

LES ATELIERS DU SAL

GUIDELINES FOR CONTRIBUTORS

1. COPYRIGHT

Articles must be previously unpublished, original and of significant scientific interest. Authors will transfer copyright of their work to *Les Ateliers du SAL* for electronic reproduction and for online publication.

2. PAPER SUBMISSION

Articles must be written in Spanish or French. Emailed submissions to lesateliersdusal@gmail.com must include two documents.

*Document 1 must contain:

- Title of article
- Author's full name
- Institutional affiliation (university)
- Post at affiliation
- Three abstracts: **an abstract in Spanish, in French and in English** to a maximum of 400 characters including spaces.
- Five keywords in Spanish, in French and in English. Words must be separated by commas and no full stop must be added at the end.

*Document 2 must contain:

- Title of article
- Author's full name
- Institutional affiliation (university)
- Email address
- Article and appendices (if any)
- Bibliography

*Should the article contain charts, tables or illustrations, these will be incorporated in the body of the text. The author must confirm copyright permission of images.

3. FORMAT

Articles will be accepted into our evaluation and editing process provided that authors respect the following format.

-Page: All articles will be submitted in A4, single-spaced and with these margins: top, left and right 3,5cm; bottom, 2,5cm.

PAGES MUST NOT BE NUMBERED

-Font: **Verdana**, size **12**, single-spaced, justified and with **NO FURTHER FORMAT**. For footnotes size 10 must be used.

-Word limit: 35,000 characters with spaces, including notes, bibliography and the body of the article.

-Paragraphs: No spaces between paragraphs must be left. The first paragraph of a section or a subsection will not be indented. Other paragraphs will show the first line indented by 0,5 cm.

-Subtitles: Subtitles must appear in bold, font size 12. If there exists a hierarchical appearance of two subtitles, the second one must be in italics. If there exists more than two subtitles, numeration (1.1, 1.2. etc.) is recommended.

-Italics: foreign names, words with special emphasis and book titles (novels, collections of short stories and poems, etc.) must be italicized.

-Bibliography: Font size **11**.

Each entry in the bibliography will be indented, using a French indentation of 1,5cm on its second line.

For example:

Cortázar, Julio. *Obra Crítica*. Ed. Saúl Yurkievich (Vol. 1). Ed. Jaime Alazraki (Vol. 2). Ed. Saúl Sosnowsky (Vol. 3). Madrid: Alfaguara, 1994.

The author's name will not be repeated. Instead, three underscore dashes and a full stop (e.g.: ____.) must appear after the second entry of the same name. Should an author's name appear together with another author, the name will remain unrepeated. The three underscore dashes and the other author's name will be included after the conjunction "y" (e.g.: ____ y Julio Cortázar.). Should more than two authors appear, a comma will be added after every author, and the "y" before the last one. Another option is to add the abbreviation *et al.* (e.g.: ____, Julio Silva y Julio Cortázar o ____ *et al.*)

-Epigraph: Font size **10**. Entire paragraph 5cm.

4. REFERENCES

***General rules:**

-Normal characters, in same size and inverted commas (no italics) will be used when citing in the body of the text.

-If the quote extends for more than four lines it will appear in another paragraph, indented by 2cm on the left, spacing paragraph before and after: 12 points. Inverted commas are not used and font size must be **10**.

-Omission of fragments within quotes must be signalled by square brackets ([...]). If the end is missing the full stop is added after the square brackets ([...].)

***Style guidelines:**

The MLA (Modern Language Association) citation style, which is briefly described here, must be used.

Quotes are included in parenthesis in the body of the text (no footnotes). Usually, the author's surname and the page number are indicated.

-If the origin of an inserted quote has been mentioned already (i.e. surname and title of work appears in preceding lines very clearly), the author's surname can be omitted and the page number can be added on its own in brackets.

-If neither the author nor the work have been mentioned, the reference must be included in brackets, as in (Borges: *Ficciones* 62).

-If more than one work by the same author is cited, the surname and work title must be included in every case.

For example:

"Quitémosles los disfraces y quedan reducidos a gente como yo, sin rostros ni facciones" (Donoso, *El obsceno* 129)

"Que la Japonesita grite allá adentro. Que aprenda a ser mujer a la fuerza, como aprendió una" (Donoso, *El lugar* 111)

-If a title is long it can be shortened (Sábato, *Tres aproximaciones* 78 [instead of *Tres aproximaciones a la literatura de nuestro tiempo* 78]).

-If the quote belongs to a text co-authored by two or three people each surname must be added and "y" used (Lafforgue y Rivera, 14).

-If the quote belongs to a text co-authored by more than three people only the first surname is written, followed by *et al.* (Schaeffer *et al.* 109).

-If the work is anonymous the work title is used.

-If a work that has been cited by another author is quoted, it is to be specified in brackets with (apud), (ap.) or (citado por) and page number. The bibliography must include the author who cites the original source. For example:

Piaget (citado en Bond 178) desarrolló diferentes experimentos para demostrar que...

Piaget (ap. Bond 178) desarrolló diferentes experimentos para demostrar que...

[Piaget will appear in the bibliography]

-If a quote belongs to an online source (e.g. newspaper, blog) the author's name and the number of the paragraph from which the quote has been extracted must be written. The abbreviation "párr." must precede.

For example: (Millás, párr. 1)

5. BIBLIOGRAPHY

According to the MLA system entries must adopt these basic norms.

5.1. BOOKS

-Books: Surname(s), Name. Title. City of publication: Publishing house, year.

Pitol, Sergio. *El mago de Viena*. Bogotá: Fondo de Cultura Económica, 2006.

If the book has a subtitle it has to appear after a colon. Both, title and subtitle, must be italicized.

-Co-authored books: Surname(s), Name and Name Surname(s). Title. City of Publication: Publishing house, year.

Magasich, Jorge y Jean-Marc de Beer. *América Mágica: Mitos y creencias en tiempos del descubrimiento del nuevo mundo*. Santiago: LOM ediciones, 2001.

If a co-authored book is cited, the authors' names must appear in the same order as they are indicated in the book.

If the book is co-authored by several authors it is possible to write the first author's surname and name, followed by the abbreviation "*et al.*"

If the authors are editors, compilers or translators a comma (,) must be added after the last name, together with the corresponding abbreviation (ed., comp., trad.).

For example:

Reinstädler, Janett y Ottmar Ette, eds. *Todas las islas la isla*. Madrid-Frankfurt am Main: Iberoamericana-Vervuert, 2000.

-Book chapter, poem and short story: Surname (s), Name. "Title of Chapter". Work title. City of publication: Publishing house, year. First and last page numbers.

Yurkievich, Saúl. "Los tanteos mánticos de Julio Cortázar". *Julio Cortázar*. Ed. Pedro Lastra. Madrid, Taurus, 1981. 100-151.

-Translated books, with editor or compiler: Surname(s), Name. Title. Trad./Ed./Comp. Name Surname. City of Publication: Publishing house, year.

Duras, Marguerite. *La impúdica*. Trad. Ana María Moix. Barcelona: Tusquets Editores, 1995.

Pizarnik, Alejandra. *Poesía Completa*. Ed. Ana Becciu. Buenos Aires: Editorial Lumen, 2003.

5.2. ARTICLES

-Journal article: Surname(s), Name. "Title of article". Title of journal. Number (year): pages.

Xirau, Ramón. "El hombre: ¿Cuerpo o no cuerpo?". *Revista Iberoamericana* 74 (1971): 29-34.

-Newspaper article: Surname(s), Name. "Title of article". Title of Newspaper. Day month year. Section: page.

When citing from interviews the interviewee's name must appear first and, after the title, the interviewer's name (if relevant).

-Online article: Surname(s), Name. "Title of article". Website name. Name of institution in charge (if existing). Day month year of publication (existing). Web. Date on which the website was visited <page address>.

Schopf, Federico. "La Bandera de Chile, de Elvira Hernández". *Letras s5*. Proyecto Patrimonio. Web. 17 dic. 2008 <<http://www.lettras.s5.com/hernandez190802.htm>>

Make sure that the link is available.

5.3. OTHERS

-Online books: When a book found online is cited, authors must follow the same norms as if it were a printed book. Online source information must also be added. **Surname(s), Name. *Book title*. City of publication: Publishing house, year. Website name. Web. Date on which the website was visited <website address>.**

-Film and documentaries: Director. *Title*. Production, year.

León de Aranoa, Fernando, dir. *Barrio*. Sogetel/Elías Querejeta P.C./Mact Productions/M.G.N. Filmes, 1998.

In the textual citation, if relevant, the duration in minutes can be mentioned by adding the abbreviation “min”, as in (León de Aranoa, min 38) or (min 38).

6. FOOTNOTES

Footnotes must only be used for digressions that are not considered to be part of the body of the text. They must be added before the last punctuation mark, as in ...”¹.

For example: La autora dice “Silvia¹, Luisa, Raquel, somos el mismo personaje”².