

Style Sheet for *Cuba in Transition* Volumes

General

1. Length of papers to be included in the proceedings is 25 double-spaced pages, including notes, bibliography, tables, boxes, charts, photographs, annexes. Font size should be 12-point. All text must be provided in digital files, preferable using MS Word format. If you use other than MS Word, please save your file as a Rich Text Format (.rft). WordPerfect files are not acceptable.

2. Tables, boxes, charts, photographs should be numbered consecutively with Arabic numbers and should be referenced in the text. In addition, please use a call such as “Table 1 about here” or “Figure No. 1 about here” in the draft to assist laying out the paper. These calls will be removed in the publication. Always refer to a table, box, chart or photograph by number, rather than by “as can be seen below” or “as follows,” as when the paper is laid out, the table may not be placed after a specific line of text.

3. All tables must be in MS Word table format or Excel format. Tables in picture format or in columns created using tabs are not acceptable as they cannot be reformatted to fit in the volume and must be created in the proper format by the author.

4. Figures and photographs must be of sufficient quality (resolution) to be compatible with the software being used. We recommend at least 300 dpi (dots per inch) for all photographs. Final determination is made by the expert who lays out the volume.

5. All tables, boxes, charts, photographs need to have a title (e.g., “Table 1: Cuban Population by Gender, 1959-2012”) and an indication of the source (for tables or boxes, please use, e.g., “Source: Oficina Nacional de Estadísticas, *Anuario estadístico de Cuba 2010*”). If the table or figure is an elaboration of the author, then sourcing is not required although it may be appropriate to say, e.g., “Source: See text”).

6. Use footnotes, not endnotes (end notes do not work well with the two-column format used in the proceedings volumes).

7. Avoid fancy formatting. For example, do not try to mimic the two-column format of the proceedings volume. All of this formatting has to be taken out before it can be run through the page maker software. Do not use auto-hyphenation. The simpler the manuscript in terms of formatting, the easier it is to process.

8. Generally speaking, the ASCE volumes follow *The Chicago Manual of Style* and the current edition of *Webster’s Collegiate Dictionary* for spelling and hyphenation

Formatting

Cuba in Transition volumes uses the following formatting rules:

1. Title of the paper—capitalized bold, centered. No quotes around the title of the paper.
2. Author’s (authors’) name—not capitalized, bold, centered. No title or affiliation (this is provided in the “About the authors” section of the volume.) If the author(s) wishes to make a special acknowledgement to a reader or institutions, this should be done through a footnote.

3. Levels of subheading within each paper are as follows:

(a) First-level heads are all caps, bolded, flush left.

(b) Second-level heads are lowercase, bolded, flush left.

(c) Third and lower level heads: Third level are initial cap only, bolded, ending with a colon, with text running immediately after. Lower level heads should be used rarely.

4. Some special points on subheading:

(a) To conserve space and achieve some consistency, the papers begin with the first paragraph of the paper itself; do not use sub-headings such as Introduction, Background, Context, etc.

(b) Similarly, to achieve consistency, do not number first-level heads of the paper, Part I, Section 1, Part A. Make sure that if you have a roadmap to the paper in the introduction, you do not refer to ordinal numbers for the sub-sections, although it is ok to say the first section, the second section, the last section....

5. Formatting of lists should be consistent within each paper. Short lists can be run in the text like this: (1) this is the first item; (2) this is the second item; and (3) this is the fourth item. Longer lists may be set off as individual numbered items or bulleted lists.

Footnotes, References (Bibliography)

There is no fixed format for **footnotes** and **references**. It is acceptable for authors to use MLA style, name-year style, or other styles provided the information is complete and consistent:

1. Book citations in footnotes should include 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 name-year style:

Mesa-Lago, Carmelo. 2000. *Market, Socialist and Mixed Economies*. Baltimore: Johns Hopkins University Press, 234.

2. 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.

Other acceptable formats and examples follow; the key is consistency and completeness of the information:

Newspaper article:

Leyva, A. 2001. "Economía cubana." *Granma*. August 1, 2011, p. 2.

Website:

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.**

If a **bibliography** or list of **references** is used, 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.

For the bibliography/references, in the case of two or more works by the same author, list them in order of publication date, beginning with the earliest publication; if two or more works by the same author have the same publication year, distinguish them by adding a, b, c, etc., after the year of publication.