

## **INFORMATION FOR CONTRIBUTORS**

### **Submission Process**

The preferred means of manuscript submission is electronic, via e-mail attachment in RTF—format with copy in PDF—Format. If it is not possible to send a paper electronically, one hard copy of a manuscript on paper may be submitted and one copy of the final version of the article on CD. For submissions on CD, place the cover page, abstract, text, notes, references, tables, and a list of figures in one file; figures and photographs should be in a separate file. Figures or photographs should be submitted as hard copy, slides, or TIFn.d.s.files with resolution of 300 or greater. Include the following information on the CD label: 1) the name of file, 2) the word processing program and the number of the version used, and 3) the operating system.

### **Sections of the Manuscript**

Ketzalcalli has the following guidelines according to AA Style Guide: Manuscripts should be Arial font (10 pts), 1½ spaced, including references, notes, and quotations. The text (including all figures, tables, references, and notes) should not exceed 13,000 words. Hard copies and disks will not be returned to authors. Submissions will include the following:

- (A) Title page: title (Arial font 14 pts), name(s) of author(s), affiliation(s) (Arial font 10 pts);
- (B) Abstract (Arial font 10 pts): max. 100 words ending with a bracketed list of three to five key words or phrases;
- (C) Text: body of the text (Arial font 10) with subtitles (Arial font 12 pts);
- (D) Block quotes (Arial font 10): Direct quotations exceeding four manuscript lines of typing should be set off from the text by indenting three spaces from the left and right margins and omitting quotation marks, should be single spaced. Parenthesis should enclose the citation of source, at the end of the quotation, if it has not already been given in the text of the manuscript. Each quotation or statement specific enough to need a reference requires a citation with author, year, and, in the case of quotations, page number.
- (E) Footnotes and acknowledgments (Arial font 8): All footnotes are restricted to material that cannot be conveniently included in the text. Notes are numbered consecutively throughout the text by superscript numbers. Do not use the automatic endnote function available in some word processing software.

(F) References cited in the following style (Arial font 10):

Rojas Nieto, Cecilia

1999b “El sí de los niños. Funciones tempranas”, *Anuario de Letras* 34: 139n.d.s.155.

Ayres, Glenn & Bárbara Pfeiler; 1997; *Los verbos mayas. La conjugación en el maya yucateco moderno*. Mérida: Universidad Autónoma de Yucatán.

López de Cogolludo, Diego

1971 [1688] *Los tres siglos de la dominación española en Yucatán o sea Historia de esta provincia*, reedición [1842–1845], 2 tomos, Graz: Akademische Druckn.d.s. und Verlagsanstalt.

Viramontes Anzures Carlos & Ana María Crespo (coords.)

1999 *Expresión y memoria: pintura rupestre y petrograbado en las sociedades del norte de México*. Colección científica 385, México: INAH.

Libro de Chilam Balam de Chan Cah

s.f. Manuscrito en la Biblioteca del Museo Nacional de Antropología e Historia, México.

Valderrama Zaldiver, María del Carmen & Ana María Velasco Eizaguirre

El arte prehispánico en el Porfiriato. Unpublished B.A. thesis, vols. I and II, Universidad Iberoamericano, Mexico.

Rincón Mautner, Carlos

n.d. "The Cave of Creation: on the Trail of Quetzalcoatl in the Mixteca" Paper presented 10th Texas Symposium, The Maya Meetings at Texas, Austin, TX, University of Texas. (1994). *Cuadernos de Tekax y Nah*  
*Véase* Grupo Dzibil, 1981; Gubler y Bolles, 2000.

(G) Tables (each on a separate page; Arial font 10): All tabular material should be separate from the text, in a series of "tables" numbered consecutively with arabic numerals. Each table should be printed on a separate page and identified by a short descriptive title centered at the top of the table.

(H) Figures and figure captions: All illustrative material (drawings, charts, maps, diagrams, and photographs) should be included in a single numbered series of "figures" with a title and reference (Arial font 10).

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Authors are responsible for the content of their articles, for the accuracy of quotations and their correct attribution, for the legal rights to publish any material submitted, and for submitting their manuscripts in proper form for publication. A manuscript submitted to Ketzalcalli must not be under consideration by any other journal at the same time or have been published elsewhere, either in part or in its entirety.

### **Evaluation**

Manuscripts are generally evaluated by the Editorial Board and/or by referees. Authors are invited to suggest potential reviewers; however, the editors will not be bound by these suggestions.

The Editors