

## *General Dispositions*

- 1) For reception and subsequent manuscript arbitration is highly important to consult and to obey the **Rules for the Submission of the Originals** before to sending the documents.
- 2) Once the document is received, which must be unpublished, it is refers to the Editorial board attention, that will examine its content, looking for its congruence with some of the topics of interest for Montalbán magazine checking that it has the required extension, methodology and synderesis. If these requirements are not met, the author or authors are warned about the situation, recommending the incorporation of a minimum of objectively detailed conditions or the impossibility of its admission.
- 3) If the required standards are met, the author or authors are informed of the receipt of the manuscript, while it is sent to two referees under the "double-blind" mode for their expert opinion. They review in detail all aspects related to the form and substance of the work, indicating in the corresponding form the observations and qualifications that they consider appropriate. Once the arbitration is concluded, the manuscript with the corresponding evaluation form must be returned to the editors.
- 4) The Editorial Committee is responsible for acting with due reserve in relation to safeguarding the identity of the referee and their respective evaluation.
- 5) The Editorial Committee assumes the commitment to keep the name of the author or authors of the works consigned to the referees safe.
- 6) For the election of an evaluator arbitrator, it is necessary to consider his recognized authority as a specialist in the area, in addition to having prudence and discretion in handling the consigned documents.
- 7) The Montalbán magazine's director will consign to the experts, in addition to the work, a form that will gather their opinion and a copy of the norms for the presentation of the collaborations.
- 8) Once the collaboration has been consigned to the corresponding arbitrators, a period of 30 days counted from its receipt will be waited for their opinion; If at the end of this the requested response is not obtained, it will be referred again to arbitration with another expert designated by the Editorial Board.
- 9) The Editorial Committee assumes in front of the referee the commitment that the collaboration will only be published if the author submits to the observations and suggestions made by the experts, serving as an intermediary for the purpose of making the clarifications it deems appropriate. In this case, the work must have the irrefutable endorsement of the qualified majority of the referees that the Editorial Board has appointed for the evaluation, otherwise it will be rejected.
- 10) There are four types of opinions that can result from arbitration: i) publishable; ii) publishable with minor modifications; iii) publishable with minor modifications of form and content; and iv) not publishable.
- 11) In the first and second cases, the original refereed manuscript is sent to the style corrector and editor to modify it according to the specifications required for its subsequent layout. In the third case, the work is returned to the author or authors, who must modify it according to each and every one of the recommendations made by the referees. Once the corrections have been made, they must send the modified manuscript to the editors, who will make sure that it corresponds to the considerations included in the arbitration form. However, if there are discrepancies in the type of corrections, the Editorial Board will submit the work to a new arbitration and if it is approved, the author or authors will be notified of the publication of their collaboration. Finally, in the last case, the author or authors are informed about the result of the arbitration, indicating the reasons and arguments for their rejection.
- 12) When the refereed manuscript corresponds to assessments i) or ii), the author or authors receive a formal acceptance letter from the director of the journal, which also indicates in which volume their manuscript will be published. Normally this letter is sent via email and then a printed version, along with two copies of the magazine.