**Maya America Author Guidelines for academic essays.**

**If you wish to create an artistic work or write a personal reflection you do not need to follow these directions.**

**Who Can Submit?**

Anyone may submit an original piece of writing. Essays may be written in English, Spanish, or one of the Maya languages. Submissions can be made through this [*link*](https://digitalcommons.kennesaw.edu/cgi/submit.cgi?context=mayaamerica) also located on the homepage of the journal website.

**Academic Essays**

Academic essays will come from specialists in various academic fields. Graduate students are welcome to submit essays but we suggest a word of support from your college. Practicioners in health, law, non profits, activist organizations, etc., are welcome to submit academic essays or commentary and opinion.

**General Submission Rules**

Submissions to Maya America for publication should follow the formatting guidelines listed below.

**Presentation of articles**

*Cover Page*

The cover page should include:

* Your name
* Contact information
* Short biographical statement

*Title Page*

The title page should include:

* Title of article (followed by any subtitles) (each may contain up to 120 characters)
* Name and Surname of the author(s)
* The nomination of the university, place of work, or affiliation
* Acknowledgements and/or funding source (if any)
* Abstract (150 – 200 words)
* Key Words (from 4 – 7 words)

*Body of Essay*

* The writing should contain 2000 - 8000 words, but some exceptions can be made in discussion with journal editors.

*Bibliography and References*

* General APA or Chicago Manual Of Style. Add DOI numbers for journal references.

**Figures and Tables**

* Figures (no more than 5, following the standard formats jpeg, gif, png) must have a resolution 300-600 dpi and be introduced in separate files, showing exactly where they will be placed, followed by the nomination.
* Tables created in Excel format, in separate files, showing exactly where they will be placed, followed by the tables’ nomination.

**Style Guide**

1. Articles should be written in an interesting style that maintains readers’ attention.
2. Content including text, abstracts, footnotes, appendices, and references, should have the following format:
	1. 12-point Times New Roman font
	2. Double-spaced
	3. Six-inch lines/one-inch margins all around
	4. US Letter page size (8.5 X 11 in.) Left justified
3. Three headings (or less) are generally adequate to organize an article.
4. Heading One: Centered, bold, capitalize first letter of each word.
5. Heading Two: Left justify, bold, capitalize first letter of each word.
6. Heading Three: Left justify and indent; bold, italicize, and capitalize first letter of first word only, follow with a period, include as part of text.
7. Example:

 **Heading One**

**Heading Two**

***Heading three.***  (followed by text)

1. Use footnotes to explain material that cannot be included in text or tables. Number the notes consecutively, using Arabic numerals, beginning with footnote “1.”

**Editorial Review**

Maya America employs an editorial review process for creative submissions and personal testimonies and a double-blind peer review for academic writings. We work closely with authors in providing feedback and communication.

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