

Aztlán: A Journal of Chicano Studies

Submission and Resubmission Checklist

Author:

Title:

Final submission or resubmission comprises the author's email message to the editor of *Aztlán* and these attachments: the final manuscript, all illustrations, and a completed Submission and Resubmission Checklist. Resubmissions must include a revision statement that explains how the author addressed referees' comments (see under "Author's email message," below). Send the email message with attachments to: submissions@chicano.ucla.edu.

All letters of permission—for poetry, lyrics, and text excerpts, and for illustrations—must be mailed to the editor upon acceptance of the manuscript; for resubmissions all permissions must be received by the editor before publication will be scheduled. Incomplete permissions programs will delay publication in either case. Some publishers take six to eight weeks to respond to permission requests. Text and citations must follow the *Aztlán* style sheet.

For more information, see *Aztlán*'s Submission Guidelines, which include links to the journal's style sheet and sample letters for requesting permission. The guidelines are available at www.chicano.ucla.edu/press/journals/submissions.asp. Send queries to submissions@chicano.ucla.edu.

Directions: Use "Save as" under "File" to save this document on your computer. Select either "OK" or "N/A" for each checklist item. After the checklist is complete, label the file with the name of the lead author, type of submission, date of submission, and the word *checklist* (for example: Jones dossier 8-09 checklist; Smith essay 11-08 checklist). Attach to the author's email message.

Author's email message, containing the following information

- | | | |
|----|-----|---|
| OK | | Type of manuscript
<i>State whether the manuscript is an essay, a dossier, or a review.</i> |
| OK | | Scholarly significance
<i>Describe the significance of the submission in terms of other research in the field.</i> |
| OK | | Word count
<i>Include notes and works cited and any appendices. Maximum for essays is 12,000 words including notes and works cited; for dossiers, 5,000 words (unless otherwise requested); for reviews, 2,000 words.</i> |
| OK | N/A | Illustrations
<i>Include the number of illustrations in each category: photographs and artwork, graphs, tables.</i> |
| OK | N/A | Revision statement
<i>Revised manuscripts must contain a revision statement that explains how the author addressed referees' comments.</i> |
| OK | | Publication statement
<i>Confirm that the manuscript has not been previously published and is not under review elsewhere.</i> |
| OK | | Copyright statement
<i>Confirm that the author(s) is (are) the sole copyright owner(s) of the manuscript.</i> |

Final manuscript, in a single MS Word file with elements in the following order

- | | | |
|----|-----|--|
| OK | | Cover page
<i>List title of submission, date of submission, full name of each author, plus his or her affiliation, department, mail address, email address, fax number, and telephone numbers for office and home.</i> |
| OK | N/A | Abstract (for essays)
<i>Impart the main argument, findings, and conclusion; emphasize new and important aspects of the research. Maximum 200 words. No quotations, equations, diagrams, or footnotes.</i> |

- OK **Text**
Follow Aztlán style, as outlined in the journal's style sheet. In essays and dossiers, use the author-date style of citation: (Author 2002); add page references for quoted text: (Author 2002, 11–12). In reviews, put the title and author in the text and abbreviated publication information in parentheses: As Max Benavidez notes in Gronk (CSRC Press, 2007). "Call out" all figures and tables in the text, either in discussion or in parentheses: As figure 2 shows or (see fig. 2).
- OK N/A **Endnotes (for essays and some dossiers)**
Follow Aztlán style, as outlined in the journal's style sheet. Notes should provide explanation or elaboration of the text; use the author-date citation system to cite sources that support the text.
- OK N/A **Works cited (for essays and some dossiers)**
Follow Aztlán style, as outlined in the journal's style sheet. Include only works cited in the text.
- OK N/A **Caption list (for manuscripts with illustrations)**
Provide a caption for every illustration, whether a figure (photographs, artwork, graphs) or a table. Photographs, reproductions of artwork, and graphs are "figures"; tables are "tables." Number figures and tables separately. Captions for artwork include creator's name, title of artwork, date; medium and dimensions; credit line. Captions for photographs include description of content; date and location; photography credit if applicable.
- OK **File label**
Label the manuscript file with shortened title, type of submission, and date of submission (or resubmission): golden age mexican cinema essay 11-09; chicana art review 11-08.

Illustrations

- OK N/A **Photographs and reproductions of artwork**
Save each as a separate file. Files must be in .tif format, grayscale, with minimum 300 dpi; sizing should be 5 x 8 inches, although 4 x 6 is acceptable.
- OK N/A **Graphs**
Save each as a separate file. Prepare with Illustrator or Excel (or similar software). The editor must be able to open and edit the graphs; files that cannot be emended cannot be used. PDFs will not be accepted. Note that graphs reproduced from another publication require permission to reproduce.
- OK N/A **Tables**
Save each as a separate file. Prepare in MS Word. PDFs will not be accepted. Note that tables reproduced from another publication require permission to reproduce.
- OK N/A **Captions**
Provide a caption for every illustration (see above, under "Final manuscript").
- OK N/A **File labels**
Label each file with name of lead author, type of submission, date of submission, and type and number of illustration: Jones dossier 8-09 fig 2; Smith essay 11-08 table 3.

Permissions

- OK N/A **Permissions for illustrations**
Authors are responsible for obtaining permission to reproduce works of art, copyrighted photographs, and graphs and tables obtained from a published source..
- OK N/A **Permissions for excerpts**
Authors are responsible for obtaining permission to reprint excerpts from published or copyrighted works that fall outside "fair use." Poetry and song lyrics are special cases, and authors should always request permission for either, regardless of the excerpt's length.
- OK N/A **Permissions for resubmissions**
Ascertain that all permissions can be acquired before resubmitting a manuscript; accepted resubmissions will not be scheduled for publication until all permissions are received by the editor.