

## GUIDELINES FOR CALL FOR PAPERS

### 1. GENERAL INFORMATION

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*Comunicar*, Academic Journal for Communication and Education, is a bilingual publication produced by Oxbridge Publishing House, indexed in the Journal Citation Reports (JCR-WoS), Scopus (Citescore y SJR), RECYT and in more 310 international data bases, catalogues and repositories worldwide.

The journal, which is edited in both print and digital formats in Spanish ([www.revistacomunicar.com](http://www.revistacomunicar.com)) and English ([www.comunicarjournal.com](http://www.comunicarjournal.com)), offers Special Issue Editors the opportunity to propose to the Editorial Committee appropriately themed issues engaging with current academic research linked to the aims of the journal. Special issues should have the aim of gaining high international profile, impacting positively on the visibility of the journal and the prestige of the Special Issue Editors.

The proposal for a special edition by Special Edition Editors does not imply a commitment to the publication of any previously accepted articles since *Comunicar* follows a strict policy of external peer review. This policy also includes any articles that may be submitted by the Special Issue Editors themselves who will also be subject to the same editorial policy as the other articles submitted for publication.

### 2. BEING A SPECIAL ISSUE EDITOR FOR *COMUNICAR*

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#### 2.1. The role of the Special Issue Editor

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The Special Issue Editors will be either **two or three member of the academic community of recognised prestige and experience** in the field of research proposed. Their h-index and their publication records will be taken into account. The Special Issue Editors should be of different nationalities and universities in order to ensure maximum reach for the contents of the proposed issue and to safeguard the international standing of the journal. The team should always have an international representation with the capacity to maximise a full range of geographical contexts (particularly in the English and Spanish-speaking worlds, these being the official languages of the journal).

#### 2.2. Presentation of the Special Issue

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Once constituted the team should design a **call for papers** (CFP) in Spanish and in English which should embrace a relevant theme, extending the boundaries of knowledge and having an original and significant approach which fosters the emergence of new academic perspectives and debates. It should comply with the following structure: title, Special Issue Editors, subject, descriptors, issues to be considered, brief CVs of the Special Issue Editors, instructions for how to submit proposals, key dates ORCID.

In addition, the Special Issue Editors should prepare a brief **presentation video** of professional quality for the call for papers in both Spanish and English which will allow it to be uploaded as part of the publicity for the edition in question and for it to be indexed in YouTube.

The Special Issue Editors should also, as far as possible, capture **grants** from national and international organisations, research groups, associations or research projects, working for the distribution and financial support for the edition of the journal since it is published by a non-profit making research entity. The minimum amount approved per edition is 4,000 euros covering editing, publicity and distribution costs.

### 2.3. Privileges of the Special Issue Editors

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As **gatekeeper** for the special edition, the team will enjoy the international prestige which will be guaranteed by the impact and international profile of the journal. In addition, they will receive 10 free copies for personal distribution. The Special Issue Editors will have the opportunity to work closely with the Editorial Board of for *Comunicar* and to become familiar with its way of working and internal structure as part of a high quality project with and international profile.

The Academic Reviewers of *Comunicar* are a fixed team and are not constituted for a specific issues. In the case of special issues, the Special Issue Editors will propose an agreed number of **specific reviewers**, as long as these are of high academic quality and committed to forming part of the International Panel of Reviewers for the current edition and for future editions. Once the process of review of manuscripts is complete, the Special Issue Editors may take part in the **editorial meetings**, along with the Editorial Board of *Comunicar*, in order to select those manuscripts which are most highly regarded which will then constitute the special issue in question.

The journal promotes the **visibility** of the edition on its website, social media and academic and wider media. *Comunicar* currently has an agreement with RTVE (the Spanish national broadcaster) for the programme entitled *La Aventura del Saber* (The Adventure of Knowledge), for the presentation of special edition topics. If this is in current at the point of publication of the edition in question, the Special Issue Editors will appear on the programme, along with an Associate Editor, in order to present the special issue on television, the content of which is also broadcast on TVE's international channel.

The logos of organisations which have contributed financially to the design and promotion of the edition will appear on the *Comunicar* website for the period during which the call for papers is open, as well as appearing on the Spanish and English print editions.

### 2.4. Obligations of Special Issue Editors

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The team should give maximum exposure to the **CFP** throughout the period in which it is open, via their contact lists, blogs, websites, repositories, social media and academic networks, professional associations and relevant conferences.

In collaboration with the other Academic Reviewers of the journal, Special Issue Editors will **review** all manuscripts linked to the special edition and which are submitted for inclusion in it (as long as the they do not belong to the same university as the Special Issue Editors or are not written by them), in order for evaluation of their academic contribution to take place individually. This

stage will be an intensive one immediately after the closure of the call for papers and demands a high level of dedication and concentration on the part of the Special Issue Editors

Once the edition is closed, the Special Issue Editors will produce the **Presentation of the Special Issue**, of an agreed length, which will appear in the various *Comunicar* blogs (in Spanish, Portuguese and English). These blogs have a wide reach and aid in increased visibility. The Special Issue Editors may also produce brief blog entries with comments on the articles once they are published.

Special Issue Editors commit themselves to attending the **virtual meetings** with the Editorial Board (Editor in Chief and Associate Editors) as arranged and to comply with deadlines, since punctuality is one of the outstanding characteristics of a high quality editorial process.

Once the special issue proposal is accepted by the Editorial Council, the team of Special Issue Editors will sign a Collaboration Agreement in which both parties, Oxbridge Publishing House and the Special Issue Editors commit themselves to comply with the agreed obligations.

### **3. STAGES IN THE PROCESS OF PRESENTATION OF A CALL FOR PAPERS**

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1. One of the proposed Special Issue Editors will contact [editor@comunicarjournal.com](mailto:editor@comunicarjournal.com) by email in order to present themselves and to briefly explain the proposal along with the names and affiliations of the whole team of Special Issue Editors.
2. In a maximum period of 15 days after receipt of the proposal, notification of its acceptance or rejection will be received dependent on whether it complies with the criteria explained above.
3. In the case of acceptance a meeting will be held by videoconference at which the potential Special Issue Editors will meet with the Editorial Board (Editor in Chief and Associate Editors) in which the proposal and dates of publication of the special issue will be agreed.
4. A Collaboration Agreement which will include the obligations of both parties and of which a signed copy must be returned, will be sent to the Special Issue Editors.
5. Within a period of 30 days after the meeting, the Special Issue Editors will send a written proposal which will then be reviewed by the Board with a view to its academic quality and compliance with all the requirements.
6. Once the proposal has been approved in Spanish, a period of 30 days will follow for the translation of the text into academic English and the production of the video, which must not be more than 4 minutes long, both in English and in Spanish. Once this is complete, it must be sent to [editor@comunicarjournal.com](mailto:editor@comunicarjournal.com) along with the logos of the institutions or universities which are to appear along with the call for papers.
7. Following the publication of the call for papers on the website, the Special Issue Editors and Comunicar team will give it maximum exposure via the many channels and social networks which they have available, with particular emphasis on the role of the Special Issue Editors. This distribution guarantees high visibility for the Special Issue Editors in the domestic and international academic communities.
8. Once the period of the CFP has closed, the stage of acceptance or rejection of the manuscripts received begins as long as they fulfil the criteria previously agreed by the Editor in Chief and Associate Editors. This stage is more technical than academic and all those submissions which do not comply with the format required by the journal are

rejected (those identifying the authors on the blind copy, formatting issues, length, compliance with APA guidelines...), as well as those which do not comply with the theme of the edition. At this stage submissions can be sent back for a second submission in the case of minor formatting errors and their contribution will then be accepted at this preliminary hurdle.

9. Having completed this stage, academic review will take place in which the Special Issue Editors, along with other reviewers, will evaluate the manuscripts submitted for the special issue (as long as they are not from the same university or are themselves their authors) so that points can be awarded on an individual basis and their academic contribution analysed.
10. Once all the manuscripts received for inclusion in the issue have been reviewed (*Comunicar* has an average of 200 submissions per edition) those which have been awarded the most points from the reviewers will be chosen for inclusion.
11. The articles for the edition having been chosen, the Editor in Chief of *Comunicar*, along with the team of Correctors and International Co-editors will carry out the stylistic review of the manuscripts selected in both English and Spanish along with the translation of abstracts into Chinese and Portuguese and the design and final formatting of the issue.
12. The activities carried out by the Special Issue Editors, the Associate Editors and the Editor in Chief are not rewarded financially, solely academically.