



# *CUADERNOS GEOGRÁFICOS*

Internal  
Regulations

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# Internal Regulations of the Journal *Cuadernos Geográficos*

Granada, 5 April 2013

## Preamble

The Journal *Cuadernos Geográficos* was created in 1971 on the initiative of a group of professors and researchers with links to the Geography Department at the University of Granada.

In 2013, the management and editorial bodies of the Journal decided to review its Regulations in order to achieve the following objectives:

- » Ensure that the Journal continues to consolidate its position as a vehicle for the study and dissemination from a scientific perspective of research on geography, territorial planning and the environment.
- » Adapt the Journal (structure, information, presentation) to the specifications set out in the ISO standards for scientific periodicals.
- » Bring the general to a wider national and international audience by implementing the Open Journal System.

## INTRODUCTION. IDENTIFICATION, CONTENTS AND SUPPORTING ENTITIES.

**Article 1:** The Journal *Cuadernos Geográficos* (hereinafter C.G.) will be published with the International Standard Serial Number (ISSN) 2012-5462.

**Article 2:** The head office of the Journal will be in the Geography Departments located in the Faculty of Philosophy and Letters of the University of Granada.

**Article 3:** The contents of the Journal will cover any topic related to geography in its broadest sense. For this purpose it will accept articles and book reviews, which must necessarily be original and which make contributions to science in their particular field of knowledge.

**Article 4:** The Journal is specifically aimed at university researchers and scholars and in a general sense at all those people interested in broadening their knowledge of geography and associated sciences.

**Article 5:** The Journal will be published by the Geography Departments of the University of Granada (Department of Regional Geographic Analysis and Physical Geog-

raphy, and the Department of Human Geography). All those public or private institutions that engage in long-term specific collaboration projects or provide some kind of resources that enable the Journal to accomplish its objectives may also form part of the Journal under the title of Collaborating Entities.

## **PART I. FREQUENCY, FORMAT AND LANGUAGES OF PUBLICATION**

**Article 6:** The Journal will have three issues a year, decided in advance by the group of Associate Editors.

**Article 7:** The Journal will be available in its entirety in an electronic version on the Journal's website and will also be accessible from the journals portal of the Editorial de la Universidad de Granada (Granada University Press). It will be managed using the *Open Journal System*.

**Article 8:** The Journal will be published in Spanish and English.

## **PART II. JOURNAL COMMITTEES**

**Article 9:** The Journal will have the following committees:

- » Management Committee.
- » Associate Editors.
- » Advisory Committee.
- » Honorary Committee.

## **PART III. THE MANAGEMENT COMMITTEE**

**Article 10:** The Management Committee will be responsible for the Journal and its general orientation and will deal with all financial, administrative and organizational matters.

**Article 11:** The Management Committee will be made up of holders of the posts of Editor and Secretary of the Journal.

**Article 12:** The Management Committee will be responsible for taking all those decisions that may be required in relation to the Journal and in particular:

- » The drafting of financial plans, the frequency with which it appears and other aspects of its publication.
- » The supervision of management and administrative work.

**Article 13:** The Management Committee shall meet at least once every three months.

## PART IV. THE EDITOR

**Article 14:** The Editor of the Journal C.G. will be appointed by the Associate Editors from amongst the lecturers (PhDs) of the Geography Departments (Department of Regional Geographic Analysis and Physical Geography, and Department of Human Geography). He or she will have a mandate of four years which may be extended.

**Article 15:** Should the position of Editor of the Journal fall vacant, the leaving Editor, or failing him/her the Secretary of the group of Associate Editors will call an extraordinary meeting of the group to elect a new Editor. In the announcement of the meeting, the formal proposal or presentation of candidates will be requested in the ten days following the announcement. Any lecturer (with a PhD) from the Geography Departments may stand or be proposed for the position of Editor of the Journal C.G. The meeting, which cannot be held until at least a month has elapsed since its announcement, will begin with the presentation of the different candidates. The election will take place by secret vote, and in order to be elected the new editor will require an absolute majority in the first vote and a simple majority in the second. In the event of a draw, and after any speeches that the chairperson deems fit to accept, the vote will be repeated as many times as may be necessary.

**Article 16:** The Editor of the Journal will be responsible for the management and the production of the Journal, for representing it, and for all other tasks delegated to him/her by the group of Associate Editors. His/her main duties will be:

- » To chair the group of Associate Editors.
- » To represent the Journal at all levels.
- » To work to ensure the execution of the decisions taken by the group of Associate Editors.
- » To submit the Annual Report on Activities and the Annual Budget to the group of Associate Editors for their approval. The Annual Budget must first be approved by the respective Departmental Committees.
- » All those duties not allocated to other committees of the Journal C.G.

**Article 17:** The Editor of the Journal C.G. will cease to hold this post due to:

- » Completion of the mandate for which he/she was appointed.
- » Resignation, which must be presented in writing to the group of Associate Editors.
- » Revoking of the appointment by the group of Associate Editors.

## PART V. THE SECRETARIES

**Article 18:** After listening to the opinions of the Editor, the group of Associate Editors will appoint two Secretaries (Peer review and Edition) from amongst its 8 members.

**Article 19:** The Secretaries of the Journal, who will also be the Secretaries of the Management Committee and of the group of Associate Editors, will assist the Editor in his/her management and production duties and will bear witness to the decisions and agreements reached at the meetings of the different committees of the Journal. The Secretaries will have the following duties:

- » Act as Secretaries of the group of Associate Editors, take the minutes of its meetings and bear witness to its decisions.
- » Organize the office of the Journal C.G. safeguarding its materials.
- » Perform all those tasks that may arise for the publication of the Journal.
- » Assist the Editor with his/her duties, replace him/her temporarily in the performance of his/her duties and perform all those specific tasks commended to him/her by the group of Associate Editors.
- » Handle all Subscriptions and Exchanges.

**Article 20:** The Secretaries of the Journal C.G. will cease to hold the post due to:

- » Completion of the mandate for which he/she was appointed.
- » Resignation, which must be presented in writing to the group of Associate Editors.
- » Revoking of the appointment by the group of Associate Editors.

In these cases and when it is impossible for any Secretary to continue with their duties, the Editor of the Journal C.G. will freely designate a member of the group of Associate Editors to act as Secretary (before being designated this person must have agreed to accept the post), until a new appointment is made.

## **PART VI. THE ASSOCIATE EDITORS**

**Article 21:** The group of Associate Editors of the Journal C.G. will be made up of its Editor, eight associate editors chosen from amongst the lecturers (PhDs) from the Departments of Geography (Regional Geographic Analysis and Physical Geography, and Human Geography), in equal numbers, from amongst their lecturers (PhDs), and up to a maximum of ten external lecturers and/or researchers proposed by the same departments; within this parity there will also be parity between the sexes.

**Article 22:** The main duty of the group of Associate Editors will be to schedule the content of the Journal, for which purposes it will be responsible for the selection and initial review of original articles and will suggest the changes it may deem fit in terms of the structure, composition and format thereof. This group will also advise the Management Committee on questions that fall within its remit when requested to do so.

**Article 23:** The duties of the Associate Editors are:

- » Decide on the structure, composition and format of the Journal C.G.
- » Schedule the content of the Journal, selecting for this purpose those original articles it considers suitable.
- » Supervise and safeguard the formal and scientific quality of the Journal C.G.
- » Establish specific areas of related contents and appoint members of the group to run them.
- » Approve the rules for the sending and acceptance of original manuscripts.
- » Approve the Annual Budget.
- » Elect the Editor and the Secretaries.
- » Choose the external researchers who will make up the group of Associate Editors and the Advisory Board.
- » When applicable, the appointment of Collaborating Entities.
- » The signing of collaboration agreements between the Journal and other institutions thought to be of interest.
- » Approve any changes to the Internal Regulations of the Journal and any other documentation relating to the Journal and the regulation of its editorial process.
- » Attend meetings of this body and decide at these meetings on the provisional and definitive acceptance of the original pieces presented or their return to their authors.
- » Select an external reviewer to draft the corresponding report on each original article presented.

**Article 24:** The group of Associate Editors will meet as many times as may be necessary after a meeting has been called in writing by the Management and at least once every three months. The members of the group of Associate Editors may cease to be members due to:

- » Resignation presented to the Editor of the Journal C.G.
- » Revocation by the Department that appointed them.
- » Repeated non-attendance of meetings of the group of Associate Editors: absence from more than 3 meetings or for six months.
- » Not presenting their reasoned opinion about the articles they have to assess or not complying with this obligation in the required time and manner (maximum 15 days from receipt of the article).
- » When, for whatever reason, a member of the group of Associate Editors leaves the group, he/she will be replaced by a new member by the same procedure by which he/she was elected.

**Article 25:** The Associate Editors have the right and the duty to attend meetings of the Committee that have been validly called by the Secretary of the Committee acting on the orders of the Editor. They also have the right to:

- » Receive the necessary information and documentation for the performance of their functions.
- » Receive travel and board and lodging expenses, to be charged to the Departments, for trips on Journal business. Such expenses must be approved in advance by both Departments and the costs divided fairly between them.

**Article 26:** Meetings of the group of Associate Editors will be called as follows:

- » Ordinary meetings – at least one meeting to prepare each issue, in other words, twice a year.
- » Extraordinary meetings – when the Editor deems fit, or when a meeting is requested by a minimum of 25% of the members of the group of Associate Editors.

**Article 27:** The agenda will be decided by the Editor and sent out by the person acting as Secretary.

Announcements of meetings will be notified at least seven calendar days in advance, and will specify the date, place and time of the meeting as called for the first and the second time, and the agenda. The notification will include the minutes of the previous meeting for their approval when applicable, and if necessary the relevant documentation or instructions as to the place and time where this documentation can be consulted.

**Article 28:** In order for the meeting of the group of Associate Editors to be considered to have been validly constituted at the first calling, an absolute majority of its members must be present. At the second calling, it will be constituted with the presence of at least the Editor, Secretary and one other member.

**Article 29:** The only questions that may be the subject of deliberations, votes or decisions are those appearing as items on the agenda.

**Article 30:** Participation in the discussions and voting procedures of the group of Associate Editors may not be delegated.

**Article 31:** When a member of the group wishes that his/her contributions to the meeting or a part thereof, or those of any other member of the group appears on record in the minutes he/she must provide the text to the Secretary, and this must always be agreed with those present at the meeting.

**Article 32:** Decisions will be taken by assent or by ordinary voting. A secret vote will be taken whenever a member of the group of Associate Editors so requests.

**Article 33:** In the minutes of each meeting a record must be made of the names of the group members attending and the decisions taken. The minutes will be read and approved in the next meeting of the group of Associate Editors.



## PART VII. THE ADVISORY COMMITTEE

**Article 34:** The Journal C.G. will have an external Advisory Committee, which will be of a scientific nature and will have between six and thirty members who must all comply with the following requirements:

- a) They must be scientists of national or international renown in one of the fields relating to geography, territorial planning, the environment and related social sciences.
- b) They must be proposed by a majority of the members of the group of Associate Editors.
- c) They must be from outside the University of Granada.

Members will be appointed by the Committee itself, after first being invited to join and expressly accepting the invitation.

**Article 35:** The scientific Advisory Committee will advise the Associate Editors on questions that it considers relevant or when requested to do so, including among others:

- a) To decide, by issuing the relevant reports requested of them, as to the suitability or otherwise of a piece for publication.
- b) Provide the conditions requested of them by the Associate Editors regarding the changes that when applicable should be made to an original manuscript.
- c) Any other similar functions that could arise from their status as experts.

**Article 36:** The members of the Advisory Committee will cease to hold this status at their own request or by majority decision of the Associate Editors.

## PART VIII. THE HONORARY COMMITTEE

**Article 36:** The Honorary Committee is a body whose purpose is to acknowledge the significant work done by a particular person in the development and dissemination of the Journal.

**Article 37:** The Associate Editors will be responsible for appointing the members of the Honorary Committee.



## PART IX. EDITORIAL PROCESS AND POLICIES

**Article 38:** By becoming a member of any of the Journal's committees, said member undertakes to perform his/her functions while abiding by each and every one of the following rules:

- a) The tone and language used must show the maximum respect for all people and institutions, both at meetings and in the communications that take place within the context of Journal business.
- b) Under no circumstances will original manuscripts be used, shown or distributed for any purpose other than those strictly pertaining to the editorial process of the Journal *Cuadernos Geográficos*.
- c) Due confidentiality will be maintained regarding all the deliberations and decisions that are taken within the context of the Journal whether they have been made public or not.

**Article 39:** Breach of any of the rules set out in the previous article may be cause for dismissal if the Management Committee deems fit.

**Article 40:** The regime governing the editorial process and the relations between the Journal and the authors will be that set out in the Author Information Guide that is currently valid at the time. This guide and any updates to it will be available at the Journal's website.

**Article 41:** The regime governing the relations between the Journal and external reviewers will be that set out in the Guide for Reviewers that is currently valid at the time. This guide and any updates to it will be available at the Journal's website.

**Article 42:** A REPORT WILL BE MADE ON THE EDITORIAL PROCESS FOR EACH ISSUE. THIS REPORT WILL INCLUDE THE FOLLOWING INFORMATION: THE CONTRIBUTIONS RECEIVED ACCORDING TO SECTION AND IN THE CASE OF ARTICLES, THOSE DEFINITELY ACCEPTED AND THOSE REJECTED; THE AVERAGE TIME TAKEN FOR ASSESSMENT; THE EXTERNAL REVIEWERS. THIS INFORMATION WILL APPEAR IN ITEM ...

## PART XI. FINANCIAL AND LEGAL ASPECTS

**Article 43:** The Journal C.G. will be financed in equal parts by the Geography Departments of the University of Granada (Department of Regional Geographic Analysis and Physical Geography, and the Department of Human Geography), without prejudice to any grants that may be obtained from the University itself or from other entities or companies.

**Article 44:** The Annual Budget, presented by the Editor and approved by the Associate Editors will be ratified by the respective committees of the Geography Departments (Department of Regional Geographic Analysis and Physical Geography, and the Department of Human Geography) within a period of one month from the date of receipt of the proposal. Should the annual budget not be ratified, alternative proposals or suggestions as to changes will be made by the Committees of said Departments.

The old budget will remain in force until a new budget has been passed.

**Article 45:** Invoices will be paid directly from the budgets of both departments, once the Management Committees of said Departments have prepared them.

**Article 46:** Payment of travel and board and lodging expenses will be made fairly by the two departments. Special leave permission and the corresponding settlement document will be signed by the Head of Department, at the proposal of the Editor of the Journal C.G.

**Article 47:** Neither the reviewing nor the publication of articles, nor the membership of any of the committees of the Journal will entitle those concerned to any form of remuneration.

**Article 48:** The contents of the electronic edition of the Journal will be published under licence (*Creative Commons Reconocimiento-NoComercial-SinObraDerivada 3.0 Española*). They may be copied, used, disseminated, transmitted and placed on public display providing that:

- a) The authorship and the original source of publication are cited.
- b) They are not used for commercial purposes.
- c) The existence and the specifications of this licence to use are mentioned.

**Article 49:** The University of Granada retains the copyright on all published contents and promotes and permits the reuse thereof under the license to use referred to in the previous article.

**Article 50:** The Journal *Cuadernos Geográficos* accepts no responsibility whatsoever for the opinions expressed by the authors of the pieces published in the Journal.

## PART XII. FINAL ADDITIONAL CLAUSES

**Article 51:** The current Editor, Secretary and members of the Editorial Committee are considered to have been elected for a period of four years from the ratification of these internal regulations. The Associate Editors will appoint the members of the external Advisory Committee.

**Article 52:** These internal regulations may be amended at the proposal of the Associate Editors and the Management. A majority vote of the Associate Editors will be required for said amendment to be approved.

**Article 53:** In the next three months following acceptance of these regulations, the different committees of the Journal must adapt, if possible, to the provisions of its articles.

**Article 54:** Any questions not referred to in these regulations with regard to the object thereof will be resolved as they arise by the Management and the Associate Editors.