

GUIDELINES FOR PUBLICATION IN *ESTUDIO AGUSTINIANO*

Estudio Agustiniiano, a scientific journal of research edited by the Estudio Teológico Agustiniiano of Valladolid and the Centro Teológico San Agustín (El Escorial, Madrid), has been published uninterruptedly since 1966, the year of its foundation, every four months. The period for the reception of original manuscripts is open throughout the year. If a monographic issue is prepared, it will be announced in the corresponding *call for papers*, which will be available on the journal's web page.

Estudio Agustiniiano publishes scientific articles with significant contributions on Theology, Philosophy or other related fields of knowledge. It also accepts reviews of relevant works in these disciplines that have been published during the last two calendar years prior to the date of the issue in which they are to be published.

The authors of accepted original manuscripts retain the intellectual property rights over their work and assign to the journal *Estudio Agustiniiano* the exploitation rights of which they are holders, consenting to their publication under a **Creative Commons Attribution-NonCommercial-NoDerivatives 4.0** license. Authors are encouraged to publish and disseminate their work on the Internet (institutional or personal web pages, scientific social networks, repositories, etc.) always respecting the conditions of this license and duly citing the original source.

1. SENDING AND ACCEPTANCE OF ORIGINALS

The journal only accepts original and unpublished works and they should be sent in computer support, in Word format (extension .doc or .docx), using the online submission system found on the *web* platform of the journal *Estudio Agustiniiano*: <https://revistas.agustinosvalladolid.es/index.php/estudio/submissions>.

To do this, if it is the first time you access, you must register in the same place as a new user of the platform of *Estudio Agustiniiano*, or identify yourself with your username and password, if you have already registered previously. To complete the submission of a text, follow the instructions for online submission of manuscripts in *five steps*, as explained on the platform.

The original should be submitted in its final version to avoid corrections or additions in the proofs, and should be adapted to the style sheet provided by the journal.

Entries may be written in Spanish, English, French, Portuguese, Italian or German.

At the time of submission, the author agrees to comply with the following points:

- a) The submitted work is unpublished and is not under consideration by any other journal or publisher.
- b) The work conforms to the style sheet of the Journal.
- c) If the work is an extension or revision of a previous one by the same author, both will be submitted for the Editorial Team to decide if the contributions are

significant. Papers with a high degree of similarity to others previously published, either by others or by the author himself, will be considered as plagiarism.

- d) To ensure an anonymous evaluation, any reference that could directly or indirectly contribute to its identification has been removed from the text; and the author's identification has been deleted from the file properties.
- e) If the work includes images, figures, tables or text passages that have already been published elsewhere, it is the author's responsibility to obtain and credit the pertinent permissions for their publication. Any material received without such evidence will be assumed to be from the authors.

Papers that do not meet these requirements will be returned.

2. EVALUATION PROCESS

ARTICLES

All manuscripts accepted for consideration are subjected to a first editorial review, which is carried out by the scientific committee of the journal and is intended to decide whether they meet the minimum quality standards. Already in this first step they may be rejected, in which case the author will receive, together with the unfavourable resolution, the corresponding report justifying it.

Manuscripts that pass this first filter will be submitted to blind peer review. At this point in the process, your work will be evaluated by two specialists of recognized prestige in the field. If there is a disparity in their decisions, a third party will be consulted. The resolution will be sent to the author within a maximum period of three months, accompanied by the original reports.

This resolution may be:

- 1) *Publishable*. The journal accepts to publish the article. The author may take into consideration the advice and comments of the reviewers.
- 2) *Can be published with amendments*. The author agrees to make the modifications proposed by the reviewers. The journal will check whether these modifications have been satisfactorily implemented in a new editorial review and, if this is not the case, reserves the right to reject the article for publication.
- 3) *Not publishable*. The publication of the article is rejected without the possibility of appeal by the author.

REVIEWS

The review section is not peer-reviewed. The reviews received are submitted to an editorial review by the scientific committee of the journal, whose favourable opinion is insufficient for publication.

3. PUBLICATION

Accepted articles will be sent to their authors in galley proofs for a final revision, in order to correct typographical and minor errors. There can be no substantial modification of the text. It should be noted that this is not the time to correct the style or content of the article. The revised text should be returned within one week of receipt. In

the event that the proofs do not arrive by the indicated date, typographical corrections will be made by the editorial team.

Once the article has been published, the authors will receive the PDF file containing the digital printed version.

4. CODE OF GOOD PRACTICE FOR *ESTUDIO AGUSTINIANO*

The JOURNAL

1. Acknowledge receipt of the originals as soon as possible.
2. Inform the author of the point in the evaluation process at which his or her work is in progress
3. Commits that all persons involved in the editing process are aware of the steps and deadlines of this process.
4. It provides authors with a contact address where they can send their questions, suggestions or complaints.
5. It undertakes to guarantee confidentiality in the evaluation process: only when a paper has been accepted for publication may its title and authorship be disclosed.
6. It will be impartial in the treatment of the works received.
7. It will choose experts in the field as evaluators of the different papers.
8. It will take into account if an author requests not to be evaluated by a particular reviewer and provides reasonable justification.
9. Refrain from considering work with which it may have a conflict of interest, and will not assign it to evaluators who may have a conflict of interest.
10. Once a paper has been refereed, it will send the original reports to the author and the corresponding certificate to the referees.

The evaluators

1. A template provided by the journal may be used for the evaluation.
2. They will send their reports within the deadline required by the journal.
3. They will refuse to evaluate a job with which they have a conflict of interest.
4. They will also refuse to evaluate a job if they feel they are not qualified.
5. They shall avoid hurtful expressions, *ad personam* challenges or censorship of an ideological nature. Their evaluation shall seek to be objective and impartial.
6. Your recommendations and suggestions will be clear, concrete, and well justified.
7. If an evaluator is able to identify the author whose work he/she is evaluating, he/she will refrain from contacting him/her.

The authors

1. They are ultimately responsible for the ideas expressed in their work. However, they shall refrain from expressing judgments or opinions that violate the dignity of the individual or of any group.
2. They are committed to submit only original papers that are not under consideration by other journals or publishers.

3. If the work is an extension or correction of a previous one by the same author, the author must attach it so that the journal's management can compare them.
4. They will take into consideration the corrections suggested by the evaluators of their work.

5. PRIVACY STATEMENT

Names and email addresses entered in this journal will be used exclusively for the purposes stated by the journal, related to submitting papers for possible publication, participating in paper evaluations, or receiving information about published volumes, and will not be made available to any other purpose or other person. In accordance with REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), users have the right to exercise their rights of access, rectification, opposition, erasure (“right to be forgotten”), limitation of processing and portability, as well as not to be subject to individualized decisions.