom.}, 518 U.S. 1033 (1996). \]

\textit{Minutes} \]

\[ \textit{California Farm Bureau Federation}. 1926. Minutes of annual convention. Berkeley, CA. \]

\textit{Interview} \]

Interview listings begin with the name of the person interviewed. When listing an unpublished interview, give the place and date where it was conducted. For a published or broadcast interview, give the relevant publication details.

\[ \textit{Caraveo, Vicky}. 2002. Interview by author, Ciudad Juárez, October 22. \]
\[ \textit{Caraveo, Vicky}. 2002. Telephone interview by author, October 22. \]

**Personal communication**

Personal communications with the author, such as letters, telephone conversations, and e-mails, are not usually listed in Works Cited, but can be mentioned in the text or an endnote. If it seems necessary to list such a communication, the listing begins with the name of the person from whom it was received.

Beamish, Andrea. 1996. E-mail message to author, February 27.

**Online document**

The fact that a document has been published online does not remove the need to give full facts of publication, or as many as can be determined. Basic information includes the author (an individual, group of individuals, or institution); year the document was written or published; title of the document or page; title or owner of the website; and web address, or URL. If there is no author per se, the owner of the website may stand in. If no date of writing or publication can be found, use the year of access. An exact date of access is not necessary.

Test URLs by copying and pasting them into your browser to make sure they are spelled correctly and still work. Include http:// and follow the URL with a period.

http://www.tsha.utexas.edu/handbook/online/articles/view/MM/khmmx.html

An online magazine may also have a volume or issue number.


If a document exists in both print and online form, give full facts of publication for the print version, as it is more permanent. A URL may be added as a convenience to readers.

http://humwww.ucsc.edu/CultStudies/PUBS/Inscriptions/vol_7/Gonzalez.html

If access to the site is restricted, “subscription” or the like may be added in parentheses.

A place of publication may be given if the document is published online by an institution that has a definite physical location.


When the website is very informal, you can provide a description.


12. Endnotes

Endnotes are used to provide useful explanation or elaboration of the text, not mainly to cite sources. They should be kept brief, and the number of notes should not be excessive.

2 I refer to Maricela Rodríguez Lozano by her maiden name since she was known by this name at the time of the walkout.

4 Governor Stevenson created the Texas Good Neighbor Commission in September 1943 in order to assure Padilla that Texas would no longer tolerate discrimination against Mexican workers.

7 This photograph is located in the Albert Davis Collection, Harry Ransom Center for the Humanities, University of Texas at Austin.

If necessary, a source or sources may be cited within a note, using the author-date system.

13 A point made by Charles Ramírez Berg in personal communication. See also Berg (2002, 90–97) for further discussion of Velez and her career.


An unnumbered note at the beginning of the endnotes can be used for author’s acknowledgments and to provide other relevant information about the research or writing of the piece.

I would like to thank Maggie Almazán, who showed me more than a thousand works by her late husband and who made the Almazán family archives available to me. I am also grateful to José Esquivel and Felipe Reyes for access to their archives.
13. Frequently Used Terms

Note spelling, capitalization, and use of italics on the following.

A
acknowledgment
action painting
African American (n. and adj.)
Alta California
the American dream
American studies
Americano, Americana
Amerindian
Angelinos
Anglo (n. and adj.)
Anglo American (n. and adj.) (note: variation from *Webster's*)
Anglo-Chicano relations
anglophone, anglocentric
anticolonial, antidrug, antiwar
arroyo
Arte Público
artwork
Asco
avant-garde (n. and adj.), avant-gardism
Aztlán

B
barrio
Beaudelairean
Bible, biblical
bicultural, bilingual
bildungsroman
black (n. and adj.)
black-and-white (hyphenated before noun, open after)
Black Power, the Black Power movement
body politic
bolero
*bomba*
border, border studies, border theory, the El Paso–Juárez border
borderlands
Border Patrol, the U.S. Border Patrol
botanica
bracero, the Bracero Program
breakdown (n.), break down (v.)
Brown Power

C
Caca-Roaches Have No Friends
California, Californiana
caló
campesino
cartel, the Juárez cartel
catalogue
caudillo
census, the 2000 census
cha cha chá or cha cha (n. and adj.)
Chicanismo (Chicanisma ok if author wants it)
Chicano, Chicanos, Chicana, Chicanas
Chicano studies, Chicano culture, Chicano community, Chicano movement, etc.
cholo, chola
Church (as institution: “The pope is head of the Catholic Church”)
church (as specific building or congregation: “The Catholic church on the corner”)
civil rights (n., adj.); the civil rights movement
co-author, co-founder, co-worker
coexist
Cold War (n. and adj.)
colonia
c oncien cia
conga
compadre, comadre
Congress, congressman, congressional
conjunto
Conquest of Mexico, the conquest
conquistador
consciousness raising (n.), consciousness-raising (adj.)
cooperate, cooperation
co-opt, co-optation
corrido
counter strategies
counternarrative
Counter-Reformation (n., adj.)
criollo, criolla
critical race theory
cross-cultural
crossover (adj.), cross over (v.)
cultural studies
curandero, curandera

data (always plural)
de facto
de jure
decenter
deconstruct, deconstruction
decontextualize
depoliticize
dialogue
Don, Doña (with person’s name)
doppelgänger
dot-com (n., adj.)
Great Depression, post–Great Depression, Depression-era (adj.)

**E**
East Coast (of the United States)
East Los Angeles
eastern, eastern United States, eastern seaboard, an easterner, the East (U.S. region)
Eastside (of Los Angeles)
El Colegio de la Frontera Norte (COLEF)
El Norte
e-mail
enchilada
English speaker (n.), English-speaking (adj.)
English-dominant, English-language (adj.)
English-only movement
Enlightenment
esta
donidense
Euro-American, European American

**F**
fall (season)
farmland, farmworker
feminism, feminist
fetishize
fiesta
first-generation (adj.), first generation (n.)
firsthand
Fordism, Fordist
free-market (adj.), free market (n.)
frontera
fronterizo, fronteriza

**G**
gender studies
geographic
geopolitical
gnosis, gnoseology
gold rush
Good Neighbor Policy
graffiti (always plural)
grassroots (n. and adj.)
gringo
guayabera

H
hacendado
hacienda
high-tech
hip-hop (n., adj.)
Hispano, Hispanicized, Hispanophilia
home page

I
imaginary (n.)
Indian
indigena, indigenismo
indigenous
inter-American
Internet
interpellate (v.), interpellation (n.)
interrelationship

J
judgment

K

L
La Llorona, a Llorona story
La Malinche
la migra
la raza, la raza cósmica
landowner (n.), land-owning (adj.)
late-nineteenth-century (adj.), late nineteenth century (n.)
latinidad
Latinization
Latino, Latinos, Latina, Latinas
Latino studies, Latino critical studies
lifework
listserv
long-standing
longtime
Los Angeles, L.A.
lower class (n.), lower-class (adj.)
lower middle class (n.), lower middle-class (adj.)
lowrider
M
MacArthur Park (in LA)
machismo
makeup (n), make up (v)
Manichaean
Manifest Destiny
maquila, maquiladora
mambo
mariachi
media (always plural)
Mesoamerica, Mesoamericans
mestizo, mestiza, mestizaje
Mexican American (n. and adj.)
Mexican American generation
Mexican independence
Mexican Revolution, the revolution
Mexican-Anglo relations
mexicanidad
Mexicano, Mexicana (or mexicano, mexicana, depending on context)
Mexican-origin (adj.)
Mexican-U.S. border
Mexoamerica, Mexoamerican
Michoacán
middle class (n.), middle-class (adj.)
mid-nineteenth-century (adj.), mid-nineteenth century (n.)
Midwest, midwestern, midwesterner
mixed-race (adj.), mixed race (n.)
movement (e.g., Chicano movement, women’s movement)
el movimiento
Movimiento Estudiantil Chicano de Aztlán (MEChA)
multicultural, multiracial, multiethnic, multidisciplinary, multidimensional
Muslim

N
National Association for Chicana and Chicano Studies
nation-state
Native American (n., adj), Native (adj, when referring to Native Americans)
New World
Nietzschean
nineteenth century (n), nineteenth-century (adj)
nonbeing, noncitizen, nonwhite, etc.
non-Catholic, non-Hispanic, etc.
non-English-speaking
norteño
North American Free Trade Agreement (NAFTA)
northeastern, northeastern Arizona, a northeaster, the Northeast (U.S. region)
northern, northern Mexico, Northern California, a northerner, the North (U.S. region)
northwestern, northwestern Canada, a northwesterner, the Northwest (U.S. region)
the New Deal

O
oeuvre
Old World
ongoing
online
the Other (or the other)

P
pachuco, pachuca
patrón
performance studies
pickup (truck)
plena
pocho
policy maker (n), policy-making (adj)
political-economic (adj.)
politics (always singular)
pop art
Porfiriato
postconquest, postindustrial, postmodern, postrevolutionary, postwar, etc.
post–World War II
pre-Columbian
preconquest, prerevolutionary, prewar, etc.
preempt
presidio
printmaker, printmaking
problematize
Prohibition
pueblo

Q

R
racial/ethnic
ranchera
rancho, ranchero
rank and file (n.), rank-and-file (adj.)
rasquache, rasquachismo
real, the real, realism
Reconstruction
reestablish, reinscribe, reidentify, reposition
Reformation
revolution (but: the French Revolution, the Mexican Revolution, the Cuban Revolution; etc.)
revolutionary, revolutionaries
Rio Grande, the Rio Grande Valley
rock and roll or rock ‘n’ roll (n. and adj.)
rumba
rural-to-urban migration

S
Santería
santo
second-generation (adj.), second generation (n.)
secondhand
September 11 or 9/11
silk screen (n., adj.), silk-screen (v.)
Smithsonian Institution
sociocultural, sociopolitical, socioeconomic, socioliterary, sociosexual, sociospatial
South Central Los Angeles
Southern California
South Texas
southern, southern Arizona, a southerner, the South (U.S. region)
southeastern Texas, the Southeast (U.S. region)
southwestern, southwestern New Mexico, southwesterner, the Southwest (U.S. region)
Spanglish
Spanish American (n. and adj.)
Spanish Civil War
Spanish speaker (n.), Spanish-speaking (adj.)
Spanish-dominant, Spanish-language (adj.), Spanish-origin (adj.), Spanish-surnamed (adj.)
spring (season)
State of California, the state
subculture, subcommunity, subsociety
summer
Sun Belt

T
Tejano, Tejana
Tenochtitlan
testimonio
Texas Mexican (n.), Texas-Mexican (adj.)
theater
Third World (n. and adj., but better to avoid this term)
Tlatelolco
top 40 (n.), top-40 (adj.)
toward (not towards)
transborder
Treaty of Guadalupe Hidalgo
T-shirt
turn of the century (n.), turn-of-the-century (adj.)

U
UCLA César E. Chávez Center for Interdisciplinary Instruction in Chicana and Chicano Studies
UCLA Chicano Studies Research Center
UCLA Chicano Studies Research Center Library
UCLA Chicano Studies Research Center Press
U.S. (adj. only)
U.S. Border Patrol, the Border Patrol
U.S. Bureau of the Census, the Census Bureau
U.S. Constitution, the Constitution, constitutional, constitutionalism, constitutionality
U.S.-Mexican border or U.S.-Mexico border or U.S.-Mexico borderlands
U.S.-Mexican War, or U.S.-Mexico War, the war
U.S. Supreme Court, the Court (other courts are lowercased in subsequent reference, “the court”)
underway
United Farm Workers
United States (n.)
Universidad Autónoma de Sinaloa
Universidad Nacional Autónoma de México (UNAM)
University of California, Santa Barbara
upper class (n.), upper-class (adj.)
upper middle class (n.), upper middle-class (adj.)

V
Vietnam War, the war in Vietnam, the war
Virgen de Guadalupe or Virgin of Guadalupe; la Virgen or the Virgin
vis-à-vis
Vodou

W
website
the West (world political region), Western
West Coast (of the United States)
West Hollywood
western, westerner, western United States, western Texas, the West (U.S. region)
white (adj. and n.)
white-collar (adj.)
winter
women’s movement
workforce, workplace
working class (n.), working-class (adj.)
World War I, World War II, the war
World Wide Web, the Web
worldview
14. Some Names of Persons

<table>
<thead>
<tr>
<th>X</th>
<th>Y</th>
<th>Z</th>
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<td>Acuña, Rodolfo F.</td>
<td>Gómez-Quiñones, Juan</td>
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Rodriguez, Richard
Rosaldo, Renato
Ruiz de Burton, María Amparo
Rumbaut, Rubén G.
Salazar, Rubén
Saldívar, José David
Saldívar, Ramón
Samora, Julian
Sánchez Korrel, Virginia
Sandoval, Chela
Santibañez, Enrique
Stavans, Ilan
Suárez-Orozco, Marcelo and Carola
Tijerina, Reies López
Trueba, Henry
Ulica, Jorge [Julio Arce]
Valdez, Patssi
Valerio-Jiménez, Omar
Vasconcelos, José
Vélez-Ibáñez, Carlos G.
Venegas, Daniel
Wilson, Diana de Armas
Ybarra-Frausto, Tomás
Zapata, Emiliano