Association for the Study of the Cuban Economy (ASCE)
Guidelines for Authors for Papers and Proceedings of Annual Conferences

General

1. Papers must be submitted using Microsoft Word. If your paper has been generated using a non-US version of Microsoft, please check that quotation marks ("), apostrophes ('), and other symbols come out as intended to correspond to usage in U.S. English.
2. Length of papers to be included in the pdf proceedings is not to exceed 6,250 words, or 25 double-spaced pages, including notes, bibliography, tables, boxes, charts, photographs, annexes.
3. To be considered for publication in the Papers and Proceedings, all papers must be prepared according to these guidelines. Papers that do not meet the guidelines will be rejected and returned to the author(s).

Formatting Instructions

1. Text should be set in Times New Roman 12-point font. Text should be fully justified and have standard margins. Line spacing should be set at 1.5. Each page should have a header in Times New Roman 10 point left justified with the text "ASCE XXXX Proceedings," with XXXX being the year of the Conference at which the paper was presented, and a footer in Times New Roman 10 point right justified with page numbers in Arabic numbers.
2. Title of the paper should be set in Times New Roman 14 point, fully capitalized, bolded, and centered. In the next line, in Times New Roman 12-point, enter the name of the author or authors, with only the first initial of the name(s) capitalized, followed by an asterisk with professional affiliation.
3. Titles of sections of the paper should be capitalized, bolded, flush left. Second-level heads – subsections – should be lowercase, bolded, flush left. Third and lower-level heads: Third level heads are initial cap only, bolded, ending with a colon, with text running immediately after. Lower-level heads beyond third level should be used rarely. Some special guidance on headings and subheadings: (a) to conserve space and achieve some consistency, the papers begin with the first paragraph of the paper itself; do not use headings such as Introduction, Background, Context, etc.; (b) Similarly, to achieve consistency, do not number first-level heads of the paper with titles such as Part I, Section 1, Part A; (c) if you have a roadmap to the paper in the introduction, do not refer to ordinal numbers or letters for the sub-sections, although it is ok to say, e.g., that the paper has three sections and the first section addresses such topic, the second section, addresses something else, and the last section….
4. Tables, boxes, charts, photographs should be numbered consecutively, using Arabic numbers.

5. All tables, boxes, charts, photographs should have a title (e.g., "Table 1: Cuban Population by Gender, 1959-2012") and the source (for tables or boxes, please use this format: "Source: Oficina Nacional de Estadística e Información, *Anuario estadístico de Cuba 2010.*")   If the table or figure has been created by the author from different sources, then it may be appropriate to say, "Elaboration by the author", and/or "Source: See text".

6. All tables must be in MS Word table format or Excel format. Tables in picture format or in columns created by the author using tabs are not acceptable. Try to avoid long tables; if essential, include as an appendix or make them available to readers upon request. Use 10 pt font for tables and do not include any vertical lines. Explanatory notes should be inserted at the end of the table using 9 pt. font.

7. Figures and photographs must be of sufficient quality (resolution) to result in a high-quality pdf. Photographs should be at least 300 dpi (dots per inch). Final determination on the quality of a figure or illustration will be made by the editors of the Papers and Proceedings.

References/Notes

8. References to books, articles, monographs should be identified in the text by the last name of the author and year of publication, e.g., (Author 1999). When relevant, use also pages where the ideas or words are used, e.g., (Author 1999, pp. 7-8). If more than one work by the author is cited for the same year, use a, b, c after the year.

9. There is no fixed format for references and footnotes/endnotes. Authors may use MLA style, name-year style, or other styles provided the information is complete. Use Times New Roman 10. <u>For</u> books, provide author, book title, city of publication, publisher, date of publication and, when applicable, page numbers. For example: Carmelo Mesa-Lago, *Market, Socialist and Mixed Economies* (Baltimore: Johns Hopkins University Press, 2000), p. 234 **OR** in same-year style: Mesa-Lago, Carmelo. 2000. *Market, Socialist and Mixed Economies.* Baltimore: Johns Hopkins University Press, 234. Journal citations should contain author and title of the article, journal name, volume, issue number, date, and page numbers. For example: Carmelo Mesa-Lago, "Assessing Economic and Social Performance in the Cuban Transition of the 1990s," *World Development* 26:5 (1998): 857-876.

10. For citations of newspaper articles, follow: Leyva, A. 2001. "Economía cubana." *Granma*. August 1, 2011, p. 2.

11. When referencing websites, please indicate the URL of the item, the date of publication, and the date when the information was accessed. E.g., Total Beauty 2011. http://www.totalbeauty.com/ content/gallery/p-best-blow-dryers. Accessed August 4, 2011. Web addresses should appear in regular type, not italics.

12. If a bibliography or list of references is included, then use short citations in the footnotes to avoid repetition and conserve space. A typical short-form footnote citation consists of the author's last name, abbreviated title of the book or article, date, and page numbers.