BULLETIN OF SPANISH STUDIES

BULLETIN OF SPANISH VISUAL STUDIES

HOUSE STYLE

Notes of Guidance for Contributors
General Points

Articles submitted for publication must be original material neither published nor under consideration for publication elsewhere. The language used should be English, Spanish, Portuguese, or Catalan.

Articles should not exceed 12,000 words and should preferably be shorter. They should be submitted by attachment, in Microsoft Word, double-spaced throughout, in eleven-point type, and with 3 cm margins.

Submitting your article to the Bulletin of Spanish Studies or the Bulletin of Spanish Visual Studies

Please note: the Editors will only accept articles submitted by post or email attachment under exceptional circumstances. If you wish to submit your article in this way, please contact Ceri Byrne, Senior Associate Editor (Ceri.Byrne@qub.ac.uk / ceribyrne@aol.com) for advice.

All articles should be submitted to the Editors of the BSS or BSVS via Editorial Manager© — the journals’ online submission and peer review system at:

https://www.tandfonline.com/toc/cbhs20/current (Bulletin of Spanish Studies)

or

https://www.tandfonline.com/loi/rbhv20 (Bulletin of Spanish Visual Studies)

On the journals’ web pages, please select the option "Submit an article" and follow the instructions on screen.

Important: during the submission process, you are required to submit 2 copies of your article:

Copy #1: this copy must contain your personal identifiers (this is for our internal use)

Copy #2: this copy must be “anonymous” and should not contain any personal information or personal identifiers (this anonymous copy will be used for the evaluation process)
Funding Details

Please supply all details required by your funding and grant-awarding bodies in an asterisked footnote keyed to the title of your article.

Abstracts

Authors must provide a brief abstract of their article.

- Your abstract may be written in English, Spanish, Catalan or Portuguese and should summarise the main points of your article, and highlight its focus and conclusion.
- Each abstract should not exceed 100 words.
- A list of Key Words or Terms (up to a maximum of 10) should be given at the end of your abstract.

Twitter

To encourage dissemination of your article online, authors may also provide a tweetable abstract (maximum of 140 characters) which will be sent out from the Bulletin's Twitter account @SpanishBulletin.

Authors should also include details of their own/their department's/their university's Twitter handle so that the Bulletin can tag and follow you via Twitter.

All quotations and references must have been verified. Contributors should note that the Bulletin does not use the author-date system with a bibliography at the end. Articles must not carry an appended critical bibliography. Bibliographies may be compiled for inclusion only where these form part of the original research material provided and discussed—e.g. newly-discovered archival material. In-text note references to critical works must be avoided and all such references should be consigned to footnotes. In general, contributors should follow the MHRA Style Book, 5th edition, or later, except where it conflicts with the instructions given below—in which case, BSS instructions should be followed.
Footnote References

Footnote references should be used as follows:

References to Primary Sources

There should be a footnote which at first citation gives all the relevant details of the work, including the date of first publication if a later edition is being used. Subsequent references to primary sources do not normally require footnotes, provided the reader has been informed of what to expect; these subsequent references are incorporated parenthetically (i.e. within round brackets) in the main text of the article with an indication of volume and page number. If several primary sources are being used, each work should be cited in full at first reference. Each work regularly referred to and requiring abbreviation (short titles need not be abbreviated) should have an appropriate and distinguishing form of abbreviation to avoid confusion. Titles of primary sources (except for very short works such as poems which use titles; these may be placed between single quote marks) should always be italicized even where abbreviated.

References to Secondary Sources

All references to secondary sources should be made in footnotes. The first citation should carry all details of the work: author, title, edition (if relevant), total number of volumes (if more than one), place, publisher, date, and volume and page references (if relevant). At second and subsequent citations it is not necessary to repeat all the details; usually the author’s surname, an abbreviated form of the title and the page references will suffice, but if there is ambiguity or the possibility of confusion (for example because several works by the same author are being referred to), then additional information may be given.

In the case of edited books or critical editions, the name(s) of the editor(s) should follow (not precede) the title and the abbreviation “ed.”. The word ‘ed.’ does not require ‘by’ or ‘de’ to follow it, unless there is also reference being made to e.g. an introduction, preface, translation or notes.

Latin terms such as op. cit., loc. cit., ibid. and the like, which can be confusing, are not permitted.

It is often possible, when there are two or more references to the same work in rapid succession, and without other intervening references, to
include all references in a single footnote. The footnote reference number should normally be placed at the last mention. Clarity must not be sacrificed: the reader must at all times be able to tell by glancing at the bottom of the page what authors and works are being referred to.

Where a footnote contains a quotation or paraphrase, the reference should be given in parentheses after the quotation or paraphrase, not before it.

Where reference to a relevant critical work is made in a footnote but no quotation or paraphrase has been offered the reference should normally be preceded by ‘See’/‘see’, or its equivalent in the language concerned.

**Presentation and Placing of Footnotes**

Footnotes should be used to provide essential information, normally a source reference. The text of a footnote, wherever possible, should be kept to the minimum compatible with clarity. The Bulletin does not encourage the use of footnotes for providing extra, non-essential expository or discursive material, although additional background information of a factual or illustrative nature considered necessary for the reader may be given in footnotes.

A footnote reference number, needed within the main text of the article, should be placed at the end of a sentence, after the punctuation, and should be superscripted. Mid-sentence reference numbers should be avoided if at all possible.

A footnote reference number must not feature at the title at the beginning of an article. An asterisk may be added there, however, if in special circumstances a footnote needs to be keyed to the article’s title.

**References to Books, Articles and Other Primary Sources Cited in Footnotes**

1 **References to books/works should provide relevant information in the following order:**

   - author (full first name[s] plus surname[s], followed by a comma; initials of first name[s] plus surname[s] may be given only if that is the form used in the book/work cited)
   - title in italics (followed by a comma)
   - editor/translator/compiler (followed by a comma)
• edition (if other than the first edition and stated in the book)
• if relevant, the series in which the book/work appears, and its number
• number of volumes (if more than one)
• place, publisher, date (within round brackets; plus, if not first edition, date of the latter)
• if relevant, volume and page(s) being referred to (without p. or pp.)

NB. When citing editions of creative works, the reference must also include information about the critical apparatus included in the edition, whether that is a preface, introduction, translator’s note etc. See examples below.

For references to eBooks/Kindle editions, see below (pp. 12–13) under the section: *Quotations from eBooks/Kindle editions*.

**Examples:**


2 References to journal articles should provide relevant information in the following order:

- author (full first name[s] plus surname[s], followed by a comma; initials of first name[s] plus surname[s] may be given only if that is the form used in the article cited)
- title of article within single quotation marks (followed by a comma)
- title of journal in italics (followed by a comma)
- volume number (followed by colon and issue number)
  The volume number should be given in roman numerals, if that is the custom of the journal concerned; otherwise, use Arabic numerals
- year (in round brackets, followed by a comma)
- pagination of the article (i.e. first page and last page, without pp.)
- page number(s) of the specific reference (to be given within round brackets preceded by p.)

NB. if an article has been published in a special issue of a journal, the title and names of the editors of that special issue should also be included.

Examples:


3 References to articles or essays in books should provide relevant information in the following order:

- author of the article or essay (full first name[s] plus surname[s] followed by a comma; initials of first name[s] plus surname[s] may be given only if that is the form used in the article or essay cited)
- title of article or essay within single quotation marks (followed by a comma), then the word ‘in’ (or its equivalent) followed by title of the book in italics
- the abbreviation ‘ed.’ followed by the name(s) of the editor(s) (followed by a comma)
- place, publisher, and date (within round brackets, followed by a comma)
- page numbers of the article or essay (not preceded by p. or pp.)
- page number of the specific reference (within round brackets, preceded by p.)

Examples:


4 References to articles in newspapers should provide the date of publication (day, month and year, followed by a comma) and the page number preceded by p.

Examples:


5 **References to unpublished doctoral theses** should be given in the form: title (within quote marks) followed by the type of thesis (e.g. doctoral dissertation), followed, in brackets, by the name of the awarding institution and the year the thesis was accepted.

**Examples:**


6 **References to films within the body of the article** should be presented within round brackets and give the name of the director followed by a comma, then the year of the film's release. Where further clarification is necessary, a footnote giving the name(s) of the distributor(s) may also be inserted.

**Examples:**

*Un Chien andalou* (Luis Buñuel, 1929)

*Un Chien andalou/Un perro andaluz*, 2 DVDs (Madrid: Ministerio de Cultura de España/Instituto de la Cinematografía y de las Artes Audiovisuales/Filmoteca Española/Sociedad Estatal de Conmemoraciones Culturales, 2009),

7 **References to web pages** must be checked to ensure accuracy and take the form of a hyperlink, followed by the date of last access.

**Examples:**


8 Twitter

References to Twitter should be verified and given in the following format:

Full name [first name followed by surname], (Username), ‘Full text of tweet’, Date, Time. Tweet. (URL [date of last access]).

- If only the username is known, give it alone.
- Reproduce the entire text of the tweet exactly, including capitalization, abbreviations, and misspellings.
- End the reference with the word Tweet.
- Provide a hyperlink to take the reader directly to the Tweet, followed by the date of last access.

Example:

Silvia (@DraChaky), ‘Una imagen vale más que 1000 palabras ... vergüenza nacional’, 13 July 2016, 10:55 p.m. Tweet (<https://twitter.com/DraChaky/status/753347117696024577> [accessed 8 August 2019]).

Please note: Quotations from Twitter are permitted only if consent has been obtained from the Twitter author to reuse the material. Please see the advice given on the Taylor & Francis website at: https://authorservices.taylorandfrancis.com/publishing-your-research/writing-your-paper/using-third-party-material/ & Twitter’s terms and conditions at https://twitter.com/tos

Quotations and Quotation Marks

Quotations of up to two lines should normally form part of the running text and should be enclosed in single inverted commas. Where the use of quotation marks within quotation marks is unavoidable, the internal quotation marks should be doubled.

Where a short quotation forms part of a longer sentence, the full stop at the end should come outside the closing quotation mark irrespective of the original punctuation. If, on the other hand, the quotation forms a complete sentence by itself (often preceded by a colon) the full stop should be placed inside the closing quotation mark. Square brackets are not required to indicate a quotation started in mid-sentence. They should
be used only to indicate an editorial change or addition required for clarity or grammatical accuracy. See also Omitted Text in Quotations below.

Quotations of more than two lines should be broken off from the main text and indented (or centred if verse). They should not carry quotation marks. If two quoted passages are being compared, it may be more appropriate to present them in columns side by side, if space permits.

Where primary source references are given at the end of the quotation, they should appear in round brackets before the punctuation mark if part of the running text, or after the punctuation mark if the quotation is set apart from the main text.

Quotation marks are meant to indicate quotations. Their use to signal semantic adjustments to the contributor’s own words and phrases should be used very sparingly.

**Punctuation in Quotations**

Punctuation leading to quotations and at the end of quotations should follow normal punctuation rules; it is not necessary to preserve the punctuation of the original provided the sense is unaffected. A quotation will normally end with a full stop irrespective of the original punctuation. Similarly, a colon immediately before a quotation (whether indented or not) will be superfluous if the quotation forms part of the sentence that precedes it.

**Omitted Text in Quotations**

The use of ellipses in quotations to reduce their length is normal, but it is important to indicate each ellipsis or omission by inserting three points without intervening spaces within square brackets. The use of square brackets is meant to distinguish a contributor’s ellipsis from the ellipsis (or puntos suspensivos) occurring in the original text of a quotation. If the ellipsis follows the end of a sentence, the three ellipsis points within square brackets may be followed by the original full stop, but they should not otherwise be followed by a full stop.

If the beginning of a sentence is omitted in a quotation, the quotation may be given a capital letter [in square brackets] at the new starting point. It is not necessary to indicate an ellipsis at the beginning or end of a quotation unless the sentence is obviously incomplete. In the latter case, the ellipsis
should be indicated in the normal way by three points within square brackets.

If the ellipsis occurs in a poem—where a line or lines have been omitted—the three dots within square brackets should be inserted on a separate line.

**Translations of Quotations**

Since readers of the *Bulletin of Spanish Studies* will be familiar with Spanish, Portuguese and Catalan, quotations in these languages do not require translations into English. Similarly, an article written in one of these languages but which includes quotations in English, does not require translations from the English.

Quotations from French, German, Italian, Latin etc. sources may be given in the original language, followed by a translation, contained within round brackets, either in the text or in a footnote. Authors should clarify whether the translation is theirs or whether it has been taken from another source. Authors may quote from translations of French, German, Italian, Latin etc. works so long as full details are given in a footnote with due acknowledgement to the translator.

**Emphasis within Quotations**

If needed, italics may be used to emphasize certain words or phrases within a quotation. Whether the italics are in the original, or whether they are your emphasis, you should add an explanatory note for the reader, stating, for example, “italics in the original”, or “my emphasis”, or a similar phrase.

**Quotations from eBooks/Kindle editions**

Authors may, in certain limited circumstances (such as the non-availability of a print edition), quote from eBooks or Kindle editions. The lack of pagination in this format means that locating quotations can be problematic for the reader so the use of sources of this kind should be used sparingly.

References to and quotations from eBooks or Kindle editions should be given in the following format:
• author (full first name[s] plus surname[s], followed by a comma; initials of first name[s] plus surname[s] may be given only if that is the form used in the book/work cited)
• title in italics (followed by a comma)
• editor/translator/compiler (followed by a comma)
• if relevant, the series in which the book/work appears, and its number
• number of volumes (if more than one)
• place, publisher, date (within round brackets; plus, if not first edition, date of the latter)
• if relevant, the volume number
• chapter number followed by section number (if applicable) and paragraph number

Other Points of Typescript Preparation

Subdivisions and subheadings. These should be used sparingly. Simple subdivisions, i.e. those without subheadings, should carry centred roman numerals at the beginning of each section. Subheadings should be left-hand justified and if numbered should carry arabic numerals with no full stop.

Paragraphing. New paragraphs should be indented by the use of a single tab, never by several pulses of the space bar. The initial paragraph (and the paragraph immediately following a sub-heading) should, however, not be indented.

Right-hand justification may be used. Hard returns should be used only at the end of a paragraph or line of verse. Formatting commands should be kept to the minimum that will comply with these guidelines.

Footnote numbering. Footnotes must be generated automatically by the word-processor. Endnotes are not acceptable. Articles with manually-added notes will be returned to authors with a request for electronic re-insertion.

Spelling. The Bulletin of Spanish Studies and the Bulletin of Spanish Visual Studies, as British-based journals, use British spelling. Therefore, American usage will be changed, before publication, to British usage by the editors. The spelling used should be consistent throughout. This applies in the case of words that have two generally accepted forms in English, e.g. certain words ending in –ise or –ize, or words like acknowledg(e)ment, judg(e)ment. Hyphenated words can be problematical and should be checked. In all cases of doubt we recommend that the Shorter Oxford English Dictionary be consulted.
Style and Presentation

The editors expect the text of any article submitted to the Bulletin of Spanish Studies to be fully researched as to content and to be in a style and form already suitable for publication. The principal responsibilities of the editors and specialist peer-assessors consulted by them are to evaluate the originality, validity and importance of the thought-content of the articles submitted. It is not their task to address and eliminate any deficiencies in expression etc. that may be identified by the editors and peer-assessor(s). We expect and require contributors themselves to rectify any such deficiencies prior to publication. As befits a research journal, we encourage the highest possible degree of precision and clarity of vocabulary and expression. We will not edit or publish articles that are obscure, slipshod, jargon-ridden, too colloquial or verbose. We hold it to be essential for the benefit of other researchers that all research findings be communicated in an accessible and lucid manner.

Illustrations

Authors are solely responsible for obtaining permissions from copyright holders for inclusion of third-party material. Illustrations, which must be of high quality for reproduction, should be submitted separately, by attachment or on CDRom, numbered in the order in which they are to appear in the contribution concerned (e.g., Figure 1, Figure 2 etc.).

Each illustration must be accompanied by an informative caption, naming or describing the source (e.g., the name of the book’s title-page, or of the painting reproduced, or of the film from which the screenshot has been taken) and the location (e.g., the name of the museum where the painting is housed, or the archive where the manuscript or book is kept), followed by details of the copyright holder.

Examples:

Figure 1
Conchita in front of the mirror.
Still from Cet obscur objet du désir (Luis Buñuel, 1977)

Figure 2
José Luzán, The Apparition of Nuestra Señora de Zaragoza la Vieja (1750).
Oil on canvas, 650×490 cm. approx.
Chapel of Nuestra Señora de Zaragoza la Vieja, Church of San Miguel de los Navarros, Zaragoza.
Photograph by kind permission of Tekne Conservación y Restauración, Madrid

It is the author’s responsibility to obtain copyright permissions, where needed, to reproduce third-party material both in print and online.
Authors are strongly advised to consult the advice for authors at:

http://authorservices.taylorandfrancis.com/using-third-party-material-in-your-article/

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Further guidance regarding submissions to the *Bulletin of Spanish Studies* and the *Bulletin of Spanish Visual Studies* (including information about authors’ rights, Open Access regulations and restrictions, the use of video clips and third-party material such as images and song lyrics etc.) may be found at:

http://www.tandfonline.com/action/authorSubmission?journalCode=cbhs20&page=instructions

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For initial information and advice on submitting proposals for guest-edited book-length studies, reference works or critical editions, please contact Ceri Byrne, Senior Associate Editor (contact information given below).

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Potential and current Guest Editors of *BSS* and *BSVS* are also advised to consult the ‘Notes of Guidance for Guest Editors’ available on request from Ceri Byrne or Gemma McKenna (contact information given below).

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For any further queries, please contact:
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