

Collections Monografías, Academia, Opiniones y Actitudes y Elecciones.

Editorial Guidelines

OBJECTIVES OF THE COLLECTIONS.

The Monografías collection is generally made up of unpublished research works in Spanish dedicated monographically to some area or topic of the social sciences. The purpose of this collection is to disseminate current works of proven relevance and scientific quality, and therefore the most demanding criteria are used in their selection. This collection includes the best doctoral theses presented in the field of social sciences (as long as they are presented in an academic format) and any other monographic research that meets the aforementioned requirements of rigor and excellence.

The Academia collection is dedicated to compiling short works on the same topic of political and/or social reality in a volume expressly designed to present different points of view on the same topic. Specialists of national and/or international scope may participate in its elaboration. Each volume will be directed by editors or compilers who will guarantee its exhaustive character, so as to offer the reader an overall view of the analyzed topic.

The Opiniones y Actitudes collection fulfills the function of disseminating empirical analyses of data, generally produced by the CIS, placing special emphasis on the presentation and description of the results, rather than on the desire to theorize or establish causal links between variables. It is also intended to be easy to read for an audience that is not necessarily a specialist and its size should not exceed 125 pages.

The Elecciones collection is devoted to works on the elections held in Spain (general, regional, municipal and European) and to the most relevant elements that influence electoral behavior and its analysis. It also includes comparative studies on electoral issues. This collection presents the contributions of researchers and research groups in volumes that are exhaustive in nature, so that they offer the reader an overview of the topics analyzed.

Manuscripts submitted for publication in any of these collections may **be submitted in Spanish or English for review evaluation**. In any case, the **paper publication will always be in Spanish**, and the cost of translation will be borne by the submitter.

THE ORIGINAL MANUSCRIPT SELECTION PROCESS.

All manuscripts follow an identical selection process, under the guidance of the same Editorial Board, which responds to strict quality criteria and always bases its decisions on evaluators external to the CIS.

The selection process follows the procedure described below:

1. Upon receipt of the original manuscript, the CIS Publications Department will acknowledge its receipt (preferably by e-mail), 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**.
2. Upon receipt, the technicians of the Publications Department will proceed to review the manuscript to ensure its **anonymity**. In order to guarantee impartiality in the evaluation of the papers, the elements of the manuscript that could lead to a direct identification of the authors (name, explicit references to the works themselves, acknowledgements, etc.) or indirect identification (mainly biographical/professional details of the authors that, with little effort, make their identification possible) will be eliminated or modified. In any case, the responsible staff will ensure that their impact on the manuscript is minimal and does not alter its coherence. The submission of manuscripts implies the acceptance by the authors of these possible modifications, made exclusively for the evaluation process.
3. Next, an initial evaluation or **preliminary selection** will be made. The adequacy of the manuscript to the thematic scope of the collection and its general quality will be verified. Papers whose content is alien to sociology, political science or related social sciences, as well as those lacking the structure of an academic or scientific text, will be excluded. Authors of papers that do not pass this selection will be notified of this fact.
4. **Review by external evaluators:** each manuscript that passes the previous selection will be sent to two specialists outside the Editorial Board and the Centro de Investigaciones Sociológicas for evaluation. These evaluators will issue a reasoned report on the scientific quality of the manuscript and whether or not it should be published, which will be taken into consideration will be taken into consideration. The evaluators will have two months to submit their reports, which should be respectful and constructive.
5. When deemed necessary, a third external evaluator may be used in the event that the **two evaluations described** in the previous point are openly discrepant.
6. It may **deliberate and adopt decisions by telematic means**. At least once a year the Editorial Board shall meet in person in plenary session, with half plus one of its members attending.

7. A final decision will be taken in view of the external evaluations. Four types of decision may be taken:

a) Approve the manuscript for publication, either as is or with minor modifications.

b) Propose to the author, editor or compiler a revision of the same as a condition for its publication.

c) Reject its publication, but highlighting its potential and proposing to the author, editor or compiler a reworking of the manuscript. In this way, if a new version is prepared following the indications received, your manuscript may be submitted to an abbreviated evaluation procedure (it will not have to go through the previous filter of the board and will only be sent to an external evaluator). All this without any guarantee of publication.

d) Refuse publication without invitation to rework the manuscript.

8. The reports of the external evaluators will be sent to the authors together with the **reasoned communication of the final decision**.

9. Authors, editors or compilers of manuscripts to be **revised 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 deadline within which they undertake to deliver the revised version, which, in no case, will be longer than three months.

Once the manuscript has been revised, it will be sent again to consejo.editorial_libros@cis.es accompanied by a report explaining the changes made. If it is considered that the changes made correspond to what has been requested, the manuscript will be considered approved for publication.

10. The author, editor or compiler who has submitted for evaluation a volume in English may be required to carry out a style **revision as a condition for its eventual electronic publication**. This revision must be carried out by a native translator, at the author's expense.

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

12. **Public information:**

- The CIS Publications Department will publish, through its activity reports, information on the selection of manuscripts, the minimum contents of which will be as follows:

a) Total manuscripts received.

b) Total number of manuscripts rejected in the pre-screening process.

- c) Total manuscripts evaluated: how many were approved, how many required revision, and how many were rejected for publication.

RIGHTS AND OBLIGATIONS OF AUTHORS

The author proposing manuscripts for publication shall have the following **rights**:

- To receive acknowledgement of receipt, by e-mail, of their communications with the Editorial Board, especially with regard to the submission of the manuscript and supplementary materials.
- To have the Editorial Board and the CIS Publications Department maintain the anonymity of their authorship and not to disseminate their manuscript beyond what is necessary for the evaluation process.
- To receive a reasoned reply on the final decision of the Editorial Board, except in the case of manuscripts rejected in the pre-selection process.

Authors have the following **obligations**:

- Submission of a manuscript implies reading and acceptance of the editorial guidelines and instructions to authors
- While the manuscript is under evaluation, the author will not submit it for evaluation to other publishers.
- The author agrees not to publish his/her manuscript, whether in paper or electronic format, unless expressly authorized to do so by the CIS. In the case of works originating from doctoral theses, they may be published in the corresponding institutional repositories.
- The author will assume any conflicts that may arise for 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 work cited.
- The assignment of rights, which the author grants to the publisher for the proper 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 one's own; adopting words or ideas from other authors without due acknowledgement; not using quotation marks in a literal quotation; giving incorrect information about the true source of a quotation; paraphrasing a source without mentioning the source; abusive paraphrasing, even if the source is mentioned¹.

The general cases 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 discussed by the members of the Editorial Board, who will decide on the measures to be adopted.

The author/s will assume the consequences of any kind derived from the non-compliance with the obligations indicated in these editorial norms.

ABOUT THE PUBLICATION

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

Correction of proofs: Proofs will be sent to authors for correction of errors, in electronic or hard copy format. These proofs should be returned to the Secretariat no later than 20 days from the date of submission. No substantial modifications or alterations to the content of the manuscript as approved for publication will be permitted in the correction of proofs.

¹ See www.plagiarism.org