



**Asociación de Profesores de
Derecho Procesal de las
Universidades Españolas**

**JOURNAL OF THE ASSOCIATION OF SPANISH UNIVERSITY
PROCEDURAL LAW PROFESSORS**

**IDENTIFICATION, EDITORIAL QUALITY CRITERIA, PUBLICATION
RULES, AND THE PROCESS FOR ASSESSING ORIGINAL WORKS**

1. IDENTIFICATION OF THE JOURNAL

The Journal of the Association of Spanish University Procedural Law Professors (APDUE) is a biannual scientific journal, founded in 2019 by the APDPUE, which publishes works that are the result of original research in the field of Procedural Law.

The Journal will be digital and Open Access on the APDPUE website. The content of the Journal will be accessible free of charge immediately upon publication of the respective edition and in relation to all the editions already published.

The design, layout and editorial management will be carried out by publishers Tirant lo Blanch SL, in accordance with the guidelines issued by the Editors of the Journal.

The Editors of the Journal and its Editorial Board will adopt the measures necessary to ensure the Journal is progressively included in the pertinent indexes and databases for our sphere: ISOC, Dialnet, Latindex (Catalogue), Ulrich's, RESH, MIAR, DICE, PIO, WestLaw, IBZ, PAIS International, Social Services Abstracts, Sociological Abstracts, Worldwide Political Science Abstract, CIRC, CARHUS Plus+.

Likewise, in addition to the inclusion in ISSN (digital format), the necessary steps will be taken to obtain the FECYT (Spanish Science and Technology Foundation) quality seal in the discipline of Social Sciences and Humanities.

Each edition will contain between five and ten articles (at least 80% of the articles will be written by people other than the Editors, Secretariat and Editorial Board of the Journal).



**Asociación de Profesores de
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Universidades Españolas**

2. PUBLICATION FREQUENCY OF THE JOURNAL

Two editions will be published each year (June and December), according to the following plan:

<u>EDITION</u>	<u>SUBMISSION BY AUTHORS (DEADLINE)</u>	<u>ASSESSMENT PROCESS, POSSIBLE CORRECTIONS BY AUTHORS</u>	<u>SUBMISSION OF THE FINAL EDITION TO TIRANT</u>
JUNE	30 MARCH	UP TO 29 APRIL	30 APRIL (TWO MONTHS IN ADVANCE)
DECEMBER	30 SEPTEMBER	UP TO 30 OCTOBER	31 OCTOBER (TWO MONTHS IN ADVANCE)

3. SCIENTIFIC ADVISORY BOARD (ON WHICH AT LEAST 10% OF MEMBERS WILL BE FOREIGN), EDITOR-IN-CHIEF, SECRETARY AND EDITORIAL BOARD (SAME PERCENTAGE OF FOREIGN MEMBERS).

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Asociación de Profesores de Derecho Procesal de las Universidades Españolas

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4. PUBLICATION RULES

- The text of the original works will be submitted in Microsoft Word or another compatible format.
- The original works will be drafted in *times new roman*, size 12, single spacing.
- Quotes and notes will be included in footnotes, numbered consecutively, in *times new roman*, size 10, single spacing.
- The original works will be between 20 and 30 pages long.
- A bibliographical annex will be included at the end of the work.
- The original works must be unpublished and not pending publication in other journals.
- The original works will be written in Spanish or in any other official language of the State, in English, French, Portuguese, Italian or German, without the need to provide a translation.
- The first page will feature the following, centred:
 - a) The title (in bold capitals), name of the author (capitals), academic position, postal and email addresses and contact telephone number.
A proposed English title will be included, as the case may be.
 - b) The summary of the work.

The first sections will be presented in capitals, with roman numerals, centred and in bold type. The first subsections will be presented in lower case, with Arabic numerals, centred and in bold type. From there on, any other subsections will be in lower case, with Arabic numerals and in standard type.



Asociación de Profesores de Derecho Procesal de las Universidades Españolas

c) A summary of around 120 words and an English translation, as the case may be.

d) Keywords of the work (between 3 and 8 words), also with an English translation, as the case may be.

e) A list of abbreviations used

- Bibliographical quotes and references to other documentary, legislative and case law sources will follow the Chicago Manual of Style (CMOS), preferably using the 'Author-date' system.

5. SUBMISSION OF ORIGINAL WORKS

- The electronic Journal will be biannual, with the 1st edition being published in May/June 2020, and the 2nd in November/December 2020, and so on for successive editions.

- For the 1st edition each year (June), the deadline for submission of original works by authors will be 30 March.

- For the 2nd edition each year (December), the deadline for submission of original works by authors will be 30 September.

- The original works will be sent in electronic format to the following address: revista@apdpue.es

6. PUBLICATION PROCESS

- The "double blind" assessment system will be used. The Editor-in-Chief of the Journal, with the participation of the Editorial Board and the input of the Scientific Advisory Board, will decide on the publication of works based on an external, anonymous and independent assessment. The authors of the works will have the opportunity to correct page proofs and, if their correction is not received within the ordinary term of five calendar days, it will be understood that the author accepts the proof received.

-Copyright.

The authors of the previously unpublished works published in this journal will be entitled to reproduce them elsewhere with due acknowledgement of their original publication here.



7. CODE OF ETHICS AND EDITORIAL QUALITY CRITERIA

These commitments are based on the Elsevier policies, as well as guidelines or best practice recommended by the COPE (Committee on Publication Ethics).

7.1. General obligations of the Editors of the Journal

The Editor-in-Chief of the Journal will:

- 1. Oversee the continuous improvement of the Journal;**
- 2. Ensure the quality of the articles published;**
- 3. Maintain the academic integrity of the content of the Journal;**
- 4. Respect freedom of expression;**
- 5. Be prepared to publish corrections and to do so if errors are detected, as well as publishing retractions and apologies when necessary. In this regard, the corresponding recommendations published by the COPE will be followed.**
- 6. Preserve the anonymity of the persons charged with assessing the articles in each case.**
- 7. Under no circumstances place commercial interests before the intellectual and ethical commitments assumed by the Journal.**
- 8. Continuously revise and ensure compliance with the ethical commitments assumed by the Journal together with the Editorial Board.**

7.2. Relations with the authors

a) Promotion of ethical conduct

The Editor-in-Chief of the Journal will ensure that the proper measures are adopted to ensure the quality of the material published and avoid the publication of plagiarism and of non-original works.

b) Specific obligations of the authors

b.1. Originality and plagiarism.

The manuscripts that are sent by the authors for publication in the Journal will contain the data necessary to enable them to be quoted by other authors subsequently.

The authors will send completely original articles and if they have used the work and/or words of others, they must be duly cited in the work. Plagiarism, whatever form it takes, such as the reproduction of another person's work as if it were one's own, copying or paraphrasing substantial parts of other works without



Asociación de Profesores de Derecho Procesal de las Universidades Españolas

acknowledgment, will be considered unethical and unacceptable conduct. In such cases, the Editor-in-Chief of the Journal will adopt the appropriate measures, which will generally include notifying the author of the complaints or claims made, as well as subsequent communication with the corresponding research institutes or bodies. If the unethical conduct is confirmed and is discovered after the publication of the article, even if years have passed, a correction, retraction or other kind of note acknowledging the act in question will be published.

b.2 Multiple, redundant or simultaneous publication.

Generally speaking, authors will seek to avoid publishing the same research in more than one publication. Sending the same original to more than one journal simultaneously is considered unacceptable conduct. The publication of an article in more than one journal may be justified on an exceptional basis, and the second publication will in any event include due acknowledgement of the first publication.

b.3. Acknowledgement of sources.

The work of other authors will be acknowledged, meaning that manuscripts will cite the works that have been relevant for the work submitted. Information obtained from sources other than works that have already been published will only be used with the express permission of the corresponding author.

b.4. Errors in the articles published.

If an author discovers a relevant error or inaccuracy in his/her own work, once published, he/she will immediately notify the Editor-in-Chief of the Journal and collaborate in the correction or retraction of the error. If the Editor-in-Chief of the Journal becomes aware of a relevant error in a published work via a third person, the author will send the corresponding correction or retraction as soon as possible, or verify to the Editor-in-Chief of the Journal the accuracy and correctness of the original article

b.5. Authorship.

The authorship of the articles will be limited to those persons who have made a significant contribution to the creation, design and preparation of the work. All of those who have made a significant contribution must be cited as co-authors.

If other people have participated in other substantive aspects of the work, they will be duly acknowledged in the article.

The authors will ensure, where applicable, that all co-authors are duly included and that no one is cited as an author improperly.

Likewise, all authors will have seen and approved the final version of the work and its submission for publication.



b.6. Conflicts of interest involving authors.

The authors will state in the manuscript any financial or substantive conflict they may have and that may affect the publication and assessment thereof. All sources of financing of the project will be indicated in the manuscript.

c) Publication rules for authors

The Journal's publication process will be published and kept duly updated so that authors have all the information they need in this regard, and it will only be altered with just cause. In particular, the functioning of the peer review process of the articles received and which all authors must undergo, will be published.

d) Decisions on publication

The decisions on the acceptance or rejection of an article for publication will be based solely and exclusively on the quality of the article, that is, its clarity, originality and importance, as well as its suitability in terms of the objectives and sphere of the Journal. The Editor-in-Chief of the Journal will have final responsibility for deciding what articles submitted to the Journal are ultimately published.

Under no circumstances will articles be rejected due to criticisms or opinions that depart from predominantly held positions and/or those stated by members of the Journal, provided they are quality articles that justify their positions without being disparaging.

Likewise, the decision, whether it be to accept or reject, will always be notified to the author within the timeframe indicated in the publication rules, and must be reasoned, particularly in the case of rejection. This decision will not be modified subsequently, unless serious problems arise in the publication process which will have to be duly justified.

In any event, changes in the structure of the Journal will not affect the decisions adopted previously with regard to the acceptance or rejection of articles submitted for publication.

e) Confidentiality and conflicts of interest of the Editor-in-Chief and the Editorial Board

The Editors of the Journal and the Editorial Board will not disclose information on the articles sent for publication to anyone other than the corresponding author, the potential or actual reviewers of the article and the members of the Journal's Advisory Board, where appropriate.



Asociación de Profesores de Derecho Procesal de las Universidades Españolas

Articles that are not published will not under any circumstances be used in the research of the Editor-in-Chief of the Journal, of the Editorial Board or of any other person who has access to the same by virtue of the foregoing paragraph, unless he/she does so with the express consent of the author. The information or ideas obtained from the assessment by the reviewers will be kept secret and will not under any circumstances be used for personal benefit.

The Editor-in-Chief of the Journal will refrain from assessing manuscripts in relation to which he/she may have a conflict of interest as a result of the existence of close relations or connections with the authors or with the institutions to which they belong. Authors will declare their relevant interests and the Editor-in-Chief of the Journal will publish the corresponding corrections in the event that any of them were not disclosed prior to publication.

8. PEER REVIEW PROCESS

a) Contribution to editorial decisions

Appropriate peer review of articles is considered an essential element of the Journal. The reviewers will assist the Editor-in-Chief of the Journal in the decisions on publication of articles, and by communicating with the author they also contribute to improving articles.

Articles will be assessed by two reviewers, with the opinion of a third being requested in the event the first two assessments disagree with regard to whether or not an article should be published.

b) Proper conduct

Reviewers will act objectively and issue clear and precise judgements and assessments, sufficiently argued and impartial. Likewise, conflicts of interest of any kind (personal, academic, commercial, etc.) will be avoided. In particular, the reviewers will indicate the relevant publications not cited by the author in the manuscript, as well as possible similarities or where the manuscript is partially or completely identical to other articles already published of which the reviewer is personally aware.

If a reviewer considers that he/she is not sufficiently qualified to assess a particular manuscript, or knows that he/she will not be able to do so within a reasonable timeframe, he/she will immediately notify the Editors of the Journal.

c) Confidentiality of reviewers



Asociación de Profesores de Derecho Procesal de las Universidades Españolas

In any event, the assessment process will be subject to strict conditions of confidentiality. Neither the reviewers nor the authors will know their respective identities, thus avoiding any conflicts of interest that may arise. In this regard, the Editors of the Journal will have a strict duty of confidentiality. Likewise, the reviewers will treat the manuscripts received as confidential information and will not show them to, or discuss them with, third persons, unless expressly authorised by the Editor-in-Chief of the Journal.

d) Conflicts of interest affecting reviewers

Articles that are not published will under no circumstances be used in the reviewers' own research, without the express consent of the author. The information or ideas obtained by the reviewers when assessing articles will be kept secret and will not be used for personal benefit under any circumstances. Reviewers will refrain from assessing manuscripts in relation to which there may be a conflict of interest due to the existence of close relations or connections with the authors or the institutions to which they belong.

e) Assessments will be carried out using a confidential assessment form that will be sent by the Editor-in-Chief of the Journal together with the original text to be reviewed to the designated experts and that they will fill in and send by the deadline set.

The Editors of the Journal will ensure that its articles are sent for assessment to the experts who have the greatest degree of specialisation in the topic addressed. Likewise, it will ensure that the reviewers have sufficient time to carry out the review and that the review is sent by the deadline set.

Articles sent to the reviewers will not contain any references that make it possible to identify the author of the work, thus guaranteeing the anonymity of the same.

f) The authors will be informed of the result of the assessments at the end of the same. This information will include the reviewers' reports, omitting the names and positions of the same, as well as the dates on which the original was received and the report was issued.

In the event the assessment is favourable with minor suggestions or changes, or contingent on certain recommendations, the author will be informed of the deadline set by the Editors of the Journal for implementing the corresponding suggestions or recommendations.

g) To ensure greater transparency in the selection process for original works, the Journal will publish the list of reviewers at the end of each year.



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