

# ATLANTIS CHECKLIST

Please tick the boxes after making sure you have complied with all formal requirements. You can find the *Atlantis* guidelines at: <http://www.atlantisjournal.org/index.php/atlantis/about/submissions#authorGuidelines>

When you have finished, date and sign a printout of this form and upload it as a supplementary pdf file in step 4 of the submission process.

- 1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- 2. The submission is the result of the author's / authors' own personal research and nobody else has been involved, other than the author(s).
- 3. The instructions in [Ensuring a Blind Review](#) have been followed.
- 4. The text adheres to the stylistic, structural, formatting and citation requirements outlined in the [Author Guidelines](#). Make sure to read and check all boxes carefully (articles that do not comply with the *Atlantis* style sheet will be returned for resubmission before being sent out to referees):
  - §1.1  Personal data, a bio-note of approx. 60 words and an institutional address and phone number have been provided in a separate file.
  - §1.2  The manuscript is written in English and uses either British or American English consistently. A Spanish translation of the title, abstract and keywords is provided just after the English title, abstract and keywords.
  - §1.3  The text is within the word limit set for articles (6,000-8,000 words, including abstract, keywords and references) or book review articles (3,500-4,500 words).
  - §1.4  A 100-200 word abstract has been included in a single paragraph, without bibliographical references in parenthetical form, written in an 11-point Times New Roman font, 1.5 spacing and left indented (0.5 cm).
  - §1.5  Just after the abstract, a list of up to six keywords in English is provided in an 11-point Times New Roman font, separated with semicolons and without a period at the end.
  - §2.1  The text is submitted in 1.5 line spacing. A 12-point Times New Roman font has been used for the main text and an 11-point Times New Roman font for the abstract, keywords, footnotes and indented quotations. The first line of each paragraph is indented 0.5 cm, with the exception of the first line in the first paragraph of each section. The first line of all footnotes is also indented 0.5 cm.
  - §2.2  The main title has been placed the top and centre of the page on which the text begins. The first letter of the first word and all other significant words (nouns, adjectives, verbs and adverbs) as well as proper nouns have been capitalised. The last word has been capitalised too. There is no period after the title.
  - §2.3  Section headings begin from the left margin, with no period at the end, and are preceded by Arabic numerals followed by a period (e.g., 1., 1.1.). Small caps have been used for section headings and only content words have been capitalised.
  - §2.4  Tables and figures, if any, have been numbered consecutively and referred to by their numbers within the text (e.g., as we see in example/table/figure 1). It has been borne in mind that they must be clearly understood when printed in black and white.

§2.5 □ Commas and periods (but not colons and semicolons) have always been placed immediately before closing quotation marks, unless a parenthetical reference intervenes. This rule has been applied even for quotations of a single word. Commas have not been used before “and” and “or” in a series of three or more. A comma and a dash have never been used together.

§2.6 □ Whole numbers from zero to one hundred and numbers followed by *hundred*, *thousand*, *hundred thousand*, *million* or *billion* have been spelled out. All numbers beginning a sentence have also been spelled out.

§2.7. □ Centuries have been spelled out (e.g., the twenty-first century). Standard dating has been used (e.g., April 13, 1990). No comma has been inserted between month and year when no day is given (e.g., May 1990). Decades have been expressed in numerals (e.g., the 1870s, the 1920s).

§2.8 □ Italics have been used for emphasis only when strictly necessary. They have also been used for foreign words, technical terms and linguistic forms (words, phrases, letters) cited as examples or as subjects of discussion. Titles of books, plays, periodicals, films, television and radio programmes, paintings, drawings, photographs, statues or other works of art have been italicised.

§2.9 □ The first letter of the first word and all of the principal words—including nouns, adjectives, adverbs and verbs in hyphenated compounds, but not articles, prepositions and conjunctions—in titles of publications, lectures or papers have been capitalised. In mentioning magazines, journals or newspapers (e.g., the *Gentleman’s Magazine*), an initial definite article has not been treated as a part of the title. References to standard parts of a specific work, such as preface, acknowledgements, appendix, chapter, etc. have not been capitalised (e.g., as discussed in chapter four).

§2.10 □ Double quotation marks (“ ”) have been used to enclose quoted speech or writing when they are run into the text. They have also been used for titles of articles, book chapters and poems. Straight double quotation marks (" ") have not been used. For quotations within run-in quotations and within titles of articles or book chapters single quotation marks (‘ ’) have been used (e.g., “‘Fractions of Men’: Engendering Amputation in Victorian Culture”).

§2.11 □ All quotations correspond exactly with the originals in wording, spelling, capitalisation and internal punctuation. Spelling errors in quotations have been indicated by means of [*sic*]. Emphases in quotations have been indicated by means of italics and flagged up within the corresponding parenthetical reference as either “italics added” or “italics in the original”. Parenthetical references have always been placed at the end of the clause, before the punctuation mark—e.g., a “nice suggestion” (Russell 2016, 36). Second-hand quotations have been used only sparingly and referenced according to the journal’s style guidelines.

§2.12 □ Prose quotations up to about 75 words have been run into the surrounding text. Longer prose quotations have been set off, indented (0.5 cm) and never enclosed in quotation marks. An 11-point font has been used. Verse quotations of up to two lines have been run in, with the lines separated with a slash, leaving one space on either side (/). Longer verse quotations have been set off.

§2.13 □ Three periods enclosed in square brackets [...] have been used to indicate that part of a quotation has been deleted. This device has not been used to open or close quotations that are obviously complete syntactic fragments.

§2.14 □ Em dash instead of parentheses has been used. No space has been left before or after them—e.g., “haunting ghosts of the past—slavery and its legacy—should be laid to rest before a better future can be built.”

§2.15 □ Footnotes have only been used sparingly and only for authorial commentary that cannot be easily accommodated in the body of the text. They have not been used to give bibliographical references that can appear in parenthetical form within the text. They have been numbered, superscripted and placed after the closest punctuation mark. The first line of the footnote has been indented (0.5 cm).

§2.16 □ If any, lists of examples including sentences, have been listed, indented (0.5 cm) and written in an 11-point font thus:

- (1) Hello my name is Charlie. My town is xxx. (S5b4P)
- (2) Hello! Mr. and Mrs Edwards. I’m Julia and I live in xxx. (S210g5P)
- (3) Hello family! My name is Berta and my surname is Santos. (S1g6P)

§3 □ All cited material has been included in the list of Works Cited and all entries conform to the *Atlantis* author-date reference system, based on the *Chicago Manual of Style* (16th edition). Latin reference tags have not been used in bibliographical citations (*op cit.*, *ibidem*, etc.)

By virtue of the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April, on the protection of natural persons with regard to the processing of personal data, and in accordance with the Spanish regulations in force on personal data protection and guarantee of digital rights, we inform authors that their data will be incorporated into the treatment system owned by the journal *Atlantis*. The registered data will be processed by *Atlantis* for the sole purpose of managing and processing the publication and dissemination of the work of the author, Mr/Ms \_\_\_\_\_, who hereby gives his/her consent. The legitimate basis of this treatment is the execution of a contract and the corresponding legal obligation of the journal *Atlantis*, which undertakes not to transfer such data except as legally provided and to adopt the measures legally provided to prevent alteration, loss and unauthorised treatment or access. Likewise, authors are informed that their data will be kept for the period strictly necessary to comply with the aforementioned precepts and that they may revoke their consent, as well as exercise the rights of access, rectification, cancellation, limitation to treatment, suppression, portability and opposition by means of an electronic mail addressed to the General Editor of the journal *Atlantis* (ojs@atlantisjournal.org). Optionally, authors could go to the competent control authority to present the claim that they consider appropriate.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_