

## **QUADERNS DE FILOLOGIA BYLAWS**

(Amendments approved by the Editorial Board at the meeting of 16 July 2014)

### **1. Nature of *Quaderns de Filologia***

*Quaderns de Filologia* is the name of the publications funded and/or managed directly by the Faculty of Philology, Translation and Communication at the University of Valencia (henceforth, FFTiC). These publications are:

1. The scientific journal *Quaderns de Filologia*, which from 2015 is published electronically on the platform Open Journal System (OJS), with a minimum printing of 100 copies per series, with the possibility of print-on-demand. The journal has an annual periodicity, with 2 series:
  - a. Linguistics studies
  - b. Literary studies
2. The collection of monographs entitled *Anejos de Quaderns de Filologia*. This collection publishes special issues (tributes) that received a different treatment, as specified in section 7 of the present bylaws.

### **2. Funding of *Quaderns de Filologia***

The journal *Quaderns de Filologia* is financed by the FFTiC with an annual budget that is approved by the Faculty Board.

*Anejos de Quaderns* is financed by individuals, research groups or entities which make proposals of an edited volume.

### **3. Publication management**

The publication of *Quaderns de Filologia* is managed by the Director, Editor-in-Chief, the Editorial Board, the Editorial Secretary, the Scientific Committee and the Honorary Directors.

#### **3.1. Director**

The position of director of *Quaderns de Filologia* is occupied by the Dean of the Faculty or, in lieu thereof, by the Vice Dean of Culture.

The functions of the Director are:

- To make a proposal of annual budget for the publication of the journals.
- To receive proposals for publication.
- To convene the Editorial Board for approving the volume proposals of *Quaderns de Filologia* or any other relevant issues.
- To manage or supervise all issues related to the external evaluation of the forthcoming volumes and to the ISBN request through the *Servei de Publicacions de la Universitat de València* [the UV Publishing Services].
- To supervise the interlibrary exchange of the journal.

### **3.2 Editor-in-Chief**

The position of Editor-in-Chief is attributed to the Vice Dean of Culture. If the Vice Dean of Culture holds the position of Director, the editions will explicitly state ‘Vice Deanship of Culture’.

Their functions shall be specified by the Director, who may delegate the abovementioned tasks to the Editor-in-Chief.

### **3.3. Editorial Secretary**

The Editorial Secretary is chosen by the Editorial Board of *Quaderns de Filologia* at the request of the Director and/or the Editor-in-Chief. This position may be held by any faculty member who has or has had a connection with *Quaderns de Filologia*.

Their task is to advise and collaborate with the Director and the Editor-in-Chief on the publication process, especially as regards the collection *Anejos de Quaderns de Filologia*.

### **3.4. Honorary Direction**

The Editorial Board, if deemed appropriate, shall appoint an Honorary Director or Directors, in recognition of their contribution to *Quaderns de Filologia*, who will hold this position until their retirement. Honorary Directors shall become part of the editorial team of the journal and will be summoned as a full member to the meetings of the Editorial Board.

### 3.5. Editorial Board

*Quaderns de Filologia* has an Editorial Board divided into two specific sections for each of the series. Each section is formed by the Director, the Editor-in-Chief (or the Editorial Secretary), six home members (one for each department of the FFTiC) and six external members appointed by each department. The Editorial Board for each series is thus composed by:

*Estudis Lingüístics*: The Director of *Quaderns de Filologia*. The Editor-in-Chief (or the Editorial Secretary). A representative for each Department: Department of Catalan Philology, Department of Classical Philology, Department of English and German Studies, Department of Spanish Philology, Department of French and Italian Studies, Department of Language Theory and Communication Sciences: a total of 6 members. 6 external members nominated by each Department.

*Estudis Literaris*: The Director of *Quaderns de Filologia*. The Editor-in-Chief (or the Editorial Secretary). A representative for each Department: Department of Catalan Philology, Department of Classical Philology, Department of English and German Studies, Department of Spanish Philology, Department of French and Italian Studies, Department of Language Theory and Communication Sciences: a total of 6 members. 6 external members nominated by each Department.

The members of Editorial Board are designated by the Department Boards. The Department Boards will nominate a home member and a substitute member for each series.

The home members will be part of the Editorial Board for a period of two years, after which they will be automatically replaced by their substitute members. Outgoing Board members may remain as substitutes should they wish so. Otherwise, the Department Board will appoint a new substitute member. The position of external Board member will be held for a period of four years.

In any case, the Department Boards will nominate their representatives every four years or a partial or total renewal of these if it regards this as necessary.

The members of the Editorial Board must obligatorily attend the meetings called by the Director or the Editor-in-Chief. If they are unable to do so, they must delegate to their substitutes, who shall attend the meeting.

The Board members for each series will evaluate and approve the proposals for the journal issues.

The members will also be informed by the Director or the Editor-in-Chief of the proposals for *Anejos de Quaderns de Filologia* after their evaluation, and will be able to review them within 7 days of notification.

The Board members will actively participate in all issues the Direction regards as necessary for the proper functioning and best scientific and international projection of the journal.

### **3.6. Scientific Committee**

The Scientific Committee is formed by renowned researchers of national and international standing in each of the areas or degrees of the FFTiC.

The members of Scientific Committee will be nominated and approved by the members of Editorial Board. Their membership will extend for a period of 10 years, or until the age of 75, in the case that the person reaches that age within the 10-year period.

The Scientific Committee will act as advisors for the journal. *Quaderns de Filologia* undertakes to send them the journal volumes regularly. The Director, if necessary, will ask them to review some of the submitted articles.

## **4. About the volumes of the two series of *Quaderns de Filologia***

### **4.1 General characteristics of a volume**

A volume of *Quaderns de Filologia* will have an approximate extension of 250 pages with a maximum of 15 pages per article. The articles have to be original unpublished research. Volume editors are not allowed to publish their own articles. They will only write their introduction/presentation of the edited volume.

Volumes shall have a minimum of 80% of contributions by researchers not associated with the Universitat de València.

Volumes may include bibliographical news or critical reviews if available at the time of the edition.

The major language of *Quaderns de Filologia* is Catalan. However, all monographs, articles and reviews can be written in any of the languages of the FFTiC.

Volume editors will decide whether the title and the introductory text are written in one or two official languages.

The introduction/presentation can be submitted in the form of an article, with the formal requirements of the rest of articles in the volume.

## 4.2. Volume proposal

Volume proposals shall compulsorily count on an editor of any area or department of the FFTiC and an external editor from a different university or official research center. Volumes can optionally have a second editor of the FFTiC (preferably from a different department). This second editor shall by no means replace the external editor.

The deadline for submitting proposals will strictly follow the schedule included in these bylaws (see Annex 1). Specific dates will nevertheless be notified via email by the Vice Dean of Culture to all teaching and research staff (PDI). The proposal must include.

- Name and surname(s) of editors, department, affiliation and email;
- The title of the volume;
- A brief description of the contents and thematic lines of the articles (relatively wide so as to suit researchers of all departments or areas);
- The contact details of the editor who will liaise with *Quaderns de Filologia* editorial team.

Proposals will be submitted to the Editorial Board and a decision will be communicated to the contact editor. To evaluate proposals, the Editorial Board will take into account the following indicative criteria:

- Thematic novelty: Preference will be given to themes that have not been previously covered in the journal.
- New editors: Preference will be given to those researchers who have not previously edited a volume in *Quaderns de Filologia*.

## 4.3. Call for papers

Once informed of the acceptance of the volume proposal, the editors will send the Vice Dean of Culture a call for papers addressed to the teaching and research staff (PDI) of the FFTiC. Besides, the editors will commit to sending an open call for papers to other academic and research institutions (via mailing lists, websites, blogs, etc.).

This call will include:

- The title of the volume and thematic lines.

- A request for authors:
  - Title of the article
  - Abstract of approx. 30 lines
  - Basic bibliography
  - Keywords
- Deadline and address to send the proposals (30-60 days).
- Date for communication of acceptance or rejection of the proposal (approx. one month).
- Deadline for submission of the final article (which in no case should will exceed 6 months after notification of provisional acceptance).

#### **4.4. Reply to authors**

Once the editors have reviewed the proposals, they will communicate their final (informed) decision to the authors.

It is the responsibility of editors to establish specific criteria for acceptance and to prioritise some works over others, if this were the case. Exceptionally, editors may wish to accept a greater number of works. In such cases, the extension of the articles will thereby be reduced.

In the case of acceptance, editors will send the style guidelines, templates for authors and deadline for submission.

Editors will send a list of the accepted works, including the external collaborations of specialists, to *Quaderns de Filologia*.

#### **4.5. Collection and submission of articles**

Editors will receive the articles and make sure that they conform to the scientific rigour and style guidelines of the journal. Should articles not conform to these requirements, editors will ask authors to amend or correct the articles (within a month at a maximum). Otherwise, the article will be rejected.

Editors will send the Vice Dean of Culture a printed and an electronic copy of all accepted works, with an alphabetic or thematic list or distribution. Besides, editors will send the introduction/presentation at this stage, or delay its submission until the first proofreading.

*Quaderns de Filologia* will also make sure that the submitted works conform to the style guidelines and publication norms. If this were not the case, these will be returned to the

contact editors, who, within a period of 15 days, will ask authors to observe the guidelines. After this period, *Quaderns de Filologia* will reject the work if it does not meet the standards of the journal.

#### **4.6. External review of articles**

After the first selection and review by editors, all articles will be submitted to an anonymous (confidential) external review supervised by the Vice Dean of Culture (or the Editor-in-Chief).

All articles will be submitted to double-blind peer review by two reviewers. It is mandatory that at least one of the reviewers is external to the FFTiC.

*Quaderns de Filologia* has a list of potential reviewers. However, given the thematic specialisation of some volumes, editors will be asked to provide a list of possible reviewers.

*Quaderns de Filologia* will provide reviewers with an evaluation form including questions on thematic, formal and content aspects of the reviewed articles.

Reviewers will be insightful in their comments and corrections of the articles, and their reviews will be taken into account in final acceptance for publication or rejection. In the latter case, the final decision will be sufficiently motivated, and will ultimately be the editors' decision to consider acceptance or verification of the necessary changes to amend the problems of the article. Negative evaluation by the two reviewers lead to automatic rejection of the article. In the event of difference of opinion between the reviewers, the Editorial Board and the Scientific Committee will have the final word for acceptance or rejection.

It is the responsibility of editors to send the reviews to the authors and make sure that these are taken into account in the final version of the articles.

Within a month from the communication of the external reviews, editors will send the Vice Dean of Culture the final version of the articles after introducing the necessary changes, and will communicate the withdrawal (if any) of previously submitted works.

#### **4.7. First printout**

After the external reviewing process and typesetting, *Quaderns de Filologia* will send the contact editors a first printout to be revised by the authors within one month.

This revision will in no case involve major changes in the content of the article (e.g. adding or suppressing paragraphs or footnotes).

Proofreading will follow conventional proof correction marks that will be sent to the authors.

#### **4.8. Second printout**

Once the changes are introduced, *Quaderns de Filologia* will send the contact editors a second printout to be revised this time by the editors and return it to *Quaderns de Filologia* within a month.

#### **4.9. Final approval of the volume**

Once the final corrections are introduced, *Quaderns de Filologia* will send the contact editors a final printout to the editors for approval before sending to publication.

Editors will carry out this final revision within 15 days and will return it to *Quaderns de Filologia*.

#### **4.10. Sending the volume to the authors**

When the volume is published, the editors are in charge of sending the volume to the authors and other possible receivers. Each editor will be given a maximum of 25 copies.

UV authors and any member of the teaching and research of the FFTiC will be able to collect a complimentary copy at the Dean's Office.

*Quaderns de Filologia* will send a number of volumes to the *Servei de Publicacions de la Universitat de València* [UV Publishing Services] for its distribution, and also to other institutions and publications for journal exchange.

### **5. Style Guidelines**

The style guidelines for the volumes and articles are included in Annex 2 of this Bylaws.

## **6. Processing and guidelines for *Anejos de Quaderns de Filologia***

### **6.1 Procedure**

- a) The request for editing will be sent to the Vice Dean of Culture accompanied by three printed copies of the manuscript. Authors will include their post and e-mail address and their telephone number.

- b) Volume proposals shall have a minimum of 150 pages and a maximum of 350 pages. In principle, *Quaderns de Filologia* does not accept works that are essentially corpus compilations or bibliographic compilations. In these cases, an original study of minimum 150 pages is required. Corpora may accompany the volume if presented in electronic format.
- c) No author will publish two books within a period of six years from the date of publication of the last edited book. Exceptionally, the Editorial Board may accept the edition of two volumes for reasons of academic/research interest.
- d) The direction of *Quaderns de Filologia* will select a committee of three experts that will review the proposal and hand in a report.
- e) If the reviews are positive, the members of the Editorial Board shall have a maximum of seven days to consult the text and express their objections against the publication of the manuscript.
- f) After the expiry of the period of 7 days to make any objections, *Quaderns de Filologia* will apply for an ISBN, for which the author must provide:
  - o a copy of the national identity card (DNI)
  - o a final (printed and electronic) copy of the table of contents and a brief summary (15-30 lines) of the contents of the volume.
  - o The suggested sell price.
- g) *Quaderns de Filologia* will contact the publishers to request a quote for the edition of the volume (all costs are paid by authors) and to provide them with the final manuscript in the preferred format.
- h) Once published, 100 copies of the volume will be sent to the *Servei de Publicacions* [UV Publishing Services] for distribution and sale, and 40 copies will be sent to *Quaderns de Filologia*.
- i) If the percentage of expenses settlement assigned to *Quaderns de Filologia* (25%) exceeds 60€ per year, authors, if affiliated to the FFTiC, will receive in books the amount exceeding the 60€.

## **6.2. Volume presentation**

The presentation of the volume for *Anejos* will conform to the style guidelines of the journal *Quaderns de Filologia* (see Annex 2 of this Bylaws).

## 7. Procedure for “In honour” volumes

The departments and/or areas of the FFTiC can make the proposal of an “in honour” volume, which will be submitted to the Editorial Board for approval.

The departments and/or areas will bear 50% of the printing costs (approx. 1,300-1,400€). The content of the works included in the volume must be related to teaching and research trajectory of the honoured person. The volume will also include a comprehensive bibliography of the honoured person.

The proposal will follow the model and guidelines of the journal *Quaderns de Filologia*, with a subheading specifying the honoured person (e.g. “In honour of Professor X”).

Once approved by the Editorial Board, the proposal will be submitted to the Faculty Board for approval and funding for 300 copies of a 300-page volume.

As specified, this volume will follow the style guidelines for a regular journal, except for the reviewing process, the typesetting and the request for an ISBN. These will follow *Anejos* bylaws.

*Quaderns de Filologia* will only finance the 50% of an “in honour” volume per year. In the event of several proposals within the same year, the Faculty Board will consider an economic collaboration within the budget possibilities.

Bylaws revised in Valencia, July 16, 2014.