ADDITIONAL PUBLICATIONS

MINIMUM STANDARDS FOR PRESENTATION OF ORIGINALS

For editing documents of interest is completed quickly and with quality the authors must submit the original in correspondence with the following standards:

1. The documents should be delivered in digital and print format.
2. The texts should be presented in paper and digital must match fully.
3. The text on paper must be printed in two spaces.
4. The text printing will be not admitted in perfecting mode.
5. The text in digital format must be in Word.
6. The printed material must not have erasures or corrections must be legible and the information you want to provide must be complete. Corrections or additions will not be accepted to the Editorial, once delivered the work.
7. The tables containing the document must be made in the Word itself, with the tools that this program offers. In no case they should be presented as an image.
8. The formulas contained in the document must be made in the equation editor of the Office-Word. In no case they should be presented as an image.
9. The illustrations, images or photographs must be submitted in separate files at 300 dpi (points per inch) extension .jpg, .tif or .psd, besides being inserted into the Word text.
10. The graphics should be delivered in separate folder in its original file (Excel), besides being inserted into Word.
11. In the bibliography all the elements that constitute or data should appear. What standard to use (Vancouver or ISO) should be defined and to ensure that all citations fulfill as established in the chosen standard. Under no circumstances should either use these rules to a document. Links to websites have to be verifiable.
12. The author must have conceived how he/she want the final outcome of his/her publication and deliver a proposal of cover and back cover design.
13. It must submit a brief information of the author with the following data:
   - Complete name
   - Number of Identity Card.
   - Work Center, address, telephone, e-mail address
   - Home address and telephone
   - Overview document (optional)

14. The authors who are not part of the staff of INCA, after coordination with the Editions Group must establish service contract with the Commercial department, making request a to ariel@inca.edu.cu through the mail; deliver an endorsement of the institution that represents, signed and coined, which ensure that the work was performed within or outside the framework of employment and authorization to be edited by our editorial and subsequently published.

15. The authors are part of the staff of INCA should follow the mechanism established by the institution for delivery of publications, specifying the return type of publication (book, pamphlet, manual, etc.). It must also define the mode of funding for each case.

16. In both previous cases (14, 15), authors should define whether publication is in print or digital version. In the first case should be informed of who will charge in polygraph arrangements.

17. If the steps in polygraphic are borne by the customer before starting the editing, it should contact the polygraph elected with Ediciones INCA Group to coordinate delivery details for printing.

**PRICE LIST**

Each document is performed:
- Review and writing style.
- Style and drafting correction.
- Retouching of images, photos and graphics.
- Retouching or design of cover and back cover
- Request of ISBN
- Procedures for impressions on polygraph (optional)
- Internet availability (optional) through the site OJS Ediciones.
- Electronic Publishing (optional) with visibility through CD-R or DVD-R.

According Sheet Cost established for this purpose, prices are:

For payment in CUP: **39.15 per page**
For payment in CUC: **4.00 per page**
According to Decree 265 of May 20TH, 1999 (Legal Deposit of Cuban bibliography), all publications must be delivered to the State Legal Deposit.

Of each additional publication (books, brochures, manuals and others) that we edit in Ediciones INCA and check ISBN request, we must do the following deliveries:

**Titles in paper format:**
“José Martí”, National Library: three copies (03)
Mayabeque Provincial Library: two copies (02)
“Elvira Cape” Provincial Library (Santiago de Cuba) behaves as a National Library: two copies (02)
Cuban ISBN Agency: a copy (01)

**Titles in digital format:**
“José Martí”, National Library: a copy (01)
Mayabeque Provincial Library: a copy (01)
“Elvira Cape” provincial Library (Santiago de Cuba) behaves as a National Library: a copy (01)
Cuban ISBN Agency: a copy (01)

The user must have these amounts into account when defining the number of rolls in the printing and not fail to deliver to EDICIONES the amounts necessary to comply with the requirements.

If you want to publish our editorial you should direct your request to:

Ediciones INCA
ediciones@inca.edu.cu