

## References for authors (updated May 2024)

### Guidelines for graphic material

#### Editorial standards:

- Length: the text of articles should not exceed 10,000 words (including tables, boxes, graphs, maps, diagrams, notes and bibliography).
- Format: the text should be sent in an electronic Word file. Avoid any mention of colors used in figures and maps, because the printing of the document will always be in black and white, although the online file will contain the colors.

### Guidelines for graphs, tables, boxes, charts, diagrams and maps.

- They must have at least one reference in the text. For example: see graph x.
- They must always include the source.
- The source must come in its entirety (not as a bibliographic reference).  
For example:  
Source: Economic Commission for Latin America and the Caribbean (ECLAC), Social Panorama of Latin America, 2021 (LC/PUB.2021/17-P), Santiago, Chile, 2022.
- The title and source must come as part of the text in the Word file (not as part of the graphic or table).
- Notes must be explained at the bottom of the graph, chart or box.  
For example, if it says 2013a, there should be a note aProjections.  
Do not use footnotes nor links.

### Formats:

#### Tables

- Create them as a table (editable) within the Word file.
- Do not include them in the Excel file.

#### Graphs

- You must submit Excel file containing all the editable charts in the same order as they appear in the text. In the Excel file, each graph should occupy a separate sheet, with the graph number indicated on the tab.
- Insert each chart into the Word file as a picture.
- Please make sure that each chart that appears in Excel matches the one that appears in Word.
- If the programs that generate the graphics **do not export to Excel**, you can deliver the file in pdf (preferably editable), eps or Illustrator (.ai). However, prioritize Excel as your first choice.
- The graphics must include the unit of measurement. For example: (In percentages).

#### Diagrams

- Create them in the Word file as editable content or in a PowerPoint file and include them in the submission.
- You must submit each diagram in a pdf (preferably editable), eps or Illustrator (.ai) file.

#### Maps

- You must submit each map in an eps, pdf (preferably editable) or Illustrator (.ai) file.
- If the above is not possible, submit each map in a high resolution JPG file (300 ppi at the final print size).
- If the maps are made with color coding, include the corresponding legend.

#### Images

- Photographs should be a high resolution JPG file (300 ppi at the final print size).

## Guidelines for references and bibliography

- Include the bibliography in the text.
- Every reference in the text should be reflected in the bibliography.
- If you used Zotero, remove the codes that link bibliographic references and citations to the application.
- The bibliography should appear at the end of the text in alphabetical order by the author's last name, followed by the first name, the year of publication in parentheses, the complete title, the city of publication, and the publisher. Avoid using the citation format of Word.

Examples:

**Two-authored book:**

Auerbach, A. y L. Kotlikoff (1987), *Dynamic Fiscal Policy*, Cambridge, Cambridge University Press.

**Three-authored article:**

Auerbach, A., J. Gokhale y L. Kotlikoff (1994), "Generational accounting: a meaningful way to evaluate fiscal policy", *Journal of Economic Perspectives*, vol. 8, Nº 1.

**Electronic publication with more than three authors:**

Mason, A. y otros (2009), "National Transfer Accounts Manual. Draft Version 1.0" [en línea] [://www.ntaccounts.org/doc/repository/NTA%20Manual%20V1%20Draft.pdf](http://www.ntaccounts.org/doc/repository/NTA%20Manual%20V1%20Draft.pdf).

**Institutional author:**

CEPAL (Comisión Económica para América Latina y el Caribe) (2009), *Panorama Social de América Latina, 2008 (LC/G.2402-P/E)*, Santiago de Chile. Publicación de las Naciones Unidas, Nº de venta: S.08.II.G.89.

ECLAC (Economic Commission for Latin America and the Caribbean) (2009), *Social Panorama of Latin America, 2008 (LC/G.2402-P/E)*, Santiago, Chile. United Nations publication, Sales No. E.08.

**Same author, same year:**

Lee, R. (1994a), "The formal demography of population aging, transfers, and the economic life cycle", *Demography of Aging*, Linda G. Martin y Samuel H. Preston (eds.), Washington, D.C., National Academy Press.

(1994b), "Population age structure, intergenerational transfers, and wealth: a new approach, with applications to the U.S.", *Journal of Human Resources*, vol. 29, Nº 4, número especial.