Article submission

In order to request the publication of an article in the Cuban Journal of Public and Business Administration, the document must have two sections with the structures indicated below.

1- Article presentation

Title: It must convey a clear idea of the objective and object of study. It must be consistent and related to the content of the article. Maximum: 20 words (English and Spanish).

Authors: The full names and surnames of all authors, which will be ordered by participation and relevance, without differentiating between main authors and other authors. For each author, without exception, must be specified:

- institutional affiliation (full official names, city and country)
- ORCiD identifier code (https://orcid.org/)
- scientific degree
- academic title
- teaching and / or research category
- job occupation and position
- Email address
- postal address and email

Corresponding author: The author for the correspondence must be declared (it can be shared by up to two authors).

JEL Classification: Classify the article according to the code system used by the Journal of Economic Literature, with a maximum of 3 codes (https://www.aeaweb.org/econlit/jelCodes.php)

Declaration of conflicts of interest: There is a conflict of interest when an author or the institution to which it belongs, reviewer or editor have personal relationships, financial, or academic rivalries, which may interfere or influence their judgments in relation to the preparation, evaluation or publication of a manuscript. Authors must always declare the existence or not of conflicts of interest in relation to the submitted article.

Authorship contribution: The level of contribution of the authors must be indicated in each of the phases, both of the research and of the writing of the contribution, following the CRediT taxonomy (Only in case of co-authorship).

Mark with a cross (**X**) in Table 1 the contribution made by the authors, according to the defined roles.

- **Conceptualization** – Ideas; formulation or evolution of overarching research goals and aims.
- **Data curation** – Management activities to annotate (produce metadata), scrub data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later re-use.
- **Formal analysis** – Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data.
- **Funding acquisition** - Acquisition of the financial support for the project leading to this publication.
- **Investigation** – Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.
- **Methodology** – Development or design of methodology; creation of models.
- **Project administration** – Management and coordination responsibility for the research activity planning and execution.
- **Resources** – Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.
- **Software** – Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components.
- **Supervision** – Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team.
- **Validation** – Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs.
- **Visualization** – Preparation, creation and/or presentation of the published work, specifically visualization/data presentation.
- **Writing – original draft** – Preparation, creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation).
- **Writing – review & editing** – Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary or revision – including pre- or post-publication stages.

Tabla 1. Authorship contribution

Name and last name	Contributor Roles
- Author 1	__ Conceptualization __ Data curation __ Formal Analysis __ Funding acquisition __ Investigation __ Methodology __ Project administration __ Resources __ Software __ Supervision __ Validation __ Visualization __ Writing-original draft __ Writing – review & editing
- Author 2	__ Conceptualization __ Data curation __ Formal Analysis __ Funding acquisition __ Investigation __ Methodology __ Project administration __ Resources __ Software __ Supervision __ Validation __ Visualization __ Writing-original draft __ Writing – review & editing
- Author 3	__ Conceptualization __ Data curation __ Formal Analysis __ Funding acquisition __ Investigation __ Methodology

	__ Project administration __ Resources __ Software __ Supervision __ Validation __ Visualization __ Writing – original draft __ Writing – review & editing
- Author 4	__ Conceptualization __ Data curation __ Formal Analysis __ Funding acquisition __ Investigation __ Methodology __ Project administration __ Resources __ Software __ Supervision __ Validation __ Visualization __ Writing – original draft __ Writing – review & editing
- Author 5	__ Conceptualization __ Data curation __ Formal Analysis __ Funding acquisition __ Investigation __ Methodology __ Project administration __ Resources __ Software __ Supervision __ Validation __ Visualization __ Writing – original draft __ Writing – review & editing
- Author 6	__ Conceptualization __ Data curation __ Formal Analysis __ Funding acquisition __ Investigation __ Methodology __ Project administration __ Resources __ Software __ Supervision __ Validation __ Visualization __ Writing – original draft __ Writing – review & editing

Abstract: A single paragraph, written in an impersonal style (English and Spanish). It must contain the objectives of the work, the methods used, main results and conclusions. It should not contain references. Its length should not exceed 250 words.

Keywords: between 3 and up to 6 words, they should describe the content of the article and facilitate its inclusion in indexes. They can be combined words or short phrases. The use of abbreviations is not accepted. They will be written in order of priority, they must describe the content of the article and facilitate its inclusion in indexes. The first is the most important and they are all written in lowercase.

2- Anonymous article

Introduction: The theoretical-referential framework and its contribution will be described and analyzed. The object and objective of the article must be stated clearly and concisely. If you use abbreviations or acronyms, write first the words that identify it and then the acronym in parentheses, the context that explains the problem, the reasons for carrying out the research, should also indicate as clearly as possible, summarize the relevant research to offer the context, background and topicality of the topic, bibliographic research (study of the state of the art), the objective, state the main conclusion and result and how their work differs from published works.

Development: You can adopt a flexible structure depending on the type of article in question. In the case of an original article in the Development, it must include the sections: Materials and Methods, Results and Discussion.

Materials and Methods or Methodology (As appropriate): They should provide detailed information to the extent that it is possible to reproduce the experiments, methods or methodology from the data provided or the steps to be followed. In this section, the methods used should be explained, as well as their duration, if applicable. Some studies will have corresponding experiments or control groups; otherwise, the measures used to avoid biases will be explained and their possible effect on the conclusions of the study will be discussed.

This section should be exposed in this way, preferably in the case of original articles. Other types of articles can be developed through sections that make their presentation understandable.

Results: The results must be concise and clear, they must reflect the new knowledge that is contributed to the scientific community, offer a general panorama of the subject dealt with and a broad description of the experiments as well as the presentation of the processed and discriminated data. They will be presented in such a way that there is no duplication or repetition of data in the text or in the figures and tables.

Discussion: This section should present the principles, relationships and generalizations existing between the observed facts. You should argue and not recap the results. Show how your results and interpretations agree or disagree with previously published works. In it, the significance of the results in terms of the theoretical consequences and practical applications must be exposed. The discussion will not contain new results, nor will it be a mere repetition of the results. It is used to point out exceptions, lack of correlation, unresolved issues.

Sometimes the sections Results and Discussion can be joined.

Conclusions: They must respond to the objectives of the article, be clear and concise and not repeat the results achieved.

Recommendations: Only in those cases that are essential.

Acknowledgments: If deemed necessary, the people or institutions that have contributed to the article will be cited.

Bibliographic references: They will be made, in correspondence with the guide to cite and elaborate the references according to the Vancouver Standard, referencing the citations listed consecutively according to the order in which they are mentioned for the first time in the text. It is recommended that superscript Arabic numbers be used without parentheses.

Document format

- Text format: word
- Font: Times New Roman 12
- Line spacing: single
- Left margin: 2.5 cm, the rest 2 cm
- Written in a single column, justified, without indentation, single spaced and must number the pages
- The title, subtitles and headings in bold

Tables and Figures

Both tables and figures should be inserted at the points where appropriate within the text. A maximum of 5 tables and 5 figures will be admitted; in exceptional cases the editor will approve an increase in the tables and figures. Figures and tables must have a heading or footer and be respectively numbered consecutively accompanied by the bibliographic source from which they were taken. If they are original, it should be clarified that it is their own elaboration, although sometimes exceptions may be accepted, in which it is obvious that the source of the elaboration is their own.

Bibliographic References and Citation

Consult guide to cite and prepare bibliographic references using the Vancouver standard ([Download guide](#))