

Instructions for Editors of Monographs

The monograph section may include papers (35,000–50,000 characters, including spaces, notes and references), interviews (25,000–35,000 characters), notes (25,000–35,000 characters) and reviews (8,000–12,000 characters). Notes are texts of a critical/bibliographical nature, which, when reviewing one or more works, do not merely summarise the argument but explore the issue in terms of the phenomena, topics, authors or genres under discussion.

Each monograph may include up to ten papers.

Editors who wish to submit a proposal for the topic section should send their project to the *Cuadernos AISPI* secretarial office (cuadernosaispi@gmail.com), indicating the title of the monograph and briefly explaining why they believe it would be of interest.

Proposals should be submitted 24 months before the expected publication date of each issue. Once the editorial board has accepted the proposal, the editors must:

- Prepare the call for proposals in Spanish and English (max. length: 2,500 characters), which will be published on the journal's website six months before the date scheduled for authors to submit their papers (30 June the year before for the summer issue and 31 December for the winter issue). The call for proposals should contain information on the objectives of the monograph and a list of possible topic areas.
- Carry out the first screening of the abstracts submitted by email to the journal's secretarial office and, if they are accepted, read and assess the corresponding full papers once they have been received via the [OJS platform](#). Before forwarding each paper to two peer reviewers, the editors should ensure that the papers are in line with the general requirements.
- Propose the names of possible experts in the relevant topic to the journal's secretarial office.
- Once the peer-review process has been completed, decide whether to accept or reject the manuscripts and prepare the notification to be sent to the authors via the [OJS platform](#), including precise instructions about any changes to be made. It is advisable to revise the peer reviewers' comments to adapt them to the monograph's requirements and delete any comments that are too subjective. The peer reviewers' original reports will not be sent to the authors.
- Carry out the process of revising the accepted papers, checking for such formal aspects as ensuring that the editorial and style guidelines have been followed and that the references are consistent. Works must not exceed the maximum length stipulated.
- Provide instructions for authors to upload their revised works to the journal's [OJS platform](#) by the fixed deadline (31 December the year before for the summer issue and 30 May for the winter issue). The key deadlines are summarised in the table below. A more detailed work schedule will be devised for each issue.

Deadline for submitting manuscripts	Delivery of reviewed texts	Publication
30 June	31 December	July
31 December	30 May	December

- Work with the journal's editors to publicise the upcoming publication of the issue among potentially interested scholars.