



Universidad de Jaén



EDITORIAL PROCESS -Information for Authors

Request for publication

The procedure to be followed for the publication of a work begins with the submission of the [application for publication](#) together with the original to be published. When preparing the work, please take into account the [rules for the submission of manuscripts](#). If you are applying to one of the [UJA Editorial collections](#), please ensure that you follow the collection-specific submission guidelines.

The reception of originals is made directly into the e-mail address provided by UJA Editorial (editorial@ujaen.es).

The following **documentation** must be provided:

[Application for publication](#), completed in all sections and duly signed by the author, in the case of an individual work, or, in the case of multiple authorship works, by the person in charge of the coordination and/or editing of the work, who will then represent the other authors before the publisher. In the case of collective works, the [authorisation for collaborative works](#) must be prepared and signed by each of the authors, which must be submitted to the publisher once the positive publication decision has been communicated.

Complete and definitive original, summaries and provisional texts are not accepted, in Word format and an anonymised copy in pdf format, in which tables, graphs, images, photographs, etc. must be included in the corresponding place.

When the original includes any content that is protected by intellectual property rights belonging to third parties, the necessary authorisation for its use must be obtained from the owners and provided to the publisher once the positive decision to publish has been communicated.

When the original file exceeds the maximum weight allowed for sending by e-mail, it may be attached via any file sending platform or via a download link.

For those works that do not require the evaluation process, [the rules for sending originals](#) will be followed.

Once your request has been received and examined by the publisher, you will be sent an acknowledgement of receipt, if it is incomplete, you will be asked to complete the documentation, a publication file will be opened, and the evaluation process will begin.

Editorial de la Universidad de Jaén

Edificio Biblioteca B2

Campus Las Lagunillas, s/n - 23071 – Jaén

Tlf: +34 953 212 355

editorial@ujaen.es

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Evaluation and Resolution

In accordance with article 25.3 of the [University Publishing House Operating Regulations](#), the application that meets all the prerequisites will be processed by the Technical Director, who will award it, in the first instance and by content, to the Director of the corresponding Collection.

UJA EDITORIAL will not submit, as a general rule, the following types of works to the evaluation established in these Regulations:

- a) Proceedings of congresses, meetings, conferences, scientific meetings.
- b) Books of tributes, inaugural lectures, speeches by *Honorary Doctors*.
- c) Publications that may result from cycles of conferences or courses in which the University of Jaén appears as organiser.
- d) Teaching material that has the academic endorsement of the Department and the approval of the competent Vice-Rectorate.
- e) Doctoral theses, which will be published in the [institutional repository](#).
- f) Scientific journals, the evaluation of which shall be the responsibility of their own bodies.
- g) Institutional publications.

For the rest of the works to be included in the [UJA Editorial collections](#) catalogue, a double evaluation system will be established, governed by the principles of scientific rigour, transparency, and objectivity.

Internal evaluation, carried out by the persons in charge of the Collection:

UJA Editorial will send the originals to the Director of the Collection and, where appropriate, to the Series Coordinator, who will in turn inform the Scientific Committee. A preliminary report will be issued and returned to the publisher.

The reports received in this internal evaluation may be negative or positive:

- Negative prior report, when it is considered that it does not fit in with the subject matter, objectives, and editorial policy of the Collection, in which case the justification must be sufficiently clear and detailed for the Editorial Board's decision to be as well-founded as possible.
- Positive preliminary report, initially accepting the original, subject to the mandatory external review.

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External evaluation, the process will be carried out through UJA Editorial, guaranteeing both the anonymity of the authors and the evaluators. Two anonymous reports will be requested from professionals, academics, and researchers of recognised prestige external to the University of Jaén and if their assessment of the original does not coincide, it will be submitted to a third.

To this end, UJA Editorial will provide a [model scientific-technical report](#), which will evaluate the quality and originality of the works, as well as including the suggestions and indications that are considered appropriate in order to improve the content and presentation of the works in aspects such as: bibliographical foundations, structure, organisation and development of the chapters, style and impact of the subject in its field of knowledge.

The observations and/or modifications recommended in the external evaluations will be sent to the authors, so that within a period of one month they can deliver the final work together with a document describing the changes made or, failing that, the allegations to the proposed modifications.

For the publication of international translations and reprints, external evaluations will be replaced by external endorsements submitted through the members of the Collection.

The final original will be reviewed by the responsible for the Collection, who will issue a final report with a proposal for publication which, together with the complete dossier, UJA Editorial will present to the **Editorial Board** for **resolution**, which will be communicated to the authors:

- Reasoned negative decision and closure of the file.
- Positive resolution accompanied by a publishing contract, establishing the assignment to the publisher and the corresponding rights to the authors, and the start of the production process.

The published works that have undergone this evaluation process shall state this fact on their credits page.



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Production

To start the production process, the author/coordinator will hand over to the publisher:

- Signed publishing contract.
- [Authorisation for collaborative works](#) signed by each of the authors.
- Authorisation for the use of any content that is protected by intellectual property rights belonging to third parties (illustrations, photographs, images).
- [Data collection form for indexing](#), with the aim of achieving a wider dissemination of the published works.
- Final original preferably in Word or RTF format, in a single document or file, otherwise indicate on a separate sheet the name of each document and the order of concatenation.

Images shall be submitted in TIFF or JPG format. These must have a minimum resolution of 300 dpi (dots per inch) and a size of 21 cm on the larger side, the smaller side being proportional.

- Texts for summary (max. 500 characters) and dissemination (length approx. one sheet).
- Photograph of author and brief biographical sketch, in the case of collective works, brief summary of authorship (name of author and affiliation).
- Proposal for a cover image.

The author/coordinator will have a maximum of four weeks for the correction of the first proofs and two weeks for the second proofs.

UJA Editorial will carry out, through external professionals, an orthotypographic and stylistic proofreading of the final layout which, together with the cover proofs, will be sent to the author/coordinator for final approval.

The **publishing formats** will be decided by the publisher and will be included in the publishing contract, although, as a rule, it is established:

- The works published in the UJA Editorial collections will be in print and digital format.
- For all other works, listed in Article 25.3 of the Editorial Regulations:

Those listed under (a), (c), and (d) will be published in digital format only.

In the case of those listed under b) and g), the format of each of them will be decided by the Editorial Board, considering, among other things, their institutional interest.

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As for the works listed in sections e) and f), doctoral theses and scientific journals, their format will be digital in open access, through their publishing platforms ([Ruja](#) and [revistaselectronicas.ujaen.es](#), respectively).

Works in digital format will be distributed under security systems and restricted rights of use to protect copyright (DRM, Digital Rights Management), agreed with the contracted digital content distribution platforms.

Self-archiving policy statement:

The Editorial Board, in its session no. 9 of 7 June 2021, in accordance with the Berlin Declaration on Open Access signed by the UJA in 2013, and in the interests of achieving the highest rates of dissemination of our works, declares itself to be as permissive and open as possible.

Thus, taking into account that the works in our catalogue are born, in principle, with a commercial bias, or economic return, this does not prevent authors from allowing the self-archiving of their individual contributions, as long as a series of requirements are met:

- That the deposit is made in institutional, academic and/or personal repositories.
- In all cases, the provenance and origin of the publication must be stated.

As regards the financing of the works, the provisions of the Editorial Regulations, the general rules for the implementation of the budget, about publications, and the resolution of the Editorial Board for each of the works, shall be observed.

However, authors are encouraged to contribute funding obtained for this purpose through their departments, areas, groups and/or research projects.

The author will also inform the publisher of any prior funding agreements with external entities in order to initiate the procedures that may lead to the signing of sponsorship and/or co-publishing agreements.

The credits page of the work shall state the source of any funding and/or sponsorship provided.

UJA Editorial assumes the following **Ethical Commitments** and the Editorial Board is responsible for their fulfilment:

The editorial policy will be guided essentially by the ethical commitment to scientific research.

The opinions expressed in published works are the sole responsibility of their authors and they agree to submit them to a process of anonymous peer review.

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Plagiarism will not be accepted. None of the data included in the originals submitted shall have been plagiarised, invented, manipulated, or distorted.

The confidentiality and anonymity of both authors and reviewers will be guaranteed.

Special care will be taken to ensure that reviewers have no conflict of interest with the authors.

Evaluations shall be governed by the principles of confidentiality, neutrality, objectivity and always in a constructive and improvement-oriented manner.

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Data protection and confidentiality

UJa Editorial informs, in a general way, about the safeguarding of privacy and the protection of personal data applied to the processing activities it carries out at the level of the website, as well as by other means:

UJa Editorial guarantees that the documentation submitted by authors, coordinators, evaluators, as well as any member or body of the publishing house will be treated with due confidentiality throughout the process of application, evaluation, resolution and, where appropriate, final publication of the work.

The authors or coordinators declare that they are aware that, to manage the edition, publication, dissemination and distribution of the work, the University of Jaén is required to process their personal data, expressly authorising the entity to do so, in accordance with the informative clauses on data protection that will accompany the documentation requested:

The UNIVERSITY OF JAÉN, with address at Campus Las Lagunillas s/n, 23071 Jaén, is responsible for the processing of the personal data included in this form. The UNIVERSITY OF JAÉN has a Data Protection Delegate appointed by the Andalusian Council for Transparency and Data Protection who can be contacted at the following address: dpo@ujaen.es. The data is processed for the purpose of managing the edition, publication, dissemination, and distribution of the work resulting from the scientific, teaching, technical and cultural production. The legitimacy for the processing is given by the fulfilment of a legal obligation and mission and public power (Organic Law 6/2001 on Universities, partially reformed by Law 4/2007), the execution of the publishing contract, and in the consent expressly expressed by the interested party. The data will be displayed in the digital media of the University of Jaén. The data subject may exercise the rights of access, rectification, opposition, deletion, limitation of processing, portability, and the right not to be subject to individualised decisions. To exercise these rights, the data subject must submit a written request to the postal or e-mail address indicated above. You must specify which of these rights you are requesting to be satisfied and, in turn, must be accompanied by a photocopy of your ID card or equivalent identification document. In the event that you are acting through a representative, legal or voluntary, you must also provide a document accrediting the representation and an identification document of the same. If you consider that your rights have not been duly attended to, you may file a complaint with the Transparency and Data Protection Council of Andalusia. www.ctpdandalucia.es.

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