

SARGASSO CONTRIBUTOR GUIDELINES

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General Information

1. Does *Sargasso* accept unsolicited submissions?

Definitely. Potential contributors should keep in mind that the journal publishes two issues a year. Recently the two issues have frequently been combined in a single double-issue volume.

Issues usually focus on a specific theme. Please verify upcoming themes before submitting.

2. Are calls for papers issued?

Yes. These are posted on the journal website, the UPenn list, H-Net (<http://www.h-net.org>), and the Repeating Islands blog. In addition, calls are frequently shared via various Caribbean Studies lists.

3. Is *Sargasso* a peer-reviewed publication?

Yes. The articles, essays, and interviews included in *Sargasso* undergo a process of peer review consisting of a minimum of three stages: initial selection, anonymous refereeing by at least two referees, and final review and editing.

4. Is *Sargasso* a print or electronic publication?

Sargasso is a print publication. Electronic versions of print volumes are made available via dLOC (Digital Library of the Caribbean) subsequent to publication. Electronic documents are also distributed subsequent to publication of volumes. These are shared with contributors and presses, among others.

5. Is *Sargasso* indexed?

Yes. The journal is indexed by HAPI, Latindex, MLA, and the Periodicals Contents Index. Copies of *Sargasso* are on deposit in the Library of Congress (ISSN 1060-5533).

6. Is *Sargasso* interested in work already published elsewhere?

Generally, no.

7. Does *Sargasso* publish translations of work that has been or will be published elsewhere?

Yes.

8. Are special permissions needed for translations?

Copyright holders should provide written documentation granting the right to translate and publish the work to be considered for publication. Permission should include the title of the work translated, date consent was given, the source language and language of translation, and the name of the copyright holder.

9. What languages are acceptable for submissions?

English and Spanish are the languages most frequently used in *Sargasso*. The journal also publishes in French. In addition, poetry has been published in several Caribbean Creole languages (e.g., Papiamentu, Jamaican, Haitian Creole). In 2013 the journal published a legal document in Jamaican.

10. Who needs to submit biographical information and when should it be sent?

Biographies should be included with all submissions (i.e., artwork, poems, reviews, essays, and interviews). Please send your biography as a separate attachment at the time of your initial submission.

11. What is the format for a contributor's biographical information?

The maximum length for biographies is 55 words. Please do not ignore this limit. Use 12 pt. Times New Roman and include your name in bold.

Example:

Bowden Rivera is Associate Professor of English at the University of Puerto Nuevo. Trained at the University of the West Indies, his academic interests include language variation, political theory, and the history of linguistic rights in the Caribbean. He recently completed six months of research in Surinam.

12. Do contributors receive a complimentary copy of the issue?

Yes, contributors receive one copy free of charge. In the case of interviews, the interviewer as well as the interviewee will receive complimentary copies.

13. How long has the journal been published? *Sargasso* has been published since 1984. Forty volumes were published during the journal's first three decades.

13. What is the best way to contact the Editor?

The best way to contact the Editor is by email: sargassojournal@gmail.com

Guidelines for Short Fiction & Poetry

Short stories should be kept to no more than 2,500 words in length, and poems should be kept to thirty lines or less. Poets should submit between one and six poems.

Guidelines for Essays

1. What is the desired length for essays?

Essays should generally be between 4,000 and 6,000 words. Contributors to specific volumes should communicate with the volume editor in case there are additional suggestions, requirements, or guidelines regarding essay length.

2. What is the style guide that *Sargasso* uses?

Style depends on volume topic or theme. If the volume is dedicated to a literary topic or approaches associated with literary or cultural studies, then the most recent MLA style guide to be followed; if the volume is dedicated to linguistics, then APA should be used. If you are unsure about what style guide to use, then please write us.

3. Are there other style and formatting requirements that contributors should be aware of?

Yes. The following should always be observed for *Sargasso* essay contributions, whether MLA or APA style is followed for a particular volume. (Submissions that do not follow these guidelines will not be accepted for publication):

- 12-size font for main text (including title and author's institutional affiliation)
- 2 spaces after periods
- Paragraph indent of .25 inches
- Headings internal to article should be in bold with a line space before and after
- No paragraph indent after headings internal to essay
- Oxford comma: Include a comma before the word *and* in a series of 3 or more items in English (e.g., apples, oranges, and mangos), but not in Spanish (e.g., manzanas, guineos y fresas)
- Double-space body of essay
- Single-space long quotes within essay
- Single-space works cited page
- Photos and images need captions centered beneath them
- US instead of U.S.A., PhD instead of Ph.D.
- Write out all numbers under 100 (seven instead of 7, nineteenth century instead of 19th century)
- Foreign words not set off by double quotes should be italicized
- Indent long quotes within articles only on the left side, formatting them with 11-size font.

Example of a paragraph with a long quote:

¿Dónde ha quedado el recuerdo aquel que inventa ciudades? Se ha operado un cambio en la naturaleza del recuerdo que aunque ya no cale tan hondo prevalece aún al evocar la vida del barrio Villa Francisca:

Entonces para mí todo ese torbellino de cosas siempre lo he tenido adentro... Y muchas de esas cosas que están contadas... “El Muertico” que se cuenta en un patio y las canciones que llegan, eso es verdad. Yo me dormía por las noches oyendo esas canciones. Las familias que yo describo se parecen a familias de patio que yo conocí (entrevista con Benítez-Morales, 2002).

Guidelines for Reviews

1. What type of reviews does *Sargasso* publish?

The journal publishes reviews of films, books, and theatrical performances.

2. Are there any constraints on the discipline or topic for reviews?

Reviews can focus on a work that either deals with a Caribbean topics or themes. Another option is a work that is written by a Caribbean author. Reviews of fiction as well as non-fiction are accepted. The journal is especially interested in publications within the Humanities and social scientific work of interest to readers and researchers in the Humanities.

3. How long should reviews be?

Reviews should be less than 1,500 words. The recommended length is 750-1,000 words.

4. How should reviews be formatted?

Reviews should be formatted like essays (see above); in addition, each review should begin with a heading like this one (the heading should be in bold and include the information in the orden shown):

William W. Boyer, *America’s Virgin Islands: A History of Human Rights and Wrongs*. Durham, NC: Carolina Academia Press, 2010, 445 pages.

5. What additional information should reviewers send?

Reviewers should send their institutional affiliation and a biography of less than 45 words at the time of submission. For additional details regarding bios, please see above.

6. Are the reviews shared with presses?

Yes. Subsequent to publication an electronic version of the review will be sent to the publisher. A hard copy is often available upon request.

Information about Distribution

1. Where is the journal available for purchase?

The journal can be purchased by mail. Please see the Subscription and Purchase Form on our website. Payment should be made by check or money order. Credit cards are not accepted. Checks should be made to the University of Puerto Rico.

The journal can also be purchased at bookstores in Puerto Rico, including Libreria Magica and La Tertulia, local businesses located near the UPR Río Piedras campus.

The journal is also available for purchase on the UPR Río Piedras campus. For more information please call the *Sargasso* office at (787)764-0000 ext. 3802.

2. How else is the journal distributed?

The journal is distributed at local launches. These activities are organized once or twice a year to discuss and publicize the publication of the most recent issue. Launches are usually held in the College of Humanities on the UPR Río Piedras Campus or in a local bookstore.

Sargasso is also publicized and distributed at local and regional conferences, especially those that link the Humanities and Caribbean Studies.

In addition, the editors promote recent publications online. Online promotion includes the gradual expansion of the journal's website. *Sargasso* also participates in various journal exchanges.

Thanks for your interest. For additional information about the journal, please visit:

<http://humanidades.uprrp.edu/ingles/pubs/sargasso.htm>