

## Cuadernos Metodológicos Collection

### Editorial Standards

The texts that are received to be published in the “Cuadernos Metodológicos” collection follow a selection process that responds to quality criteria and is always carried out by specialist evaluators external to the CIS, observing the anonymity of both them and the authors.

Manuscripts submitted for publication in this collection may be submitted in Spanish or English for evaluation. In any case, the paper publication will always be carried out in Spanish, with the costs corresponding to its translation being borne by whoever presents the text.

#### THE SELECTION PROCESS

The selection process is developed following the procedure described below:

1. **Reception of projects** (recommended). If the authors choose to present an editorial project before undertaking the preparation of the manuscript, the Collection Secretariat will acknowledge receipt (by email) and will submit the project for the consideration of the Editorial Board after anonymizing the documentation. The project must include a general presentation of the objectives of the Cuadernos Metodológicos, an index, a presentation of the structure of at least one of the chapters and a list of references (it is recommended that it be brief).
2. **Project evaluation.** Projects may be rejected, which will be communicated, where appropriate, to the authors. If the projects are accepted, recommendations may be issued regarding the execution of the project, of which the authors must account, either assuming them in their text or justifying their alternatives. The acceptance of a project does not imply any publication commitment on the part of the CIS and the resulting manuscripts will be evaluated as indicated below.
3. **Reception of texts:** Once the original manuscript is received, the Collection Secretariat will acknowledge its receipt (by email), without prejudice to the author being asked again to correct formatting or presentation errors or to adhere to the requirements. detailed in the **Instructions to Authors**.
4. Upon receipt, the Collection Secretariat will proceed to review the manuscript to ensure its **anonymization**. In order to guarantee impartiality in the evaluation of the works, elements of the manuscript that could lead to a direct identification of the authors (name, explicit references to the works themselves, acknowledgments, etc.) or indirect identification will be eliminated or modified. (fundamentally, biographical/professional details of the authors that, with little effort, make their identification possible).

In any case, the staff of the Collection Secretariat is responsible for supervising and ensuring anonymization, ensuring that its impact on the manuscript is minimal and does not alter its coherence. The submission of manuscripts implies the authors' acceptance of these possible modifications, made exclusively for the evaluation process.

5. **Manuscripts that do not result from previously approved projects** must pass a **prior selection** by the Editorial Board. The adaptation of the manuscript to the thematic scope of the collection and its general quality will be checked. Those works whose content is unrelated to sociology, political science or related social sciences will be excluded, as well as those that lack the structure of an academic or scientific manual. Authors of works that do not pass this selection will receive notification of this circumstance.
6. **Review by external evaluators:** once the previous phase is completed, the manuscript will be sent to two specialists outside the Editorial Board and the Center for Sociological Research, so that they can proceed with its evaluation. These evaluators will issue a reasoned report on the interest and quality of the manuscript, and on whether or not to publish it, which will be taken into consideration by the Council. The evaluators will have eight weeks to submit their reports, the forms of which must be respectful and constructive.
7. When deemed necessary, a third external evaluator will be used in the event that the two evaluations are openly discrepant.
8. At least once a year the Editorial Board will meet in person in full, with half of its members must attend. However, deliberations and decisions may be made through telematic means.
9. A final decision will be made in view of the external evaluations. Four types of decisions may be made
  - a. Approve the manuscript for publication, as is or with minor modifications.
  - b. Propose a revision to the author as a condition for its publication.
  - c. Reject its publication, but highlighting its potential and proposing to the author to rework the manuscript. In this way, if the author prepares a new version following the instructions received, his manuscript will be subjected to an abbreviated evaluation procedure (it will not have to go through the council's previous filter again and will only be sent to an external evaluator). All this, without any guarantee regarding its publication.
  - d. Reject its publication without invitation to rework the manuscript.
10. The reports of the external evaluators will be sent to the authors along with the reasoned **communication of the final decision**, which will be the responsibility of the Editorial Board. Notification to authors will preferably be transmitted by email.
11. The authors, editors or compilers of the manuscripts that must be submitted for **review for publication** will have two weeks to communicate whether they agree to make such modifications in the sense proposed by the Editorial Board, as well as the period in which they commit. to deliver the revised version which, in no case, will be longer than six months.

The manuscript, once revised, will be sent again to [consejo.editorial\\_libros@cis.es](mailto:consejo.editorial_libros@cis.es) accompanied by an explanatory report of the changes made. If the Editorial Board considers that the modifications introduced correspond to what was requested, the

manuscript will be considered approved for publication.

12. **Editorial Policy Criteria:** the factors on which decisions about the acceptance-rejection of manuscripts are based are the following: relevance, clarity of presentation, methodological quality, originality, presentation and style.

## RIGHTS AND OBLIGATIONS OF THE AUTHORS

The authors have the following rights:

- To receive acknowledgment of receipt, by email, of your communications with the Secretariat of the Cuadernos Metodológicos collection, especially with regard to the sending of the manuscript and complementary materials.
- That the Secretariat of the Cuadernos Metodológicos collection maintain the anonymity of their authorship and not disseminate their manuscript beyond what is necessary for the evaluation process.
- A recibir una respuesta motivada sobre la decisión final del Consejo Editorial, salvo en el caso de los manuscritos rechazados en la selección previa.

The author who proposes manuscripts for publication in the Cuadernos Metodológico collection will have the following obligations:

- Submitting a manuscript implies reading and accepting the editorial standards and instructions to authors of texts for the Cuadernos Metodológicos collection.
- While the manuscript is in the evaluation process, the author will not present it, for evaluation, to other publishers.
- The author of an accepted manuscript agrees not to publish its text in any other publisher, whether in paper or electronic format, unless expressly authorized to do so by the CIS.
- The author will assume any conflicts that may arise due to copyright reasons, as stated in point 6 of the Instructions to authors.
- The author must cite in quotation marks and correctly indicate the source, publisher and author of the cited work.
- The transfer of rights, which the author makes to the publisher for the correct exploitation, reproduction and dissemination of his work, is regulated by a publishing contract proposed by the CIS.

## ETHICAL PRINCIPLES OF RESEARCH AND PUBLICATION.

The cases of plagiarism are: presenting someone else's work as your own; adopt words or ideas from other authors without due recognition; do not use quotation marks in a literal quote; giving incorrect information about the true source of a quote; paraphrasing a source without mentioning the source; abusive paraphrasing, even if the source is mentioned<sup>1</sup>.

The general assumptions of scientific fraud are the following: a) fabrication, falsification or omission of data and plagiarism; b) duplicate publication; and c) authorship conflicts.

Dishonest practices related to plagiarism and the various cases of scientific fraud that are detected will be debated by the members of the Editorial Board, who will decide the measures to be adopted.

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<sup>1</sup> See [www.plagiarism.org](http://www.plagiarism.org)

The author(s) will assume the consequences of any kind that may arise from failure to comply with the obligations indicated in these editorial standards.

#### **ABOUT THE PUBLICATION PROCESS**

Authors who request it will be issued **certification** that their manuscript has been approved and is pending publication.

**Proof correction:** Printing proofs will be sent to the authors to correct errors, in electronic or paper format. These tests must be returned to the Secretariat within a period of no more than 20 days from the date of sending. In proofreading, no substantial modifications or alterations of the content of the manuscript as approved for publication will be permitted.