



Stages in the Processing of Monographic proposals and their subsequent editing and publishing in the

REEC

The stages in the process of editing and publishing proposals for Monographic issues in the *REEC* are as follows:

- All proposals for Monographics (*special issues*) must include one or more Coordinators to oversee these issues. The Coordinator/s are in charge of communicating with the authors, compiling the articles for the issue and working together with the *REEC* editors in the process of evaluating the articles submitted.

- Coordinator/s must submit their Monographic Proposals to the journal's Editorial Board by email (reec@edu.uned.es), being sure to include the following documents, in Word format:
 - a) The name/s of the Coordinator/s of the Monographic issue, their affiliation, email and a brief resumé.
 - b) The title of the Monographic issue and a summary detailing its objectives, its contribution to the field of comparative epistemology, features that will discern it from other existing monographics or publications, antecedents for the proposal (research projects, seminars, conferences, research networks...) and the appropriateness of each of the proposed articles.
 - c) The language in which the Monographic is proposed and the possibility of including articles in a bilingual version (the *REEC* accepts bilingual articles as part of its prospective incorporation in the ERIC database).
 - d) A description of the articles proposed for the Monographic, including, for each one:
 - a. Title and summary

- b. Author/s, affiliation, email and brief resumé (maximum 200 words).
- c. Language of the article.

The group of suggested authors shall complement a publication for a *call for papers* for each specific Monographic.

- e) Proposal for a time frame and for reviewers, including:
 - a. Tentative date for the submission of all finished articles.
 - b. Proposal of two reviewers for each article, including their affiliations and emails.
 - f) Proposal for a public *call for papers* de carácter público para recibir propuestas que complementen el Monográfico.
- Manuscripts must conform in length and format to the indications given in the *REEC*'s "Guidelines for authors".

The *REEC* Editorial Board will examine the proposal, assessing its appropriateness and its suitability to the journal's editorial line, after which the proposal will be evaluated by the Board of Directors of the *SEEC*.

If the proposal is approved, the *REEC* will incorporate the Monographic into its scheduling and set a deadline with the Coordinators for the submission of articles.

Evaluations

- All articles will be subjected to a double-blind peer review process with at least two external reviewers for each article.
- The Content Director or Chief Editor 2 of the *REEC* will work together with the Monographic Coordinator in this process. The Coordinator will convey to the *REEC* Editor the names of two proposed reviewers for each article. The evaluations, once completed, will be given to the Coordinator, who shall then inform the authors of any changes that need to be made. When this process has concluded, the Coordinators are to submit the articles to the Editor in their final versions.
- The Editors and Editorial Board of the *REEC* are ultimately responsible for the quality of the articles and for the integrity of the review process, and they may call for an additional evaluation should they deem it necessary.
- The inclusion of an article in a Monographic proposal does not guarantee its acceptance for publication. The *REEC* will not publish any article in a Monographic issue that has not undergone the journal's customary review process.

Schedule

The time between the submission of the articles in their first versions and the publication of the Monographic issue shall not exceed seven months.

Indicative schedule:

- Submission of the proposal for a Monographic.
- Confirmation by the *REEC* Editorial Board of the correct reception of all required documents.
- Response by the *REEC*, either accepting or rejecting the proposal.
- Submission to the *REEC* of the first versions of the articles.
- First round of evaluations: 2 months.
- Completion of modifications requested of the authors and submission of final versions to the *REEC*: 2 months.
- Review by the Editorial Board and communication of the definitive acceptance of the articles: 1 month.
- Editing and proofreading process: 2 months

The precise publication dates of Monographic issues are merely indicative. The *REEC* will carry out the necessary scheduling and programming of a Monographic issue when it has received the first versions of all of the articles and determined that they are ready for the review stage. Be it as it may, the Editorial Board of the *REEC* cannot assume responsibility for possible delays resulting from individual authors and their original or modified submissions of articles.

All questions and concerns regarding Coordinators, reviewers or authors may be directed to the following email: reec@edu.uned.es