

## **Instructions for Contributors to the *International Journal of Cuban Studies (IJCS)***

We welcome the submission of academic articles in Spanish or English on any aspect related to Cuba, provided that they adhere to the aims and scope of the journal.

This Instructions to Contributors document is divided into five sections:

### ***I. Aims and Scope, Policies, Language, Peer Review, and Length***

### ***II. The Mechanics of Submitting a Contribution and its Required Components***

### ***III. Referencing***

### ***IV. Formatting and Style, including Tables and Figures***

### ***V. Other (Editing, Copyright, Ethics and Responsibilities of the Author, Book Reviews, Books to be Reviewed, Peer-reviewers, Book-reviewers, Advertising)***

### ***I. Aims and Scope, Policies, Language, Open Access, Peer Review, and Length***

#### ***Aims and Scope***

The *International Journal of Cuban Studies (IJCS)* aims to provide a forum for objective investigation and informed debate on the nature of the Cuban experience: its historical context; its international image and relationships; its scientific, cultural and social achievements; and its future orientation. The *IJCS* is a peer-reviewed academic journal providing a publication opportunity for scholarly work on Cuba and related topics. It encourages submissions from the whole range of disciplines and from multi-disciplinary perspectives. The journal takes a broad view of the emerging and diverging positions held within Cuba and outside. Published worldwide, the journal encourages the exchange of experience and expertise between contributors and readers across continents and between countries.

#### ***Policies***

There are no fees payable to submit or publish in this journal.

Only manuscripts that meet the aims and scope of the *International Journal of Cuban Studies* will be reviewed. The *IJCS* reserves the right to reject papers without review that the editors consider are not appropriate for, or do not contribute to the goals of, the *IJCS*.

Articles should be original and not under consideration by any other publication. Authors are responsible for obtaining written permission to publish, in both print and electronic media, material for which they do not hold the copyright.

All manuscripts submitted to the *International Journal of Cuban Studies* must conform to the instructions outlined here. Submissions not conforming to these instructions may be returned and not further considered until they do.

#### ***Language***

The *IJCS* publishes articles in both English and Spanish. Abstracts and keywords in both Spanish and English for all articles are welcome and will be used when provided.

#### ***Open Access***

The *IJCS* is an open access journal.

#### ***Peer Review***

All articles will be reviewed by two referees. We welcome suggestions for referees from the author, which recommendations may or may not be used.

## *Length*

Articles should be at least 4,000 words in length, and up to a maximum of 10,000, including references. Book reviews of single books should not exceed 2,500 words.

## *II. The Mechanics of Submitting a Contribution and its Required Components*

The *IJCS* is hosted by ScienceOpen. The *IJCS* uses this open access platform because it assures all works published will be highly visible around the world to current search procedures for academic work.

To achieve this goal of high visibility for all its published material, all *IJCS* contributors must have an ORCID (“Open Research and Contributor ID”) number and be registered on the ScienceOpen platform. If a contributor does not have either of these, they can obtain them in minutes.

*ORCID number (the majority of contributors who already have this can skip this background point, it is here to explain to those who do not have one why these are essential for visibility of modern research)*

All authors publishing articles in the *IJCS* must have an ORCID number. Almost all young authors are completely used to this requirement that is now quite common. Our reason for requiring it of all authors is the same as our reason for going open source, so that articles published in the *IJCS* are as easily available as is possible to everyone interested in Cuba. Simply stated, the ORCID system raises the “visibility” of your published research to people looking for research on its topic, it makes it easier for people searching for such research to find yours.

More formally, ORCID's mission is "to enable transparent and trustworthy connections between researchers, their contributions, and affiliations by providing an identifier for individuals to use with their name as they engaged in research, scholarship and innovation activities." ORCID provides a persistent digital identifier (an ORCID iD) that you own and control, and that distinguishes you from every other researcher. You can connect your iD with your professional information — affiliations, grants, publications, peer review, and more.

Obtaining an ORCID number for those who do not have one is an extremely simple and fast process. A very short and simple set of instructions are given by ORCID at <https://orcid.org/register>. Alternatively, our publisher Pluto Press has a 2 minute 42 second video instructing how to register with ScienceOpen (which runs our submission platform - and once registered it indicates ways to make your manuscript more easily visible to people searching on the topics of your research), obtain an ORCID number (and link it to your ScienceOpen account), and then submit a manuscript (which it does from the ScienceOpen home page selecting whatever journal one is submitting to, but can also be done from the *IJCS*'s ScienceOpen home page) - [https://www.youtube.com/watch?v=rSc\\_vc-wQaU](https://www.youtube.com/watch?v=rSc_vc-wQaU).

### *Mechanics of a submission*

All submissions must be **submitted in both Word and PDF** through the online submission system on the homepage of the *International Journal of Cuban Studies* ScienceOpen website at [https://www.scienceopen.com/collection/Pluto\\_IJCS](https://www.scienceopen.com/collection/Pluto_IJCS).

(If you already have an ORCID number and are registered on the ScienceOpen platform then skip down to “**submit a manuscript**” below.) If you do not have an ORCID number you could get one directly from the ORCID organization, and if you are not registered on the ScienceOpen platform you could directly register with them (including linking to your ORCID number). It is easiest, however, to obtain these two necessary prerequisites for submitting a work directly from the same *IJCS* home page that you will subsequently submit from.

- i) Scroll over “My ScienceOpen” at the top of the page and then select “Register” from the menu that drops down.
- ii) Follow the quick three steps indicated there to 1) Create a ScienceOpen Account, 2) get an ORCID number and then link it to your ScienceOpen account, and then 3) verify your email.

### **submit a manuscript**

(as explained just above, this is what to do if you have a ScienceOpen account).

- i) Scroll over “My ScienceOpen” at the top of the page and then select “Sign in” from the menu that drops down.
- ii) Put in your email and password and click on “Log in”, and it will log you in and take you back to the home page (but now if you scroll over the “My ScienceOpen” it will indicate that you are logged in).

iii) Now click on the link “Submit a manuscript” that is in the header of the page, and then follow the instructions for providing certain information and uploading your Word and PDF documents.

### ***Content of submission of proposed contribution***

As indicated above, you must submit your contribution in both a Word and PDF document. We use the Word document for our refereeing procedure and most of the processing of the proposal, and we require a PDF copy of what was submitted because that cannot be accidentally altered during our processing of the submission. Note that making a PDF copy of a Word document takes 10 seconds (select “File” in the top banner, then “Export”, then “Create PDF/XPS”).

The proposal document must have the following information in it, arranged in the following order.

i) A label at the top that it is “An Academic Article”, “A Book Review”, “An Editorial”, or “Other” (followed by an indication of what type of work it is)

ii) The title of the article or editorial, or the heading for the book review. If it is the heading for a book review it should have the format

**Rafael J. Betancourt and Jusmary Gómez Arencibia (eds.). *Social and Solidarity Economy in Cuba. Foundations and Practices for Socialist Development*. Lanham, Maryland: Lexington Books, 2021. hbk 324 pp. ISBN 9781666929034**

iii) The name of the corresponding author and their email

iv) A list of the names of all co-authors, if any (as they want their names to appear in the article)

v) A short biographical note on each author. For an academic article or editorial these should each be of about 125 to 150 words. At a minimum these biographical notes must contain a) the author's name, and b) the institution or organization for which they work or their current affiliation, all as they should appear in the journal. Beyond this these very short notes could contain information on what their areas of interest and work are concerning Cuba, and maybe their most recent book or two on Cuba. This should not attempt a listing of the author’s general work or articles or previous books, this biographical note to the readers concerns only their work on Cuba. Nor can they list all previous articles or even books on Cuba, as this is a short note and not a CV. A link to a website where a reader could see more of the author’s work on Cuba could also be interesting to our readers. For a book review these should not be more than 50 - 75 words, hence not a lot more than the author’s name and institution.

vi) The body of the proposed work

Academic articles should also have

vii) An abstract of the article of maximum 150 words in the language it is written in

viii) A list of 5 to 7 keywords in the language it is written in

### ***III. Referencing***

***Referencing*** must be done using the “Author-Date” (or “Harvard”) referencing system (so footnotes (see below) are used only for substantive comments, not for citations). For the in-text reference the *IJCS* does not use the following Latin terms for citations, such as *ibid*, *op. cit.*, *supra*, etc. In-text references do not use a comma between the author and year. Page numbers are required when citing a quote, although the *IJCS* does not use “p.” for page numbers—instead, a colon is used. Good scholarship requires page numbers also be given for any in-text reference included to indicate specific material supporting the point being made. Examples: “...the Cuban economy grew 2.2 percent in 2018 (ONEI 2021: 10).”; “... in which speech Raúl Castro reiterated that to try to build socialism was to enter into the realm of the unknown (Castro 2010)” {No page number is given here for this specific reference only because the source in mind here is an electronic online version without pages, so page numbers cannot be given – a page number would be given for a printed book or newspaper that reproduced this speech}. If the point being made is supported by a whole work or repeatedly throughout the work, no page number is needed.

Examples: “... the idea that markets promote efficiency has been argued from the time of Smith (1776) forward”; “... an important part of the higher living standards of people in First World countries results from unequal exchange, the transfer of value in trade from the Third to the First World (Amin 2018)”.

When citing works with three or less authors the in-text reference should list them all (Burbach, Fox and

Fuentes 2013: 113), while if there are four or more authors only the first author and “et al.” (not italicized) should be used. If an in-text reference lists two or more sources, they should be listed from the earliest to the most recent. For Spanish language citations, both surnames should be used. If one does for some reason use only one surname when two are given the first one is used, not the second.

Some further illustrative examples: “... as described in Yaffe (2020: 232)”;

(Burbach et al. 2013: 123-4); (Cámara Izquierdo 2006) or (Cámara 2006); (Hamberg 1990: 235–238; Peters 2014: 1)

For in-text referencing of online books and e-books that do not include page numbers (or sometimes they repaginate according to user-defined text size), then for in-text citations try to include something to let the reader know where to look in the text, such as chapter number, section heading number, and paragraph number (if available). Example: Gálvez (2018: ch.3 §3.1 ¶6)

In the References list, it is better scholarship include the authors’ first names and not only their initials, but Harvard referencing unfortunately has decided initials are acceptable, and the automatic Harvard system built into Word even uses only initials, so using only the initials is acceptable. All author names should be written in entries in the Reference out no matter how many authors. Entries by the same author should be arranged chronologically with the oldest date coming first. Titles of articles in journals, chapters, and other works that are a part of some larger work should be enclosed in quotation marks. Titles of books, journals, and other free-standing works such as documents that are in English should be in title case and italicized, while those in Spanish should be in sentence case and italicized. A URL where the reader can view the source is extremely useful for readers interested in looking at the source and should be included whenever possible.

Generic examples:

A book: LastName1, FirstName1 and FirstName2 LastName2 (Date) *Book Title*. City: Publisher.

A journal article: LastName, FirstName (Date) “Article title”. *Journal Title* volume (issue): page–range.

A chapter in an edited book: LastName, FirstName (of author of chapter) (Date) Chapter title. In *Book Title*, ed. FirstName LastName (of editor of the book), page–range. City: Publisher.

An article in a newspaper or magazine on-line: Menon, Rajan (2017) “Twenty-first-century American populism (or putting your mouth where your money isn’t)”. *Huffington Post*, November 28. Accessed at: [https://www.huffpost.com/entry/twenty-first-century-american-populism\\_b\\_5a1dccd7e4b056995023205b](https://www.huffpost.com/entry/twenty-first-century-american-populism_b_5a1dccd7e4b056995023205b)

Further concrete examples:

Burbach, Roger; Michael Fox; and Federico Fuentes (2013) *Latin America’s Turbulent Transitions: The Future of Twenty-First Century Socialism*. London: Zed Books.

Cámara Izquierdo, Sergio (2006) “A value-oriented distinction between productive and unproductive labour”. *Capital & Class* 30 (3): 37–63.

Gálvez, Alyshia. (2018). *Eating NAFTA: Trade, Food Policies, and the Destruction of Mexico*. Oakland: University of California Press. Kindle edition. Accessed at: <https://www.ucpress.edu/ebook/9780520965447/eating-nafta>

#### ***IV. Formatting and Style, including Tables and Figures***

##### ***Format***

Contributions should be formatted as A4 Microsoft Word files (Mac files must be converted), double-spaced and with ample margins. All pages, including those containing only tables and figures, should be numbered consecutively. A clear legible font should be used.

##### ***Style Guidelines***

The *International Journal of Cuban Studies* follows the *Chicago Manual of Style* excepting when any of the following indicated journal-specific style requirements conflict with the *CMS*. For any questions not covered in these instructions, [consult the CMS](#).

**Initials for First and Middle Names** (as just indicated it is better scholarship to use full names instead of initials in the References at the end, but Harvard referencing allows using initials there) should be unspaced when used in the text – A.N. Jones.

**Titles and Sub-Headings** must be kept short (maximum 50 characters) to accommodate our house style both on our contents page and the running heads within the body of the article. The editor reserves the right to alter titles in consultation with the author.

**Spelling and Punctuation** British rather than US spellings and punctuation should be used. Use -ise -isa-; for example, civilise, civilisation rather than civilize or civilization. Commas and periods *inside* closing quote marks only if quotation is a full sentence starting with a capital letter.

For example:

It declared that “Cultural usage shall have the weight of the law.”

“Cultural usage”, it declared, “shall have the weight of the law.”

It declared that cultural usage “shall have the weight of the law”.

**Quote Marks** ‘Single’ quote marks are used for thoughts and “double” quote marks for speech, quotations, and titles of articles in footnotes. Quotations within quotations have single quote marks inside, for example, “he described the scene as ‘totally unworkable’”.

**Numbers** from one to twelve should be in words, thereafter figures: 13+; 1,000; 1 million; 1 percent; 121–9. Always use figures for units of measurement or percentages.

**Acronyms and Abbreviations** should be spelled out the first time they are introduced within the text or references, with the abbreviated version alongside in parenthesis. Thereafter the acronym can be used in its abbreviated form. For example, *International Journal of Cuban Studies (IJCS)*. Do not use full stops in the acronyms or abbreviations (for example, US not U.S., Dr not Dr., eds not eds.) except contractions (as opposed to abbreviations just indicated) such as ed. (for editor), vol. (for volume).

**En Rules** used in number spans (unspaced), parenthetical dash (spaced), and forms such as Iran–Iraq war where you are describing a relationship between the two entities/words.

**Use Italics** for foreign words not in common usage (see *Oxford Manual of Style* for guidance on this); titles of published books, journals, long poems, plays, films, operas, works of art, and TV and radio programmes; for emphasis (do not use caps or bold for emphasis), but use sparingly; for parties in legal case references: for example, *Regina v. Smith*. Do not use italics for place names or organisations even if they contain foreign words that would otherwise be in italics. **Footnotes** are used only for substantive comments, not for citations (and the IJCS does not use endnotes). They should not be excessive in number or length. They should be marked clearly in superscript in the text at a point of punctuation.

**Currency** Ensure it is clear what currency is being quoted. It is often helpful to give the equivalent US\$, euro or £ sterling in brackets if quoting local currencies.

**Parochialisms** should be avoided. Instead of “in our country” write “in the United Kingdom”.

**Tables and Figures (Charts, Graphs, or Other Artwork)**

It is the responsibility of the author to obtain permission to reproduce any illustrations that may be subject to copyright, and sources should be indicated appropriately in the accompanying captions. The use of figures and tables should be kept to a minimum, with only essential data presented. Each should be numbered consecutively, titled, and mentioned in the main text.

Tables must contain editable text. Figures and tables should be supplied as separate editable files (preferably in Jpeg, EPS, Illustrator or Excel format) and not in colour. They should be high resolution of at least 300 dpi.

**V. Other (Editing, Copyright, Ethics and Responsibilities of the Author, Book Reviews, Books to be Reviewed, Peer-reviewers, Book-reviewers, Advertising)**

### ***Editing***

The editors reserve the right to copyedit all articles accepted for publication. Authors will be required to respond to any author queries (AQs) raised on their articles in the editing process, and will have the opportunity to review the locked copyedited Word files just prior to publication.

### ***Copyright***

The journal will be published online under Creative Commons Attribution 4.0 International ([CC BY 4.0](https://creativecommons.org/licenses/by/4.0/)). Authors will receive a Copyright Form for signature upon the acceptance of the article for publication.

### ***Ethics and Responsibilities of the Author***

The journal adheres to the ethical standards endorsed by the Committee on Publication Ethics (<https://publicationethics.org/>). In particular:

1. We expect all authors to state in their article if they have a conflict of interest which could potentially bias their opinions - for example funding or employment.
2. All named authors on the articles should confirm that they have jointly participated in the research and writing of the article, and that no author has been omitted from the list of authors.
3. We require authors to warrant that their articles are original, have not been previously published, and do not plagiarise or otherwise copy someone else's work without attribution. (If the article is a translation, we are happy to consider this for publication, but the authors must inform the editors on submission.)
4. We also require authors to warrant that their article does not defame, libel, or bring another person into disrepute, and neither does it contain anything illegal (e.g. copyright infringing).

### ***Book Reviews, and Books to be Reviewed***

If you have written book review that you would like to publish contact Al Campbell at [al@economics.utah.edu](mailto:al@economics.utah.edu). If you have a book that you would like to have reviewed contact Al Campbell, who, if it is appropriate, will send out a call to our reviewers for a volunteer to review it.

### ***Peer-reviewers and Book-reviewers***

If you are interested in joining the IJCS team of book reviewers or article peer-reviewers, please email Al Campbell at [al@economics.utah.edu](mailto:al@economics.utah.edu) with your details.

### ***Advertising***

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