

Hispanic Studies Review

Constitution

*(Approved by Department of Hispanic Studies, College of Charleston: March 24, 2015;
Last amended: September 1, 2015)*

Name of journal

Hispanic Studies Review, HSR

Definition and Scope

HSR is a peer-reviewed journal published by the College of Charleston's Department of Hispanic Studies. The journal will be published annually and electronically. If the Editorial Team determines that greater frequency is in order, this may be done after consultation with the Department Chair.

Under no circumstances may *HSR* be transferred/relocated to another institution.

HSR publishes articles of scholarly research focusing on topics in Spanish-language linguistics and related to the literature and cultures of the Hispanic world.

Submissions

Criteria

Article-length manuscripts of 15-25 pages must be sent electronically to the Managing Editor of the research area in question: Spanish-language Linguistics, Spanish American or Spanish Literature and Culture. The author's full name, institutional affiliation and contact information must be included within the text of the e-mail message, along with written assurance that the article is original, unpublished and/or not currently under review at any other journal. Submissions must also be blind (i.e., the author's name, institutional affiliation or any other identifying information should NOT be included anywhere in the manuscript) and submitted as a Microsoft Word file (PC compatible), following *HSR*'s prescribed format and style. *HSR* will not consider a work from an author whose work was previously published in the journal for a period of 12 months after the *HSR* issue date of the article in question.

Editorial Board Members are welcome to submit their articles for possible publication in *HSR*, however submissions by the Editor or by Managing Editors will not be permitted, due to potential conflicts of interest.

Evaluation

If a submission satisfies the *HSR* criteria outlined above, an *HSR* Managing Editor of the respective research area (Spanish-language Linguistics, Spanish American or Spanish Literature and Culture) will, after acknowledging receipt of the manuscript, e-mail the article with a standard message and official *HSR* evaluation form to two Editorial Board members (readers) whose research areas most closely relate with the manuscript's topic.

A selected reader must submit via e-mail his/her completed evaluation form (Microsoft Word format) to the Managing Editor of the respective area (Spanish-language Linguistics, Spanish American or Spanish Literature and Culture) within six weeks after receiving the essay for review. The designated reader will rank an article as either "accepted," "accepted with required revisions," "endorse re-submission with revisions" or "not recommended." Authors will receive notification of the final decision within eight weeks of the Managing Editors' original receipt of the article. *HSR* will not consider an essay that the journal has already rejected on two different occasions/submissions.

Publication

Authors of accepted articles are required to complete, sign and e-mail the official "*HSR* Publication Contract" form via e-mail to the Managing Editor of the respective research area (Spanish-language Linguistics, Spanish American or Spanish Literature and Culture). The Editor will then sign both copies and return one electronic copy to the author.

Offprints

The Editor will provide published authors with an electronic copy of their article.

Positions

Editor

The *HSR* Editor is appointed by the Chair of the College of Charleston's Department of Hispanic Studies in consultation with the Editorial Team and the Departmental Roster Faculty. The Editor must be a tenured or tenure-track College of Charleston faculty member in the Department of Hispanic Studies, and he/she serves a two year renewable term. To afford all eligible faculty members an opportunity to collaborate with the journal, regular rotation of the Editorship will be encouraged. The *HSR* Editor oversees all operations of the journal and is responsible for the efficient operations of the enterprise and ensuring that all collaborators meet the established deadlines. In cases of resignation, incapacitation or death of the Editor, the Chair of Hispanic Studies will approve a replacement in consultation with the *HSR* Editorial Team.

Duties:

- 1) Ensure all Managing Editors fulfill their respective responsibilities and comply with uniform deadlines.
- 2) Maintain an e-mail listserv for colleges and universities in the U.S., Spanish America and Spain;
- 3) Send regularly a "call for papers" via the aforementioned listserv;
- 4) Consult with the Managing Editors on all issues related to articles receiving conflicting evaluations from the Editorial Board Members.
- 5) Work with the *HSR* Webmaster to ensure the website is maintained current, that approved changes have been implemented, and that all published issues are uploaded.
- 6) Call meetings of the journal's managerial team when necessary to resolve issues that may arise.
- 7) Upon majority vote of approval of the Editor and Managing Editors, issue invitations to selected Editorial Board Members.
- 8) Work with the Chair of Hispanic Studies to appoint Managing Editors.
- 9) Sign copies of the *HSR* publication contract for authors whose manuscripts have been accepted for publication; send a copy of the signed contract to the accepted author.
- 10) Retain and digitally archive via a shared folder in GoogleDocs all signed publication contracts.

Managing Editor

There will be at least three Managing Editors delegated to the areas of Spanish language Linguistics, Spanish-American and Spanish Literature and Culture, respectively. These positions will be approved by the Chair of the College of Charleston's Department of Hispanic Studies in consultation with the *HSR* Editor and existing Managing Editors. An appointee from the College of Charleston must be a Department of Hispanic Studies tenured or tenure-track faculty member whose research area is connected to the designated area of management. At least one of the Managing Editor positions should be occupied by an eligible College of Charleston faculty member, yet the other Managing

Editors may be tenured or tenure-track faculty from other colleges or universities, provided their qualifications are deemed appropriate by the Editor and the Chair of the Department of Hispanic Studies. The Managing Editor will serve a renewable two-year term. In the case of resignation, incapacitation or death of a Managing Editor, the Chair of the College of Charleston's Department of Hispanic Studies will consult with the Editor and other Managing Editors to appoint a replacement.

Duties:

- 1) Receive all submissions for their respective areas and submit each via e-mail to two (2) members of the Editorial Board whose expertise best relates to the article's topic.
- 2) Monitor evaluation deadlines closely and remind assigned Editorial Board Members as needed.
- 3) Receive Editorial Board evaluations via e-mail.
- 4) In consultation with the Editor, determine status of all evaluated articles: "accepted," "accepted with required revisions," "endorse re-submission with revisions" or "not recommended." For manuscripts with contradicting evaluations and following consultation with the Editor, the Managing Editor may submit the article to another Editorial Board Member for an additional (3rd) evaluation.
- 5) Notify Editor and other Managing Editors of all final decisions related to article evaluations BEFORE notifying authors of final decisions. Difficult cases may require consultation with the Editor and other Managing Editors before final decisions are made.
- 6) Announce to each author via e-mail *HSR*'s final decision regarding the status of the submission.
- 7) For accepted articles and prior to final publication, provide the author digital copies of the essay for final corrections;
- 8) Proof-read ALL the offprints prepared by the Copy Editors (see below);
- 9) Provide the author the final digital offprint of his/her article.

Advising Editor

One or more Advising Editors may be appointed by the Editor in consultation with the Editorial Team and Chair of the Department of Hispanic Studies in order to assist with journal-related matters that might require special feedback and guidance. Appointees must have extensive editorial experience with academic journals, which can include *HSR*.

Copy Editor

The number of Copy Editors may vary and will be determined by the Editor and Managing Editors. The Editor in consultation with the Managing Editors will appoint Copy Editors and will inform these decisions to the Chair of the Department of Hispanic Studies. The renewable term of appointment will be two years. Appointees must be permanent faculty members of Spanish from 4-year colleges/universities, but are not restricted to the College of Charleston. In the case of resignation, incapacitation or death

of a Copy Editor, the Editor in consultation with the Managing Editors will appoint a replacement and will inform this decision to the Chair of the Department of Hispanic Studies.

Duties:

- 1) Following prescribed *HSR* formatting, prepare articles for publication and provide final galleys to each Managing Editor for review and approval prior to publishing the journal online;
- 2) Once final galleys are approved for publication, provide articles to the Webmaster for publication on the website;
- 3) Within 4 weeks after the *HSR* issue in question is published, send all published articles to the Modern Language Association for inclusion in their bibliography.

Webmaster

One person will be appointed by the Editor in consultation with the Managing Editors and the Chair of the Department of Hispanic Studies. The Webmaster must be a permanent faculty member of Spanish in the College of Charleston's Department of Hispanic Studies who has experience with website maintenance. The Webmaster will work in close consultation with the Editorial Team, especially for approval on all substantial changes to website design and content. In the case of resignation, incapacitation or death of the Webmaster, the Editor in consultation with the Managing Editors and the Chair of Hispanic Studies will appoint a replacement.

Duties:

- 1) Maintain and update the website (hispanicstudiesreview.cofc.edu).
- 2) Publish all issues of the journal on the website.
- 3) Maintain backup copies of all journal issues in a shared folder in GoogleDocs; Editor, Managing Editor and Chair of Hispanic Studies must have access to this folder.
- 4) Create and maintain a presence on social media, such as Facebook and Twitter, to announce the publication of volumes and other journal-related activities.

Art Editor

One person will be appointed by the Editor in consultation with the Managing Editors and the Chair of the Department of Hispanic Studies. The Art Editor must be a permanent faculty member of Spanish in the College of Charleston's Department of Hispanic Studies. The Art Editor will work in close consultation with the Editorial Team to build and design the journal. In the case of resignation, incapacitation or death of the Art Editor, the Editor in consultation with the Managing Editors and the Chair of Hispanic Studies will appoint a replacement.

Duties:

- 1) Setting the journal's overall design.
- 2) Discussing design and layout ideas with the Editor and the Managing Editors.
- 3) Laying out pages and integrating graphics and photographs that are deemed suitable.

- 4) Establishing design templates to reinforce and maintain uniformity and a recognizable “brand.”
- 5) Drafting cover designs for approval, and finalizing the approved layout.
- 6) Ensuring that the journal is delivered on time.
- 7) Redesigning the journal as deemed appropriate.

It is not a requirement of this constitution that an Art Editor be appointed.

Editorial Board

Decisions on appointments to the Editorial Board are made collectively by the Editor and the Managing Editors by a majority vote. The Editor will be responsible for extending invitations to approved candidates. As determined by the Editor and the Managing Editors, only highly accomplished and reputable scholars in the field will be considered for membership to the Editorial Board. To avoid conflicts of interest, College of Charleston faculty may not serve as permanent members of the Editorial Board, but under special circumstances they may be invited to serve as a Guest Reader.

Upon acceptance of an invitation, the scholar will be identified as an “Editorial Board Member.” Active and reliable Editorial Board Members may serve indefinitely, and any Editorial Board Member may be removed via the majority vote of the Editor and Managing Editors. In cases of resignation, incapacitation or death of an Editorial Board Member, a replacement may be determined if necessary and following the rules governing new appointments of the Editorial Board. There is no size-limit to the Editorial Board membership, and new appointments may be made at any time.

When selected to review a submitted article, the Editorial Board Member in question will receive electronically and as Microsoft Word files (PC compatible) both the essay and the *HSR* evaluation form from the respective Managing Editor. The Editorial Board Member will forward his/her completed evaluation forms (see "Submissions") via e-mail to the appropriate Managing Editor within six weeks of receipt.

Guest Reader

Under special circumstances, an accomplished scholar who is not a member of the Editorial Board may be asked to evaluate a submission as a Guest Reader and following the same procedures as outlined for Editorial Board Members. Although a Guest Reader is not a member of the Editorial Board, if the Editor and Managing Editors agree that the Guest Reader’s work for *HSR* warrants membership in the Editorial Board, a Guest Reader could be invited to become a member of the Editorial Board. The exception is College of Charleston faculty who may serve as Guest Readers, but who cannot be appointed as members of the Editorial Board.

Website

The website of *HSR* (<http://hispanicstudiesreview.cofc.edu/>) will be permanently housed on the College of Charleston’s server and may not be moved to any other institution. Website design and content will be determined by Editor and Managing Editors in consultation with the Chair of the Department of Hispanic Studies.

Disclaimer

Viewpoints expressed in the journal's published articles do not necessarily reflect those of the *HSR*'s staff, its affiliates or the College of Charleston.

Constitutional Amendments

All amendments require approval by the Roster Faculty of the Department of Hispanic Studies at the College of Charleston.