

Instructions to Contributors

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.

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.

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.

Length

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

Language

The *IJCS* publishes articles in both English and Spanish. Where possible, we ask that contributors write in English. Abstracts and keywords in both Spanish and English for all articles are welcome and will be used when provided.

Title document

The following information should be provided in a separate "Title document": i) the title of the article; ii) an abstract of 150 words; iii) a list of 5 or 6 keywords; and iv) biographical information. In a separate document send the email address and day-time telephone number for the corresponding author, and a short biographical note of about 50 to 125 words for each author. 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. Some readers would find it interesting to know what their areas of interest and work are concerning Cuba, and maybe their most recent book if it pertains to Cuba work (not articles, and

not a listing of all previous books even if they are on Cuba, this is a short bio and not a CV), or possibly a link to a website where a reader could see more of the author's work on Cuba.

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](#).

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 use only one surname the first one (usually the father's but occasionally the mother's) 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, if possible consult a print edition for fixed page numbers. If a print edition and fixed page numbers are not available (sometimes electronic sources do not include page numbers, or sometimes they repaginate according to user-defined text size), then for in-text citations, include the chapter number, section heading number, and paragraph number (if available). Example: Gálvez (2018: ch.3 §3.1 ¶6)

In the References list, good scholarship requires authors' first names should be used, not their initials. All author names should be written out no matter how many authors. Entries by the same author should be arranged chronologically with 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. Access URL should only be used when page numbers are unavailable. When listing online books and e-books in the References list, state the type of non- print format (e.g., Kindle edition, PDF e-book, etc.) as the last part of the entry, and if necessary, include the “Accessed at:” URL (or, if available, DOI which is preferred to the URL).

Generic examples:

A book: Last1, First1 and First2 Last2 (Date) *Book Title*. City: Publisher.

A journal article: Last, First (Date) Article title. *Journal Title* volume (issue): page–range.

A chapter in an edited book: Last, First (of author of chapter) (Date) Chapter title. In *Book Title*, ed. First Last (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_5a1dccc7e4b056995023205b

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>

Initials (which as just indicated should not be used in bibliographical entries for first names, using rather the name) should be unspaced when used in the text – A.N. Author.

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.

Proofs

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.

Peer Review

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

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Submission

All contributions should be submitted as an email attachment (in Word for Windows) to Dr Stephen Wilkinson: cubastudies@gmail.com, or sent as a hard copy to:

Dr Stephen Wilkinson
Cloudhill
Chesham Road
Wigginton
Tring
HP23 6EH
United Kingdom

Please note that for articles submitted by post four complete copies of all documents would be needed.

Complimentary E-Offprints

Authors will receive an electronic offprint (pdf) of their article.

Books for review should be sent to Dr Stephen Wilkinson at the International Institute for the Study of Cuba and editorial correspondence can be addressed to: cubastudies@gmail.com

If you are interested in joining the IJCS team of book reviewers and peer-reviewers, please email Dr Wilkinson with your details.

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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).