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**Typing Guidelines:** Remember that digital typing is not the same as typewriter typing.

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- Use a **single** space between sentences.
- **Language:** Set the primary language at the beginning of the document, and manually format paragraphs that are in other languages, in order to keep hyphenation correct.
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- Type **em dashes** as 2 hyphens with no spaces on either side. It’s okay if they automatically turn into real em dashes as you type.
- **Periods and commas, question marks and exclamation points** go **inside** quotation marks:  
 . , ; ? ! “La realidad humana”, 431 **should be** “La realidad humana,” 431  
 Periods and commas go inside footnote numbers: ... It was John Wilkes Booth.<sup>1</sup>  
 Also, note this order: John Wilkes Booth.<sup>1</sup>
- **Ellipsis:** Auto ellipsis is fine, or type three periods with no space between them: “...”
- Use no period or comma after **?** or **!** They indicate a stop all by themselves.
- **Chapter starts and Headings before new sections:** Use capitals and lower case letters, not bold letters, no final period, and put no space after the headline. Precede new chapters with a manual page break or section break. Start the new paragraph with no indent:

1.1 Cuando los hombres querían ser como dioses

A lo largo de su trayectoria como docente, Xavier Zubiri, dedicó un gran esfuerzo a pensar filosóficamente el problema de Dios. María Zambrano tratará esta cuestión, pero de un modo más intuitivo.

- Type ENTER (hard return) at the end of paragraphs.
- For poetry and other line-for-line material and lists, never indent by using the spacebar. Use the tab key.
- **Block quotes:** Put a single line space before and after indented quotes. The quote should be left-indented the length of a single TAB (18 points) using your word processor’s indent function.

If you need to set off a text like this, skip a line, then indent the whole paragraph 18 points. Don’t use tabs at the beginning of the quote. Don’t use quotations marks in set-off material (unless what is set off is a speech). Don’t change the size or add a style. Put references to this set-off material in parentheses, after the period. (Murnie, 167)

If the next line after a block quote is part of the same paragraph, do not indent. If it is a new paragraph, indent with a TAB. Notice that the **reference**, (Murnie, 167) in the case above, goes **after** the period in the quoted material, but goes **before** the period within paragraphs:

Por tanto, la poesía es un penetrar, un estar o ser en la realidad” (107). “La poesía es blah blah blah entrar en el ser” (108).

- **Bibliographies:** Below is a model for bibliographies. No space between items. Do not worry about indents. Put a hard return at the **end** of entries **only**. Abbreviate “University Press” as “UP.” Use three em-dashes (long dashes) to indicate a work by the same preceding author. Your bibliography will not be corrected for stylistic deviations (only typeface, size, and indentation). We recommend the Chicago Manual of Style.

Badiou, Alain. *Petit manuel d’inestétique*. Paris: Éditions du Seuil, 1998.  
 Bundgård, Ana. *Más allá de la filosofía. Sobre el pensamiento filosófico-místico de María Zambrano*. Madrid: Editorial Trotta, 2000.  
 Castañón, Adolfo. *Fulgor de María Zambrano*. México: Fondo Nacional para la Cultura y las Artes, 2002.  
 De la Cruz Ayuso, Cristina. “María Zambrano y Octavio Paz: Correspondencia de identidades: Una mirada conjunta a Antonio Machado.” *Actas III Congreso Internacional sobre la vida y obra de María Zambrano: María Zambrano y la ‘Edad de Plata’ de la cultura española*. Vélez-Málaga, España: 2004. 100-109.

- **When preparing plays** put names of characters who are speaking, in small caps, and use no colon, followed by a TAB.

FERNANDO    ¿Qué tal, don Mendo? or  
 Fernando    ¿Qué tal, don Mendo?

**Should be:**

FERNANDO    ¿Qué tal, don Mendo?

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- The **CAPTIONS FILE** (.docx, .doc, or .rtf format).
- PERMISSIONS PAGES** if necessary.