Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social is an interdisciplinary, peer reviewed, biannual publication of Mujeres Activas en Letras y Cambio Social (MALCS). This feminist Chicana/Latina academic organization is dedicated to building bridges between community and university settings, transforming higher education, and promoting new paradigms and methods. As the publication of a diverse association that aims to provide space for those historically marginalized, the Journal publishes academic and creative works by and about Chicanas/Latinas and Indigenous women of the Americas and is receptive to all scholarly methods and theoretical perspectives that examine, describe, analyze, or interpret our experiences. The Journal welcomes English or Spanish submissions of scholarship, commentary, reviews, and creative writing.

While primarily an academic Journal, we encourage submissions in a style accessible to a broad audience. We urge contributors to be sensitive to the social implications of language and to seek wording free of discriminatory overtones.

Based on the mission of MALCS, the Journal fosters mentoring relationships in order to transform higher education. Submission of a manuscript indicates the author’s commitment to publish, and the Journal makes a commitment to assist authors in the publication of their work. Manuscripts should be unpublished in the language of submission and not submitted for publication to other journals or anthologies. Contributors are encouraged to join MALCS.

Manuscript Submission:

These guidelines are solely for submission of scholarly manuscripts through the PeerTracking Editorial System now being used by Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social. Authors submitting scholarly articles should submit manuscripts online via PeerTracking at http://www.edmgr.com/malcs

Please see Guidelines for Creative Writing and Commentary and Book Reviews posted on the MALCS website at: http://www.malcs.org/chicanalatina-studies-the-journal-of-malcs/

Manuscript Preparation. All submissions must be submitted through PeerTracking in MS Word.doc format or docx, double-spaced, including quotations, notes, references, captions, and headings, in a 12-point Times New Roman font, with one inch-margins on all sides. Use consecutive page numbering at the bottom right of the page. Do not justify margins or turn on automatic hyphenation of words. Endnotes should be numbered using Arabic numbers. The Journal does not accept manuscripts using Styles or Wyrd for reference and endnotes.

For all matters of style, especially for notes and references, please consult the latest edition of The Chicago Manual of Style. The Journal uses the author-date documentation style. Insert brief
parenthetical acknowledgments in the manuscript wherever you incorporate another's words, facts, or ideas. A list of references, alphabetized according to authors’ last names, should be appended at the end of the article. Information about *The Chicago Manual of Style* may be obtained from the following websites: [http://www.wisc.edu/writing/Handbook/DocChicago.html](http://www.wisc.edu/writing/Handbook/DocChicago.html), [http://www.chicagomanualofstyle.org/cmosfaq.html](http://www.chicagomanualofstyle.org/cmosfaq.html). Please also refer to the document “Using Chicago for authors of CLS” at the end of this document.

The Journal prefers scholarly articles of 7,000 words or 25 pages (not including tables, notes, or references); commentary articles with less than 2,500 words; and review articles with approximately 1,000 words.

**Submissions Should Include the Following:**

**Cover letter.** PeerTracking provides a place to submit the cover letter. In the cover letter the author(s) must state that the manuscript is original, and has not been published elsewhere, nor is it under consideration elsewhere. If you participated in the Writing Workshop for the MALCS Summer Institute, please include this in your letter, as the journal adheres to “rights of first review.”

**Abstract.** PeerTracking will provide you a text box to submit your abstract. Each article-length manuscript must begin with an abstract no longer than 350 words. It should provide a summary of the essential points and findings of the paper. The abstract does not count toward the page or word limit. If the submission is written in Spanish, provide an abstract in English.

**Keywords.** PeerTracking will ask you to submit up to seven index words or phrases (“key words”).

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**Endnotes.** Editors ask that authors keep notes brief. Use endnotes rather than footnotes. Notes are numbered consecutively throughout the text by superscript numerals. Although the Notes section should go before the Reference section, some word processing programs automatically place them at the end. If this is the case, leave them there. If accepted for publication, the Editors will adjust placement of the notes.

**References.** All entries must be double-spaced, listed alphabetically by last name, and chronologically for two or more titles by the same author(s). Do not include any publication not cited in the text. All publications in the Reference section must appear on the text.

**The Following are Examples of References:**
Book


Book Chapter


Journal Article


More than one Author


More than one citation by an Author


Author with more than one Citation in the Same Year


Unpublished Manuscript


Film

Magazine or Newspaper Article

Without Author

The Arizona Republic. 2015. “Supreme Court Should Recognize Same-Sex Marriage.” April 29, 28A.

With Author


Electronic Sources


Dissertation


Illustrations, Tables, and Figures. PeerTracking provides you the option to attach these separately. In the manuscript, please number each consecutively. Indicate their position within the text clearly, inserting TABLE 1 ABOUT HERE (set off by double spacing above and below). Provide a short (10-15 words) descriptive title as well as sources and acknowledgements. Notes for tables appear at the bottom of each table and are marked with lowercase, superscript letters. Illustrations must be submitted in a form suitable for publication without redrawing. If accepted for publication, illustrations, tables, and figures must be submitted in electronic format. A high-resolution electronic file of each illustration should accompany the manuscript. Reproduction-quality prints of illustrations will be required for manuscripts accepted for publication.

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Tips for Using Chicago Author-Date Style

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The Copyeditor’s Desk, Inc.
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Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social uses the Chicago Style Manual author-date style for citation and documentation. While this system superficially resembles APA style, it is not the same! MLA never uses an author-date format, and it differs from Chicago style in a number of important aspects. This short guide will highlight the main differences.

For a more detailed description with examples, please use the 16th Edition(!) of The Chicago Manual of Style. In the hard-copy version, author-date documentation is explained in chapter 15. If you’re unfamiliar with Chicago style, you’ll also need to refer to chapter 14 to view the standard format for reference list entries.

The Chicago Manual is available online: http://www.chicagomanualofstyle.org/home.html. It has a paywall (the amount is nominal, and sometimes you can persuade your department to pay for it), but it’s also possible to sign up for a free trial. Chicago is the standard of the book publishing industry, and so if you are working on a monograph, writing a textbook, or compiling an anthology, purchasing the hard-copy version or subscribing to the website is well worth the investment.

In-text Citation

Chicago’s author-date in-text citation looks similar to APA’s:

(Menchaca 2002, 125)

No comma after author’s name; last name only; comma between date and page number, numeral only for page.

Notice that APA style is different in that it places a comma after the author and uses the abbreviation p. before the page number. MLA does not use the p abbreviation; note that MLA does not use author-date citation at all:

APA: (Menchaca, 2002, p.125)
MLA: (Menchaca 125). *Not applicable for CLS. Please do not use MLA or APA style or try to adapt it for CLS.*

Unlike APA, the in-text citation does *not* automatically go after mention of the source in the narrative; instead, placement resembles MLA’s style in that it goes at the end of the quotation, paraphrase, or summary. Note that Chicago places a comma after the date, while MLA does not enter a date:

**Chicago style:** Menchaca describes the construction of race in the United States *(2002, 31-65).*

**APA style:** Menchaca (2002, pp. 31-65) describes the construction of race in the United States.

**MLA style:** Menchaca describes the construction of race in the United States (31-65). *For illustration only. Please do not use MLA or APA style for CLS.*

**References List**

*Chicana/Latina Studies* titles each article’s bibliography (list of references) as **References**, not Works Cited.

Like the in-text citations, references in the Chicago author-date system look superficially similar to APA references, but there are important differences. Here are some highlights:

**Chicago and MLA spell out authors’ names:**

**Chicago and MLA:** Menchaca, Martha.

**APA:** Menchaca, M. *Please do not use APA style for CLS.*

**Chicago does not place the year of publication in parentheses:**

**Chicago:** Menchaca, Martha. **2002.** *Recovering History, Constructing Race: The Indian, Black, and White Roots of Mexican Americans.* Austin: University of Texas Press.


**MLA:** Not applicable. MLA does not use author-date format.

*Chicago DOES use caps and lower case for all titles*, including subtitles, and *Chicago DOES place titles of short works, such as articles, in quotation marks. APA does neither, except insofar as journal titles are set in caps and lower-case:*
FOR ARTICLE TITLES:

Chicago and MLA article title: “The Social Climate of the Birthright Movement in the United States.”

APA article title: The social climate of the birthright movement in the United States.

FOR BOOK TITLES:

Chicago and MLA book title: Recovering History, Constructing Race: The Indian, Black, and White Roots of Mexican Americans

APA book title: Recovering history, constructing race: The Indian, Black, and White roots of Mexican Americans

FOR JOURNAL TITLES:

Chicago and MLA journal title: Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social

APA journal title: Chicana/Latina Studies: The Journal of Mujeres Activas en Letras y Cambio Social

Chicago does NOT italicize the volume of a journal, whereas APA does. Also, APA places a comma between the journal title and the volume and number; Chicago does not. Chicago places a colon after the volume and number; APA uses a comma. APA does not italicize the volume number and separates volume and number with a period:


For references with more than one author, Chicago lists only the first author’s in name last-name-first order; all the others are in normal order. APA lists all authors last-name-first, and APA uses an ampersand (&) instead of the word “and.” MLA is similar to Chicago.


MLA: Not applicable; MLA does not use author-date style. Please do not use MLA or APA style for CLS.

In references Chicago lets you use et. al. after four authors; APA wants you to list a maximum of seven authors. APA rules for multiple authors in citations and references are extremely complicated; see the APA manual, 6th edition, 6.15, 6.27, et passim, and chapter 7, ex. 2. MLA allows et al. for more than three authors but in that case has only the first author listed in the Works Cited. Remember, however, that MLA does not use author-date style!


MLA: Arredondo, Gabriela F., et al. Please do not use MLA style for CLS.

Chicago’s standard author-date reference list for journals places the date directly after the author’s name. APA is similar, except that APA abbreviates first and middle names, places the date in parentheses after the author’s name, and uses the down style (sentence style) for book titles:


MLA: not applicable; MLA does not use author-date format.

Chicago uses “edited by” to indicate the editor of an edited book; APA and MLA styles are significantly different:


Chicago does not favor elaborate references to electronic sources; a URL or (better, if available) a DOI will suffice. Chicago and APA no longer require an access date. MLA still
requests an access date. APA inserts “retrieved from” before the URL; MLA inserts the access date (only) before the URL:


or


This list of tips is a very brief thumbnail sketch of some of the major differences between Chicago author-date, APA, and MLA styles. It doesn’t cover all the types of sources that you, as an advanced researcher, are likely to encounter. For all the details, be sure to consult The Chicago Manual of Style, 16th edition.

The edition number is important: please do not use Chicago 15 or Chicago 14.

Revised: August 4, 2015