

INSTRUCTIONS FOR AUTHORS

1. The text of the original manuscript should be set to A4 page size with 1.5 line spacing. The first page of the manuscript should state the title of the manuscript, name of the author(s), institutional affiliation, full address, e-mail address, telephone number and fax number.

2. In order to speed up the review process, manuscripts should be submitted by e-mail (sistema1@fundacionsistema.e.telefonica.net) and in paper format by mail. The e-mail of the author(s) will appear in the published manuscript for readers to exchange opinions if they so desire.

3. All submitted manuscripts must be original work that has not been previously published in Spanish. By submitting a manuscript to *Sistema. Revista de Ciencias Sociales*, the author(s) guarantee that it has not been previously published elsewhere and is not currently being considered for publication by any other journal.

4. When submitting an original work to the journal, the corresponding author shall take responsibility for the authorship and authenticity of the information, data and figures in the manuscript. Co-authors shall guarantee that they have made substantial contributions to the work.

5. All manuscripts submitted to *Sistema. Revista de Ciencias Sociales* are handled in strict confidence.

6. Manuscripts must include an abstract of not more than 140 words in both Spanish and English, as well as three or four keywords identifying the content of the work. The key words will be used for indexing purposes. The abstracts will inform the title of the article, the methods, findings, conclusions and implications. The formatting guidelines are as follows:

Letter type and font: Times New Roman 12pt.

Text: 1.5 line spacing with the exception of footnotes.

7. References to journals, periodicals and books should appear in italics; titles of articles and book chapters should appear within quotation marks. Footnote citations should appear as follows: full name and surname of the author(s), title of work (books in italics and articles within quotation marks), publisher, journal or periodical, location, year of publication, and page number(s) when appropriate:

Aldo Leopold, *Una ética de la tierra*, Los Libros de Catarata, Madrid, 2000, págs. 43-45.

Fernando Savater, "De las culturas a la civilización", *Claves de razón práctica* 92, mayo de 1999, Madrid, págs. 4-8.

Theodore Caplow, "La familia del siglo XXI", en José Félix Tezanos (ed.), *Escenarios del nuevo siglo*, Editorial Sistema, Madrid, 2000, págs. 389-399.

8. Figures, charts and tables should be numbered sequentially with Arabic numerals in order of appearance and included in the main text. Refer in the text to all figures, charts and tables used. Titles must be clear and concise. Images should be submitted separately in TIFF or JPEG format with a resolution of at least 300 dpi and a minimum width of 10 cm.

9. Once a manuscript is submitted to *Sistema. Revista de Ciencias Sociales*, it is checked for whether the submission guidelines are satisfied. The author(s) are then informed of acceptance and the review process begins. Manuscripts that are not submitted in accordance with the instructions and guidelines of *Sistema. Revista de Ciencias Sociales* will be returned to the author(s) for revision or for revision and resubmission.

10. Manuscripts that do not meet the standards for publication in *Sistema. Revista de Ciencias Sociales*, do not make a substantial contribution to the field or are not within the scope of the journal may be rejected by the Editorial Board.

11. Manuscripts that fulfill the established requirements will be sent to two external reviewers who have expertise in the subject. Both the authors' and reviewers' anonymity will be reserved.

12. A list of those who have made anonymous reviews will be published annually in the journal.

13. *Sistema. Revista de Ciencias Sociales* will publish an annual report with the following information: The total number of manuscripts submitted during that year, indicating the number of manuscripts rejected during the initial phase, the number of manuscripts accepted following the review process, the number of manuscripts requiring a revision by the author(s) and the number of manuscripts rejected in the final review phase. The average time between receipt of the manuscript and communication to the author(s) of the result of the review will also be published.

14. The necessary measures must be taken to ensure that there is no conflict of interest between the external reviewers and the author(s) of the manuscripts.

15. All manuscripts submitted to the journal will be double-blind peer reviewed and evaluated according to criteria of objectivity, rigor and scientific quality. It is the reviewers' responsibility to point out relevant published work that has not been cited by the author(s).

16. If there is a notable discrepancy between the reports of the two reviewers, or for any other reason deemed pertinent by the journal, the Editorial Board may request the opinion of a third reviewer.

17. The author(s) of original work that has not been accepted for publication by the journal can appeal to the Academic Appeals Committee, which consists of three, highly-qualified senior members of the academic community. In such cases, the author(s) must send a request for appeal accompanied by a written statement of no more than 3,000 characters detailing the reason for appeal.

18. *Sistema. Revista de Ciencias Sociales* is responsible for the final decision to accept or reject the submitted manuscript for publication based on the reports of the two/three external reviewers or, when applicable, the decision of the Academic Appeals Committee.

19. The reviewers' reports will be sent to the author (s) with their comment and recommendations for revision of the manuscript.

20. In light of the reviewers' reports, the Editorial Board may adopt one of the following decisions:

The manuscript will be accepted for publication as is (or with minor revisions).

The manuscript will be published following a revision by the author(s) and a second report by the reviewers. Only those manuscripts in which the authors have incorporated the changes recommended by the reviewers will be accepted for publication. The deadline for resubmission is one month. When resubmitting a manuscript, the author(s) should provide a detailed point-by-point response of no more than two pages to the reviewers of all the changes and modifications made in the revised manuscript.

The manuscript is rejected with the option to revise and resubmit to the journal.

Resubmission does not imply publication and involves a new review process.

EDITORIAL POLICY

1. *Sistema. Revista de Ciencias Sociales* will ensure that no conflict of interest arises between the journal and the author (s) that may affect publication.

2. *Sistema. Revista de Ciencias Sociales* will safeguard the authenticity of the publications and

can make public, in the event that it is duly verified, any academic -scientific malpractice, including the falsification or fabrication of data, the individual appropriation of collective authorship, the duplicate publication of texts and plagiarism, among others. In such cases, the criteria established by Cambridge Journals Ethical Standards and Procedures will be followed.

3. *Sistema. Revista de Ciencias Sociales* will publish corrections, clarifications, retractions or apologies for malpractice by the author(s) when needed.

4. *Sistema. Revista de Ciencias Sociales* respects the opinions of its collaborator, but does not necessarily share the points of view expressed in the published manuscripts.

5. *Sistema. Revista de Ciencias Sociales* permits the creation of works derived from the manuscripts published in the journal provided that they are not used for commercial purposes. Likewise, the author(s) may not use the original manuscript for commercial purposes. Authors grant *Sistema. Revista de Ciencias Sociales* the exclusive right to edit and publish their work.

6. Authors are not required to pay a fee for publishing their work in *Sistema. Revista de Ciencias Sociales*.

7. *Sistema. Revista de Ciencias Sociales* welcomes articles, notes and book reviews, and will attempt to inform the author(s) about the review process and the eventual acceptance of manuscripts within a period of no more than 50 days. However, it is not always possible to maintain correspondence with the author(s).

8. Personal data submitted to *Sistema. Revista de Ciencias Sociales* will be used exclusively for the purposes specified by the journal and will not be provided to third parties or used for any other purpose.

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