

GENERAL GUIDELINES OF THE SPANISH JOURNAL OF INTERNATIONAL LAW

(adopted by the Governing Board on March 12, 2018 on the motion of REDI's Editorial Board)

1. GENERAL GUIDELINES OF THE JOURNAL. CONTEXT AND OBJECTIVES

1.1. The *Revista Española de Derecho Internacional* (Spanish Journal of International Law; hereinafter, the Journal or REDI) is a semi-annual scientific journal published by the Spanish Association of International Law and International Relations Professors. The journal is made available both in hard copy and digital format, and it is widely accessible at www.revista-redi.es. The Association intends to place and maintain REDI at the highest level in prestigious academic indexes.

1.2. The Journal is made up of the following bodies and positions: a) the Editor-in-Chief; b) the Editorial Board; c) the Academic Secretary and d) the Advisory Board.

1.3. All of REDI's bodies, as well as the authors, reviewers and editors involved in the publishing process must comply with REDI's [Best Practice Code](#) posted on its website.

1.4. The Journal will publish papers on public international law, private international law and international relations, in line with the Association's multidisciplinary nature. Regarding the published works, over the year, the Journal will seek to achieve a balance between the abovementioned matters in the Studies Section, and it will encourage the publication of contributions from the various areas of study in the remaining Sections.

1.5. Both Spanish and foreign scholars are welcome to publish in the Journal. REDI publishes scholarly works written, preferably, in Spanish. However, the Editorial Board may exceptionally accept English or French contributions from foreign authors.

1.6. REDI's only key publication criteria for any works requested or received are their interest, their scientific scope and their quality.

1.7. The Editor-in-Chief and the Editorial Board must seek compliance with these Guidelines. In accordance with these Guidelines, the Association's Governing Board will submit to the Association's General Meeting any proposals regarding the appointment and, where appropriate, reappointment of any members of the Journal's governing bodies. REDI's Editor-in-Chief will submit periodic reports to the Association's General Meeting. Upon receipt of these reports, the General Meeting will submit any relevant comments or remarks on the Journal's development.

2. REDI's EDITOR-IN-CHIEF

2.1. The Journal's Editor-in-Chief will be appointed by majority vote by the Association's Governing Board from among the members of the Editorial Board.

As for any subsequent governing or leading positions, the Editorial Board and the Association's Governing Board will seek a well-balanced representation of the various areas of study comprising the Association.

2.2. The Editor-in-Chief position, as well as any other leading or governing position, is for a 4-year term, renewable once for another 4-year period under the procedure provided in paragraph 2.1.

2.3. Regardless of any additional functions provided by these Guidelines, the Editor-in-Chief, alongside any other leading or governing positions, will be responsible for the following duties:

- a) Representing the Journal;
- b) Calling and chairing the Editorial Board meetings;
- c) Proposing to the Editorial Board the appointment of the Journal's Academic Secretary;
- d) Submitting proposals to the Editorial Board and advancing its activities, whilst coordinating the works of the various Journal Sections, seeking the timely publication of these works and ensuring a high scientific quality and academic value of any published works;
- e) Periodically reporting to the Association's Governing Board and the Journal's Advisory Board on the Journal's development; if deemed convenient, the Editor-in-Chief may also report to the Association's General Meeting.

3. REDI's EDITORIAL BOARD

3.1. The Editorial Board will be made up of renowned experts in the fields covered by the Journal, and they will be appointed in accordance with the rules of the Spanish Association of International Law and International Relations Professors. Their full names, along with the institutions where they work and their contact information will appear on the Journal's website.

The Editorial Board will be made up of 9 members:

- a) 4 experts in public international law;
- b) 3 experts in private international law;
- c) 2 experts in international relations.

3.2. The Editorial Board members will be appointed by the Association's General Meeting.

For this purpose, the Governing Board may submit proposals to the General Meeting. It will also submit, sufficiently in advance, any proposals made by the Association members.

3.3. The Editorial Board will be responsible for the following duties:

- a) Proposing to the Governing Board the appointment of the Editor-in-Chief and, if

appropriate, of any other leading or governing positions;

b) Establishing the Journal's and its Sections' editorial line, promoting the publication of works on scientifically interesting or current topics;

c) Scheduling, at the initiative of the Editor-in-Chief, the Journal's issues, seeking the timely publication of these works and ensuring a high scientific quality of any published works. The Editorial Board will also lay down the formal criteria to be met by the relevant works from each Section.

d) Proposing to the Association's Governing Board any measures that may have a financial impact on the Journal or that may be related to its printing or distribution.

3.4. Following a proposal submitted by the Editor-in-Chief, the Editorial Board will appoint the Section Coordinators, seeking to achieve a balance between the various areas of study addressed by the works.

3.5. The Editorial Board will meet as convened by the Editor-in-Chief and at least twice per calendar year.

4. REDI's ACADEMIC SECRETARY

4.1. Following a proposal submitted by the Editor-in-Chief, the Association's Governing Board will appoint the Academic Secretary.

4.2. The Academic Secretary position is for a 4-year term, renewable once for another 4-year period under the procedure provided in paragraph 4.1.

4.3. The Academic Secretary will be responsible for the following duties:

a) Implementing any agreements and decisions made by the Editorial Board regarding the scheduling and publishing of the works, as well as undertaking any specific tasks entrusted by the Editor-in-Chief, including the relationship with authors, reviewers and editors;

b) Delivering or sending the original issues to print for publication, along with the magnetic media agreed with the printing services. The Academic Secretary will give the relevant instructions to the authors regarding the Journal's general criteria on the submission of manuscripts;

c) Seeking compliance with any technical publishing requirements and with the Journal's publication schedule agreed with the publishing company;

d) Ensuring a timely proofreading process, as well as the delivery of offprints to the authors, duly verifying the Journal's distribution dates by the publishing company;

e) Drafting and preserving any minutes of Editorial Board meetings following approval by the Editorial Board.

5. REDI's ADVISORY BOARD

5.1. The Advisory Board will be made up of 12 Professors (*Catedráticos*) appointed by the Association's General Meeting for a 6-year term following a proposal submitted by the Association's Governing Board.

The appointment of Advisory Board members will be made having regard to the candidates' scientific and academic standing, as well as to their specific contribution to the Journal's purpose, seeking to achieve a balance between public international law, private international law and international relations.

5.2. The Chairman of the Advisory Board will be elected by a majority vote of all Advisory Board members.

5.3. The Advisory Board will be responsible for the following duties:

- a) Monitoring the editorial line approved by the Editorial Board, assessing the Journal's yearly performance;
- b) Submitting any comments and proposals to the Editor-in-Chief, the Editorial Board and, where appropriate, the Association's Governing Board;
- c) Requesting a report from the Editorial Board on any discrepancies or complaints from the Chairman of the Advisory Board addressed by the Association members regarding the works submitted for publication;
- d) Any other advisory duties related to the Journal that may be assigned to the Advisory Board by the Editor-in-Chief.

5.4. The Editorial and Advisory Boards may hold joint meetings on the motion of the Advisory Board or the Editor-in-Chief.

6. EDITORIAL PROCESS

6.1. Manuscript selection process. Selection of reviewers

6.1.1. Any works considered as "Studies" will be subject to a blind review process. Accordingly, the Editor-in-Chief, through the Academic Secretary, will request two experts on the field to issue two separate reports in order to make a publication decision. In case of disagreement between the two peer reviewers, the Editor-in-Chief will request a third report.

The Editorial Board is responsible for all publication decisions, which must be based on the quality of manuscripts, their relevance for the Journal and its readers, as well as on any recommendations issued by the peer reviewers and on copyright rules. The Academic Secretary will notify the authors of the decision made by the Editorial Board.

6.1.2. The purpose of the peer review process is to assist the Editor-in-Chief and the Editorial Board in their publication decisions for each issue. It is also aimed at helping authors to improve any submitted manuscripts. Peer reviewers will be experts in the field external both to the Editorial Board and the Advisory Board. The Editor-in-Chief will not request any peer reviews to any reviewers whose impartiality may be compromised due to a personal, working or any other kind of relationship with the author. REDI's Academic Secretary will take all necessary measures to ensure that the digital medium has no trace of the authors' or the reviewers' identity.

6.1.3. The Editor-in-Chief may at a preliminary stage (with no peer review) reject any manuscripts that fall outside of the scientific scope of the Journal or that clearly fail to meet the quality standards to be subject to peer review. Rejections at this preliminary stage must be notified to the Editorial Board. Only those manuscripts meeting these preliminary requirements will be subject to a blind peer review process.

6.1.4. The reviewers must not know the author's identity. If they somehow know or become aware of the author's identity, they must refrain from reviewing his/her manuscript. When in doubt about the author's identity, peer reviewers must discuss it with the Academic Secretary or the Editor-in-Chief.

6.1.5. Any persons requested to carry out a peer review may refuse to review a manuscript if they feel unfit to do so or if they do not consider themselves able to perform the review on time, promptly notifying the Academic Secretary so that they may be replaced as soon as possible.

6.2. *Duties of reviewers*

6.2.1. Following his/her assessment, the peer reviewer must recommend whether or not to publish the manuscript, choosing one of the options listed below.

- a) The manuscript can be published as submitted.
- b) It is advisable to publish the manuscript (in its original wording or suggesting certain changes).
- c) It is not advisable to publish the manuscript, since it requires major changes.
- d) The manuscript must not be published.

6.2.2. Peer reviewers' recommendations will generally include specific comments addressed to the authors. The content of these comments should be made available to the authors.

6.2.3. Peer reviewers' recommendations will not be binding on the Editor-in-Chief or the Editorial Board, who will decide by a majority vote whether or not to publish the manuscript.

6.2.4. Reviews should be conducted objectively. Reviewers must express their views clearly with appropriate supporting arguments in a constructive manner, so as to allow authors to improve their manuscripts based on the reviews. Personal criticism of the author and offensive remarks of any kind shall be unacceptable.

6.3. *Editorial review*

The Editor-in-Chief and the Academic Secretary will agree on a team of editors (experts in the fields covered by the Journal) that will be appointed in order to assist the Journal. The final version of the manuscripts accepted for publication will be subject to an editorial review process that will be carried out by an editor from REDI's team of editors. The editor may return the manuscript to the author: 1) if deemed convenient because the author has failed to comply with the basic style requirements; 2) if deemed necessary because there are incomplete paragraphs or footnotes, or 3) if deemed necessary because the manuscript lacks information that can only be provided by the author.

7. AUTHORS

7.1. Authors must submit their manuscripts in compliance with the submission requirements (digital format, length, etc.) and the style requirements published on REDI's website. Any manuscripts that fail to fulfil these requirements will not be subject to peer review.

7.2. Authors must ensure that they only submit entirely original manuscripts. Their work should include all the specifics about their research and conclusions. Additionally, the manuscript must include sufficient details and references so as to allow for a third-party review. If authors have used the works of others, they must ensure that these works are appropriately cited or quoted. Any publications that have been material for the preparation of the submitted manuscript should be appropriately referenced. Making inaccurate or false claims voluntarily shall be unacceptable, and the manuscript will be immediately removed from the editorial process.

7.3. This Journal will not publish any manuscripts that essentially overlap with an author's already published research, either in other journals or as part of collective or monographic works. Notwithstanding the foregoing, the Editorial Board may exceptionally accept a manuscript for publication providing data or conclusions similar or identical to those included in an already published work if, in the Editorial Board's view, the circumstances so require, yet expressly stating this situation and referencing the first publication. Under similar circumstances, the Editorial Board may accept a subsequent edition of a manuscript that had already been published in the Journal, yet including the said specific references.

7.4. If the Editor-in-Chief became aware of any errors through third parties, he/she must urge the author to correct the work as soon as possible. In case of plagiarism, the Editor-in-Chief will notify the author of the need to get the publication offline requesting, where appropriate, the author's assistance.

7.5. Authors must be subject to the peer review process, and they should cooperate if so requested. If, as a result of the peer review, the manuscript must be modified, authors should take the reviewers' comments into account, in order to make any required changes, subsequently re-submitting the manuscript to the Journal within the specified deadline. If the author decides not to take into account the reviewer's recommendations, he/she must submit a written report, giving reasons, to the Editor-in-Chief or the Academic Secretary. Having regard to the reviewers' recommendations, the Editorial Board will assess whether or not additional modifications are required.

7.6. No manuscripts submitted for publication in the REDI will be published in any form (pre-print) without the prior assessment and acceptance by the Editorial Board. Upon acceptance of a manuscript for publication, authors may only publish it, including the modifications suggested by the reviewers or the Editorial Board (post-print), on their personal website or in an academic repository expressly stating that it has been accepted for publication by the REDI and specifying the repository volume. Once the manuscript has been published in the REDI, the author must promptly replace the text with the finally published pdf document provided by the editor. During the temporary 'freezing period' provided by the editor, the publication may only appear on the author's personal website or in academic repositories. Following this 'freezing period' (REDI's last two issues), the author may freely disseminate the work by any means.

7.7. Authors will receive a digital copy of their work and, if they are not members of the Association, they will also receive a hard copy of the issue where their text is published.

FINAL PROVISION

These Guidelines have been prepared by REDI's Editorial Board and they will be applicable immediately following their approval by the Association's Governing Board, without prejudice to their subsequent validation by the General Meeting.

Any amendment to these Guidelines must be made in accordance with the abovementioned procedure.