

# Guidelines for contributing to COMUN/CA



COMUN/CA, the technical magazine of the Inter-American Institute for Cooperation on Agriculture (IICA), publishes original works on agriculture and rural life to serve as inputs for decision makers and to help others form opinions on issues related to these fields.

Contributions to COMUN/CA may be:

- **Articles:** texts containing analyses, deliberations and conclusions on academic or professional topics; written in simple style and clear language.
- **Experiences:** descriptions of activities carried out by IICA units or by a Member State that has received cooperation from the Institute, which, if disseminated, may contribute to a clearer understanding of the innovative work under way in the region, to the solution of problems or to the tapping of opportunities for action in other regions or countries.
- **Briefs:** short articles on results of ongoing research which are relevant and deserving of dissemination to a broader audience.

## General guidelines

- a. The magazine is published quarterly in English and Spanish.
- b. Manuscripts, with their respective abstract and keywords, may be written in Spanish, English, French or Portuguese. The publishers will have the abstract and keywords translated into all the official languages of the Institute, for inclusion in the magazine published.
- c. The original works will be evaluated by specialists in the corresponding fields. Any suggestions they make will be reviewed by the publishers and the contributors and every attempt will be made to ensure objectivity. The identity of the specialists and contributors will not be revealed.
- d. Preferably, contributors to COMUN/CA will be IICA staff members. Works by outside contributors may be submitted, however, subject to prior approval by the Director of the respective thematic area.
- e. Inasmuch as manuscripts undergo a rigorous review process, contributors often are asked to provide additional information or calcification.
- f. Manuscripts published in the magazine may be full or partial reprints, subject to prior approval by the publishers and provided the original source of the publication is cited.
- g. The views expressed in the manuscripts are those of the contributors.
- h. Our readership comprises decision makers in the fields of agricultural and rural development, as well as specialists and researchers in both fields.

- i. COMUN//CA and the Editorial Board reserve the right to decline those manuscripts that do not comply with the established guidelines.
- j. Once a work is accepted for publication, it may not be published in any other communications media without prior authorization from IICA.

## Requirements for submitting manuscripts

- **Format.** Articles are to be submitted in electronic format, using a recognized word processing program; 2-inch upper, lower, left and right margins; Times New Roman 12 font size; single space between lines and double space between paragraphs, no indents.
- **Length.** Considering our readership, it is recommended that manuscripts not exceed five pages. Briefs may be shorter.
- **Figures, diagrams and tables.** They must fit in the margins mentioned above and be legible. All figures, diagrams and tables must be properly numbered and the source of each identified (author, year and page, for example: IICA 2009:23). This information must be included and filled out in the bibliography. All text included in figures, diagrams and or tables must be in a format that may be edited, preferably using the word processing program in which they were prepared.
- **Photographs.** If a contributor wishes to include a photograph, he/she must obtain permission to use same, and it must have a resolution of at least 300 dpi.
- **Information on author:** full name, place of employment, and e-mail address.
- **Keywords:** from five to seven using controlled vocabulary.
- **Abstract:** not to exceed 500 words.
- **Notes:** use footnotes rather than endnotes.
- **Bibliography:** The bibliography is to be prepared in accordance with IICA technical standards which may be consulted at: <http://www.iica.int/Esp/organizacion/LTGC/Documentacion/BibliotecaVenezuela/Documents/Redacción-Referencias-Bibliográficas.htm> .

Manuscripts are to be submitted to the respective IICA Director of Area or to the Directorate of Technical Leadership and Knowledge Management, for submission to the publishers and review by the Editorial Board. For more information please write to [comuniica@iica.int](mailto:comuniica@iica.int).

We recommend that you look over one or two COMUN//CA articles to get an idea of the style to use. The magazine is available at: [www.iica.int/comuniica](http://www.iica.int/comuniica).