

Preparing Your File

(for journal contributors)

In preparing a manuscript, simpler is better: please *do not use fancy fonts, style sheets, or other sophisticated features of your software*. We want electronic files that look like plain, typewriter-generated copy so that we do not have to rekey the text. Your manuscript will be easier for us to work with if it does not include extra styling and formatting, which require considerable time and expertise to eliminate. If you have questions about these guidelines, are not sure how to make the changes that we request, or are concerned that following these guidelines will require a great deal of your time, please contact the journal editor.

SETTING UP THE PROGRAM, FILES, AND FORMATTING

- ❖ **Prepare your manuscript using the same software from beginning to end.**
- ❖ **Keep formatting to a minimum.** We must remove most if not all formatting before copyediting and typesetting can begin. If you do use any formatting, make certain you apply it consistently.
- ❖ **Format all text in 10-point Courier, Courier New, or other nonproportional (typewriter-style) font.** Use the same typeface and size for all text, including endnotes, and block quotes. Having the manuscript printed with a nonproportional font such as Courier makes it easier for us to establish the standard page counts that we need to do our work on your article.
- ❖ **Use 1.5 space for everything, without exception.** This includes notes, block quotes--everything.
- ❖ **Use 1-inch / 2.54 cm margins all around.**
- ❖ **Do not begin new lines by using a hard return (*do use a hard return for new paragraphs*).**
- ❖ **Justify on the left only.** Do not use right-hand or full justification anywhere in the manuscript.
- ❖ **Do not use running heads** to insert article titles, author names, or dates.
- ❖ **Do use your word processor's pagination feature** to insert page numbers on each page of the manuscript.
- ❖ **Make different subhead levels easy to follow: use consistent simple formatting.** For example, you might set first-level subheads flush left, underlined, and on a separate line from the following text; second-level subheads underlined, centered, and on a separate line from the following text; and third-level subheads flush left, underlined, followed by a colon, and run into (on the same line with) the following text. Avoid using different fonts and font sizes, bolding, or other formatting.
- ❖ **Do not use special features of your word processor such as:**

- optional hyphenation. The only hyphens in your manuscript should be those required by the conventions of spelling and grammar.
- widow/orphan protection.
- "styles" for headings, extracts, paragraphs, or other sections of the manuscript. Use "normal" style throughout the text.

RECOMMENDED TYPING CONVENTIONS

- ❖ **Use your word processor's page break function to force a page break** rather than adding extra hard returns to carry the text to a new page. In many programs, the hard page break is inserted by holding down the "ctrl" key while you press the "enter" key.
- ❖ **A hard return (starting a new line by using the enter key) should be used only where you want a new line to begin in the printed book.** In other words, they should occur only at the ends of paragraphs, before and after extracts, and at the ends of items in lists. Do not insert them in the middle of a paragraph, for example.
- ❖ **Blank lines should be inserted only where you would like a space break in your article to indicate a change of subject.** Add an extra hard return if you wish to include such a space break and type "<SPACE>" on the extra line to be perfectly clear.
- ❖ **Use the same kind of paragraph indents throughout.** We prefer that you begin all paragraphs with a single tab, not with multiple spaces or your word-processor's indentation formatting feature. Do not insert an extra line of space between paragraphs. Do not type spaces or any characters before the tab at the beginning of a paragraph.
- ❖ **Type all article titles, headings, and other special manuscript elements in title-style upper- and lowercase letters** (Like This and This), not in all caps (NOT LIKE THIS).
- ❖ **Use underlining for text that should be set in italics in the finished issue** (source titles, foreign words, anything needing emphasis). Include following punctuation when underlining and set the underlining feature to include spaces between words. For example, your underlined text should not look like this. It should look like this.
- ❖ **Avoid boldface, italics, or other font formatting such as small caps or all caps.**
- ❖ **Key ellipses in your manuscript;** do not use your word processor's automatic ellipsis feature. Ellipses should be spaced . . . like this, with one space between each point. Do not alter this spacing even when the ellipsis will break over two lines.
- ❖ **Do not type letters for numbers,** for example, l (the letter *el*) for 1 or O (the letter *oh*) for 0.

❖ **Do not type spaces around hyphens or use the word processor's special characters for em or en dashes.** Type hyphens between numbers and in hyphenated words with the keyboard hyphen; do not insert spaces before or after: e.g., 1938-39. For an em dash--such as these--use two hyphens with no space before, between, or after.

❖ **Use your word-processing program to insert common special characters.** For less common characters, such as those used in Native American languages, or those that your word-processing program does not include, devise a code for the character and insert it consistently in place of the character. Use angle brackets (< >) to enclose the code, for example, </l> for a slashed letter *el*. Keep a list of the codes and special characters you use and submit the list on a separate sheet of paper with the manuscript.

❖ **Prose quotations of fewer than four lines should be run into the text.** Indent verse quotations (verse extracts) and longer prose quotations (prose extracts) by using your word processor's feature for left-indenting paragraphs or by changing the left margin. **Do not use spaces, tabs, or hard returns to create indents for extracts.** Type verse extracts line for line, that is, putting a hard return at the end of each separate line of verse. Follow the correct line spacing and alignment of the original. **Do not insert hard returns to produce a blank line before or after an extract.** Remember to return the indent to 0 or the left margin to 1 inch at the end of the extract.

PREPARING THE NOTES

❖ **Begin note numbering with "1" in your article.** Please do not use a note marker on the title, subtitle, acknowledgement notes, or dedications. Acknowledgments and dedications should be set as an unnumbered note at the head of the notes section. Please do not use a note marker on epigraphs either since it is not considered as part of the text proper. The author's name and the title of the work are sufficient for an epigraph attribution. Epigraphs and their attributions should be placed immediately after the author's name.

❖ **Set note markers in the text as superscript.** If you are using the Insert Endnote (or Footnote) feature in Word the program will do this for you automatically.

❖ **Do not insert extra hard returns before or after each note in the notes section.** Use the same formatting as for the text.

❖ **Do not include a works cited or bibliography section;** all reference material should be included within the notes.

PREPARING TABLES, MAPS, MUSICAL EXAMPLES, AND FIGURES

- ❖ **For photographs, musical examples, maps, or figures (charts and graphs) please submit as electronic files.** Electronic files should be saved as TIFF. If you don't have electronic copies of a photograph, please include black and white print when you submit the final article. **We cannot use photocopies.**
- ❖ **Do not embed tables and figures in the text files.** That is, do not place them in the article where you expect them to appear in the final journal. Use a call-out, such as "<Table 1 here>," to indicate where they should be placed in the text. Insert the call-out at the end of a paragraph, usually immediately after the first mention of that item. **Save any tables or figures in a separate file.**
- ❖ **Provide table, figure, musical example, and map captions, including source and credit lines, at the end of the article.**

SAMPLE ARTICLE

Revolutionary Reform: Capitalist Development, Prison Reform, and Executive Power

Jane Smith

On Christmas afternoon 1916 José Natividad Macías, still angry over the bitter credentials fight of three weeks earlier, addressed the Constitutional Convention at Querétaro for the first time. A prominent lawyer, national deputy under the three previous presidents, and coauthor of President Carranza's proposed constitution, Macías had declined for twenty-two long December afternoons to participate in a convention dominated by radical young "Jacobins" who had vehemently denounced him as a "neo-Porfirian" and a "huertista."¹

When the Committee on the Constitution presented its revision of proposed article 18 on prison reform, however, his stoic detachment quickly evaporated.² The committee's mutilation of the original article, Macías insisted, betrayed an appalling ignorance of recent advances in modern penology and threatened to undo sixty years of progress by Mexican penal reformers. As the self-appointed spokesman for this distinguished tradition, he demanded that the new constitution demonstrate a firm commitment to the nation's moral advancement. A comprehensive national prison system, he declared, was crucial to a modern, "civilized" Mexico and thus merited a constitutional mandate.³

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The Mexican Revolution was ultimately a struggle to control political discourse--a process that culminated in the 1916-17 constitutional convention debates.⁴ Having achieved nominal political control, Venustiano Carranza's constitutionalist regime faced the unavoidable and difficult task of establishing its legitimacy in the face of a militant, mobilized populace led by actual or potential adversaries purporting to represent different but seldom clearly defined political agendas. Under these circumstances, control of political discourse was a matter of survival. But, in order to control the Revolution, constitutionalists had first to define it--to produce a revolutionary agenda that coopted, defused, or discredited that of their opponents.⁵ Carranza responded by calling a constitutional convention.

Defining the terms and formulating the parameters of "legitimate" discourse, even within the constitutionalist coalition, was far from easy. The nature of revolutionary reform, the issue that prompted Macías's outburst, occupied the central place in these debates.

The presence of two distinct reform traditions complicated matters considerably. Delegates to the Mexican constitutional convention sought

both to reclaim a nineteenth-century liberal reform agenda that included education, prison reform, and temperance and to introduce new social reforms like workers' rights and agrarian reform.⁶ Both reform agendas served to ensure the legitimacy and thus the political authority of the revolutionary regime by publicizing its concern for the "people" and excusing its many transgressions. Only the promise of social reform could justify the tremendous sacrifices of the Revolution, and only a broad spectrum of reforms could hold together a heterogeneous revolutionary coalition.⁷

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In spite of this link between nineteenth- and twentieth-century reform agendas, constitutional scholars have ignored the debate over prison reform, focusing instead on innovative constitutional commitments to agrarian reform and workers' rights.

Notes

1. For an account of the credential's fight see E. V. Niemeyer Jr., *Revolution at Querétaro: The Mexican Constitutional Convention of 1916-1917* (Austin: University of Texas Press, 1974), 44-59. A transcription of the proceedings recorded by a participant can be found in Félix F. Palavicini, *Historia de la Constitución de 1917* (México: n.d.), 57-143.
2. México, XLVI Legislatura de la Cámara de Diputados, *Derechos del pueblo mexicano: México a través de sus constituciones*, vol. 4, *Antecedentes y evolución de los artículos 16 a 27 constitucionales* (México: XLVI Legislatura de la Cámara de Diputados, 1967), 86-143. The legislative debates without commentary and antecedents can also be found in *Diario de los debates del Congreso Constituyente, 1916-1917*, 2 vols. (México: Talleres Gráficos de la Nación, 1960).
3. *Derechos del pueblo mexicano*, 4:91.
4. For another example of a discursive revolution see Keith Michael Baker, *Inventing the French Revolution: Essays on French Political Culture in the Eighteenth Century* (New York: Cambridge University Press, 1990), 18.