

## **Editorial Review and Arbitration Process [Double Blind]**

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The *Culturales* journal establishes review and arbitration processes for all articles that are proposed for publication. The processes are the following:

### **A. Editorial review process:**

Each article received will undergo an editorial review process that includes three stages:

1. The relevance of the subject of the article shall be analysed in accordance with the [general guidelines of the journal](#). In the event that the editorial committee decides that the proposal submitted does not conform to the subject of the magazine, the "responsible author" will be notified that his article will not follow the editorial process.
2. If the article conforms to the subject, compliance with editorial [guidelines](#) and [authors' standards](#) established by the journal will be reviewed. If the document does not comply or is not in accordance with these guidelines, the article will obtain an Editorial Rejection. The decision will be notified to the "responsible author".
3. In accordance with our [policies and protocols of action](#), each item received will be reviewed by means of "antiplagis" *software* and available electronic databases, to detect duplicate or redundant, plagiarized or fraudulent content in the proposal. Any article that confirms duplicate or apocryphal content will be immediately *discarded for publication*.

Articles that comply with all the requirements established start, at the [period of publication](#), the arbitration process [double blind].

### **B. Peer Review [double blind]:**

The arbitration process adopted by the journal *Culturales* is double-blind, where the article, after approving the editorial review process, will be assigned to two external evaluators, specialists in the subject – maintaining the anonymity of the authors – who review and evaluate the content and quality of the text. The evaluators shall deliver an informed opinion [assessment] and a final result which may be:

- a) Accepted
- b) Accepted with Modifications
- c) Rejected



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According to the comments of the evaluators and considering the type of modifications indicated, the Directorate of Cultures may request a third evaluation, if it conforms to the following nomenclature:

	EVALUATOR 1		EVALUATOR 2		EVALUATOR 3		RULING	REMARK
1	Accepted	+	Accepted			=	APPROVED	
2	Accepted	+	Accepted with Modifications		+ Accepted + Accepted with Modifications [minors] + Accepted with Modifications [majors] + Rejected	=	APPROVED APPROVED REJECTED REJECTED	Each case will be analysed, evaluated and determined according to the type of corrections requested [minor or major]
3	Accepted	+	Se Rechaza			=	REJECTED	
4	Accepted with Modifications	+	Se Acepta con modificaciones		+ Accepted + Accepted with Modifications + Rejected	=	APPROVED REJECTED REJECTED	In order to ensure that the article is published, the result of the third evaluation must be: Accepted
5	Rejected	+	Accepted with Modifications			=	REJECTED	
6	Rejected	+	Rejected			=	REJECTED	

**Note:** All evaluation results are unappealable.

**1. Modifications, corrections, comments:**

- If the article is APPROVED, all opinions will be sent to the "responsible author" to review and match the comments and corrections made by the evaluators.
- The authors undertake to make the modifications and attend to the indicated indications.
- The [maximum period](#) for making the modifications and adaptations will be 30 days, from the submission of the opinions.
- Upon modifications, the "responsible author" uploads the final version of the manuscript to your account within the prescribed period. When submitting your corrected version, you must include in a separate file the list of modifications you ate and the general comments of the addition or not of the same in the new version.

**2. Editing process:**

Once the period of modifications and adaptations has been completed, the editorial team of *Culturales* will review and analyze the final version of the manuscript and verify that all the recommendations indicated by the evaluators have been integrated. Having done this, the editing and layout stage will begin for later publication.