

## **SUBMISSION INFORMATION:**

**SUBMISSIONS FOR THE SIXTH VOLUME MUST BE RECEIVED BY THE COMMITTEE NO LATER THAN DECEMBER 1, 2012.**

Completed essays, reviews of recent publications or exhibitions, and interviews are requested from M.A. or Ph.D. students currently enrolled in graduate programs. Submissions are accepted written in English or Spanish.

Each submission must be accompanied by a cover letter that prominently notes the title of the essay, the field of study to which it pertains, as well as a curriculum vitae that includes the author's status (e.g. M.A. / Ph.D. Student or Ph.D. Candidate), department, and institution name and location.

**ESSAYS, REVIEWS, OR INTERVIEWS AS WELL AS OTHER DOCUMENTS LISTED ABOVE CAN BE SUBMITTED AS WORD DOCUMENTS VIA E-MAIL TO:**

[hmsphr@unm.edu](mailto:hmsphr@unm.edu)

Journal contributors receive five complimentary copies. Additionally, essay writers selected to publish in *Hemisphere* will be invited to participate in a symposium at the University of New Mexico in Albuquerque in the fall semester of 2013, where they will present their essay.

**SUBMISSIONS ARE ACCEPTED FOR CONSIDERATION ON CONDITION THAT THE AUTHOR ACCEPTS AND WARRANTS THE FOLLOWING CONDITIONS:**

1. If and when accepted, you secure the necessary written permission from the appropriate copyright owner or authorities for the reproduction in the article and the journal of any text, illustration, or other material. You warrant that, apart from any such third party copyright material included in the submission, the submission is your original work, and cannot be construed as plagiarizing any other published work, and has not been published elsewhere.
2. The *Hemisphere* Editorial Committee shall prepare and publish your submission in the journal. We reserve the right to make such editorial changes as may be necessary to make the essay or review suitable for publication; and we reserve the right not to proceed with publication for whatever reason.
3. You warrant that the submission contains no statement that is abusive, defamatory, libelous, obscene, fraudulent, and in no way infringes the rights of others, nor is it in any other way unlawful or in violation of applicable laws.
4. You shall retain the right to use the substance of the above work in future works, including lectures, press releases, and reviews provided that you acknowledge its prior publication in the journal.

# FORMAT FOR SUBMISSIONS:

We request that submissions address the following style and formatting issues before submitting articles to *Hemisphere* in order to save our editorial committee valuable hours on each issue. Thank you for your assistance in this endeavor.

## FORMATTING GUIDELINES:

- In addition to English, we also accept essays or reviews in Spanish.
- No abstract necessary.
- No title page necessary, simply include the title at the beginning of text.
- For essays paper length = 20 to 30 pages. Images are included within the page limit, and will be the first to be cut if it is necessary in terms of your essay's length going over the maximum.
- Length for reviews and interviews = 5 to 10 pages. Reviews and interviews may include images. Images are included within the page limit, and will be the first to be cut if it is necessary in terms of your review's or interview's length going over the maximum.
- Use the *Chicago Manual of Style*, 16th edition
- 12 point font and double spaced
- Please insert a single space between sentences, rather than double. (e.g. hit the space bar once after each sentence)
- Insert page numbers
- Do not tab paragraphs; rather force a line break and all new paragraphs begin flush left.

## Miscellaneous Notes:

- Use full name in first mention, then surname only (e.g. "Jane Smith"... "Smith")
- Block quotes should be set apart by a forced line break—not italicized. Do not use quotation marks.
- Be consistent in your use of abbreviations. In your first reference spell everything out and follow by abbreviations in parenthesis [e.g. New Argentine Cinema (NAC)].
- Spell out all numerical references under 100.
- All foreign words in italics; include English translation in brackets if necessary (e.g. *Do figurativismo ao abstracionismo* [From *figuration to abstraction*]).
- References to centuries: as adjectives=nineteenth-century; as noun = nineteenth century

## ENDNOTES (We use endnotes—not footnotes):

- Place all endnotes at the end of sentences and separate multiple citations in an endnote with semi- colons.
- Endnotes are limited to 25.
- Please use Arabic numerals for numbering system.
- Use 10 point font.
- Flush left.
- Note there should be no space between each.

## IMAGES:

- Limit 4 images per essay. Please limit the number of images you include to only those significant to your discussion, and refrain from an excessive number of images simply for the sake of including them.
- All images will be printed in black and white, except for those included in the Artist Spotlight Section. However, when possible images may be printed in color, but this is not guaranteed. If images are printed in color, their placement within the journal will be dictated by constraints related to printing.
- Accompanying images, tables, figures, or illustrations should be inserted where intended to be located within each essay and numbered. Images will be allotted half a page each. The designer will help to finesse this element, among others, but if you format your essay in that manner the job will be easier.
- When first introducing or addressing an image within the text note the title in italics followed by (date); Follow this reference with (Figure #) at the end of the sentence. [e.g. *Title* (2009)...(Figure 1).]
- Each image should include a caption that indicates: Figure number, Artist, Title of work, Date, Medium, and Size if known (period), followed by copyright information (Image courtesy of \_\_\_\_\_).
- In addition to imbedding your images into your word document, please provide the highest quality digital copy of the image as a separate file and title it by Fig # and placement within your essay, for example: after paragraph 6, etc. Images should be jpg, tiff, or pdf files and should be at least 300dpi, and approximately four inches in one direction to make sure they print clearly.
- *Hemisphere* does not accept responsibility for copyright issues that may arise. The author is responsible for acquiring copyright permission for all images included in their essay or review and published in the journal.

## CONTRIBUTOR INFORMATION:

- Include a brief bio at the end of your submission, which includes the author's status (e.g. M.A. / Ph.D. Student or Ph.D. Candidate), department, institution name and location, advisor, and topic of your thesis or dissertation project.