



## EDITORIAL POLICY: CUADERNOS METODOLÓGICOS

In compliance with the functions established by article 3 of Law 39/1995 of December 19, the Department of Publications and Research Promotion of the CIS develops intense editorial activity in order to disseminate the most relevant research carried out in the field of social sciences, as well as promoting the exploitation of the data generated by the institution itself to contribute to a better knowledge of Spanish society.

This activity is carried out annually according to the editorial program approved by Order of the Ministry of the Presidency, Relations with the Cortes and Democratic Memory and includes the publication of nearly 20 titles of monographic works and four issues of the *Revista Española de Investigaciones Sociológicas* (REIS) per year, in addition to the Catalog of Publications, the CIS Activities Report and the Yearbook. Among them, those corresponding to the collection *Cuadernos Metodológicos*.

Virtually the entire catalog is published in Spanish, with the exception of the REIS, whose edition is bilingual (Spanish/English) with the aim of increasing its dissemination and therefore its academic impact. All of this takes place through a process of close collaboration with the Spanish and international teaching and research community, which is based on the following objectives: transparency of editorial processes, extension of visibility, internationalization of publications and strengthening the level of scientific quality.

To achieve these goals, the CIS develops its editorial activity with the following guidelines:

1. Deepening, extension and systematic application of clear and explicit criteria for evaluation and review of manuscripts that arrive at the CIS for possible publication in the different book collections and in the *Revista Española de Investigaciones Sociológicas* (REIS). In fact, CIS publications meet the quality criteria established by ANECA, CNEAI and ANEP.
2. Increase in the visibility and impact of all CIS publications through their incorporation into international databases and electronic platforms and
3. national and international repositories of periodicals of high academic value.



## THEME AND SCOPE OF THE COLLECTION

The objective of the collection *Cuadernos Metodológicos* is to support social research in the Spanish language, contributing to its methodological quality through the dissemination of short monographs on research techniques and data analysis. Its editorial line covers three fundamental areas: survey research, statistical data analysis techniques, and the collection and analysis of qualitative data. In addition, it includes methodological contributions to the research with data that have special characteristics due to their subject matter, as well as some theoretical and methodological tools considered very useful in empirical research. What makes it a coherent collection that maintains a broad methodological pluralism.

Its great reception, both in Spain and in Latin America, makes it one of the most important collections supporting social research in the Spanish language, which drives the CIS to further support its internationalization.

Since its inception in 1991, 61 titles have been published. Its great acceptance has prompted the reissue or reprint of about half of its titles. Among the topics addressed during the last five years are: *Encuestas de seguridad ciudadana*; *Big Data para científicos sociales*; *Internet como modo de administración de encuestas*; *Investigación cualitativa en salud*; *Análisis Cualitativo Comparado (QCA)* o *El paquete estadístico R*, among others.

*Cuadernos Metodológicos* has been awarded by the Union of Spanish University Editorials (UNE) with the National Prize for University Publishing 2009, being considered by the jury as "the most important collection of sociological methodology in the Hispanic world".

## EDITORIAL PUBLICATION CRITERIA

The factors on which decisions regarding the acceptance-rejection of manuscripts in this collection are based are the following: relevance, clarity of presentation, methodological quality, originality, presentation and style.

## EDITORIAL PROCESS OF MANUSCRIPTS

All manuscripts follow an identical selection process, under the direction of the same Editorial Board, which responds to strict quality criteria and always bases its decisions on evaluators external to the CIS.

The selection process is carried out following the procedure described below:

1. Once the original manuscript has been received, the CIS Publications Department acknowledges its receipt (preferably by email), without prejudice to the author being asked again to correct formatting or presentation errors or to adhere to the detailed requirements. in the Instructions to Authors.
2. Upon receipt, the Publications Department technicians proceed to review the manuscript to ensure its anonymization. In order to guarantee impartiality in the evaluation of the works, elements of the manuscript that could lead to a direct identification of the authors (name, explicit references to the works themselves, acknowledgments, etc.) or indirect identification are eliminated or modified. (mainly biographical/professional details of the authors that, with



little effort, make their identification possible). In any case, the responsible staff ensures that its impact on the manuscript is minimal and does not alter its coherence. The submission of manuscripts implies the authors' acceptance of these possible modifications, made exclusively for the evaluation process.

3. Next, a first assessment or prior selection is carried out. The adaptation of the manuscript to the thematic scope of the collection and its general quality is checked.
4. Those works whose content is unrelated to Sociology, Political Science or related Social Sciences are excluded, as well as those that lack the structure of an academic or scientific text. Authors of works that do not pass this selection will receive notification of this circumstance.
5. Review by external evaluators: each manuscript that passes the previous selection is sent to two specialists, outside the Editorial Board and the Center for Sociological Research, for evaluation. These evaluators issue a reasoned report on the scientific quality of the manuscript and whether or not it should be published, which is taken into consideration. The evaluators have two months to submit their reports, the forms of which must be respectful and constructive.
6. When it is deemed necessary, a third external evaluator is used in the event that the two evaluations described in the previous point are openly discrepant.
7. Deliberations and decisions may be made through telematic means. At least once a year the Editorial Board meets in person in full, with half plus one of its members must attend.
8. A final decision is made in view of the external evaluations. Four types of decisions are made: a) approve the manuscript for publication, as is or with minor modifications; b) propose to the author, editor or compiler a revision of it as a condition for its publication; c) reject its publication, but highlight its potential and propose to the author, editor or compiler a reworking of the manuscript. In this way, if a new version is prepared following the instructions received, the manuscript can be subjected to an abbreviated evaluation procedure (it will not have to go through the council's previous filter again and is sent only to an external evaluator). All this, without any guarantee regarding its publication; d) reject its publication without invitation to rework the manuscript.
9. The reports of the external evaluators are sent to the authors along with the reasoned communication of the final decision.
10. The authors, editors or compilers of the manuscripts that are submitted to review for publication will have two weeks to communicate whether they agree to make such modifications in the sense proposed by the Editorial Board, as well as the period in which they commit to deliver the revised version which, in no case, will be longer than three months. The manuscript, once revised, is sent again to [consejo.editorial\\_libros@cis.es](mailto:consejo.editorial_libros@cis.es) accompanied by an explanatory report of the changes made. If it is estimated that the modifications introduced correspond to what was requested, the manuscript will be considered approved for publication.



11. The author, editor or compiler who has submitted an English-language volume for evaluation may be required to perform a style review as a condition for its eventual electronic publication. This review must be carried out by a native translator, with the author assuming the costs thereof.

## **EDITING, EXPLOITATION, REPRODUCTION AND COMMUNICATION RIGHTS**

Prior to the editorial production of the work, the coordinator/s will carry out the transfer to the CIS, by signing the corresponding publishing contract, of the rights of reproduction, distribution and sale of the collective work, on an exclusive basis. , for commercial exploitation in any language and in all countries of the world. Said contract, which will have a duration of 15 years, will contemplate the edition of the work in book format on paper, including all the modalities that the book can take, as well as in any other magnetic, optical, digital medium, and any other modalities. of existing editions that could be considered convenient for the CIS to carry out better promotion, dissemination and sale of the work.

Likewise, the coordinator/s will exclusively transfer to the CIS the right of reproduction for digitization of the collective work, hosting, downloading, etc. and the right of public communication, for dissemination and exploitation of the work through Intranets, the Internet, including virtual bookstores and any portals decided by the Agency, by making its content available to Internet users for online consultation - in whole or in part. of at least 20 percent of the work—and its extract, for printing on paper and/or for downloading and archiving, all under the terms and conditions stated on the website where the work is hosted, and without prejudice to the economic rights, which, if applicable, are generated in favor of the coordinator and are included in the aforementioned contract. The transfer of rights contained in this clause includes the power of the CIS to exploit the work in digital file (e-book) in any of the forms, means and modalities that technology allows, among others and by way of example but not limited to, platforms based on the Internet, PCs, laptops, tablets, PDAs, mobile phones and any other digital devices suitable for this purpose.

In particular, the Publisher is authorized to scan the work and convert it to electronic format, store it on any of its own or another's server, index its content, extract the work and copy, reproduce, display, exploit, use, communicate and make the work available. of the public, in whole or in part.

Likewise, the CIS will allow the coordinator/s or authors participating in the collective work to self-archive their work in institutional or thematic repositories, as long as it is previously requested in writing from the Organization and does not involve the entire work.