

Center for Latin American and Caribbean Studies / NCCLA Publications Agreement Policy and Guidelines

Policy

1. NCCLA may submit up to one paper per year to the Center for Latin American and Caribbean Studies, University of Wisconsin-Milwaukee, to be considered for publication in the Center Occasional Paper Series.
2. The NCCLA submission will be a paper presented at the annual fall conference. It is the responsibility of the program chair, as head of the awards committee, to either submit the paper, or to inform the Center that no manuscript will be submitted in a given year. The program chair is also responsible for informing the author that the paper was submitted and of the subsequent procedure. If a paper is submitted, it should be received by the Center no later than the January following the conference.
3. It should be understood that once submitted to the Center, the manuscript will undergo an internal review process by the Center's publication subcommittee, which may or may not result in publication. Authors and the NCCLA program chair will be notified of the Center's decision in writing, usually within two months from the date of submission.
4. If a paper is accepted, the author may expect publication four to six months from the date the manuscript was first submitted to the Center.

Guidelines for Manuscripts Submitted for the Occasional Paper Series

1. Submitted manuscripts should contribute to new knowledge of Latin America and should demonstrate thorough and appropriate research and methodology.
2. Because of the interdisciplinary nature of the Center's publications audience, manuscripts should illuminate broader aspects of Latin American studies. The Occasional Paper Series is designed to facilitate dialogue among scholars across disciplinary boundaries.
3. It is recommended that submitted manuscripts not exceed 25-30 double-spaced pages plus notes and bibliography.