Constitution

(Originally approved by Department of Hispanic Studies, College of Charleston: March 24, 2015; First amended: November 28, 2017; Last amended April 8, 2022)

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 Linguistics and related to the literature and cultures of the Hispanic world.

Submissions

Criteria

Article-length manuscripts of 15-25 pages may be submitted electronically to Hispanic Studies Review, either via its electronic submission portal, or via email at hsr@cofc.edu. In the case of the latter, 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must be included within the text of the e-mail message, along with written assurance that the article is original, unpublished and/or not currently under review at any other journal.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 HSR Managing Editors, Associate Editors, Advising Editors, Copy Editors or faculty within the Department of Hispanic Studies will not be permitted, due to potential conflicts of interest.

Evaluation

If a submission satisfies the HSR criteria outlined above, an HSR Associate Editor of the respective research area (Spanish Linguistics, Spanish American or Spanish Literature and
Culture) will, after acknowledging receipt of the manuscript, either e-mail or submit via the journal’s online electronic platform the article with a standard message and official HSR evaluation form to a minimum of two Editorial Board members (readers) or to other qualified specialists whose research areas most closely relate with the manuscript’s topic.

A selected reader must submit via e-mail or via the peer review platform his/her completed evaluation form to the Associate Editor of the respective area (Spanish Linguistics, Spanish American or Spanish Literature and Culture) within eight weeks after receiving the essay for review. The designated reader will rank an article as either "accepted," "accepted with required revisions," or "not recommended." Authors will receive notification of the final decision within eight weeks of the Associate 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 Associate Editor of the respective research area (Spanish Linguistics, Spanish American or Spanish Literature and Culture). The Managing Editors will then sign both copies and return one electronic copy to the author.

Offprints
The Managing Editors will provide published authors with an electronic copy of their article.

Positions

Managing Editors
HSR Managing Editors, of which there can be a maximum of two, are 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. At least one of the Managing Editors must be a tenured or tenure-track College of Charleston faculty member in the Department of Hispanic Studies, while the other --in the case that there is one-- may be a tenured or tenure track faculty at another institution. Managing Editors will serve a two-year renewable term. To afford all eligible faculty members an opportunity to collaborate with the journal, regular rotation of the Managing Editorship within Hispanic Studies will be encouraged. The HSR Managing Editors oversee all operations of the journal and are responsible for the efficient operation of the enterprise, monthly communications with Associate and Copy Editors, clearly laying out and ensuring that all collaborators meet the established deadlines related to journal publication, and for overseeing the regular publication and promotion of HSR issues. 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 Associate Editors fulfill their respective responsibilities and comply with uniform deadlines.
2. Maintain an e-mail list serv for colleges and universities in the U.S., Spanish America and Spain;
3. Send regularly a "call for papers" via the aforementioned listserv as well as promote published HSR volumes to the members thereof;
4. Consult with the Associate Editors on all issues related to articles receiving conflicting evaluations from the Editorial Board Members;
5. Work with the HSR Webmaster or with a representative of the vendor providing the electronic hosting service to ensure the website is maintained current, that approved changes have been implemented, and that all published issues are uploaded;
6. Call regular, monthly meetings of the journal’s managerial team for updates related to upcoming volumes and to resolve issues that may arise;
7. Upon majority vote of approval of the Managing Editors and Associate Editors, issue invitations to selected individuals to serve as new HSR Editorial Board Members;
8. Work with the Chair of Hispanic Studies to appoint Associate 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 or another online service all signed publication contracts.

**Associate Editors**

There will be at least three Associate 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 Managing Editors and existing Associate 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 Associate Editor positions should be occupied by an eligible College of Charleston faculty member, yet the other Associate Editors may be tenured or tenure-track faculty from other colleges or universities, provided their qualifications are deemed appropriate by the Managing Editors and the Chair of the Department of Hispanic Studies. Associate Editors will serve a renewable two-year term. In the case of resignation, incapacitation or death of an Associate Editor, the Chair of the College of Charleston’s Department of Hispanic Studies will consult with the Managing Editors and other Associate Editors to appoint a replacement.

**Duties:**
1. Monitor and receive all submissions for their respective areas and submit each via e-mail or via the journal’s online hosting platform to two (2) members of the Editorial Board or other experts whose expertise best relates to the article’s topic;
2. Monitor evaluation deadlines closely and remind assigned Editorial Board Members or reviewers as needed;
3. Receive Editorial Board evaluations via email or by way of the journal’s online submission portal;
4. In consultation with the Managing Editors, determine status of all evaluated articles: "accepted," "accepted with required revisions," or "not recommended." For manuscripts with contradicting evaluations and following consultation with the
Managing Editors, the Associate Editors may submit the article to another reviewer for an additional (3rd) evaluation;
5. Notify Managing Editors and other Associate Editors of all final decisions related to article evaluations BEFORE notifying authors of final decisions. Difficult cases may require assigning a third reviewer, in consultation with the Managing Editors and other Associate Editors before final decisions are made;
6. Announce to each author via email and by way of the journal’s submission portal of 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 Managing Editors 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 Managing Editors and Associate Editors. The Managing Editors in consultation with the Associate 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 Managing Editors in consultation with the Associate Editors will appoint a replacement and will inform this decision to the Chair of the Department of Hispanic Studies.

Duties:
1. Follow prescribed HSR formatting, prepare articles for publication and provide final galleys to each Associate Editor for review and approval prior to publishing the journal online;
2. Once final galleys are approved for publication, provide articles either to the Webmaster for publication on the journal’s website or to the Associate Editor so that s/he may relay the article to the vendor of the journal’s electronic platform for publication;
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
In the case that it is required—i.e., if the journal is not hosted on a third-party electronic platform which arranges for webpage design and maintenance—one person will be appointed by the Managing Editors in consultation with the Associate Editors and the Chair of the Department of Hispanic Studies to be Webmaster for HSR’s online presence. The Webmaster must have 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 Managing Editors in consultation with the Associate Editors and the Chair of
Hispanic Studies will appoint a replacement.

Duties:
1. Maintain and update the website;
2. Publish all issues of the journal on the website;
3. Maintain backup copies of all journal issues in a shared folder in GoogleDocs or in
another online file sharing service; Managing Editors, Associate Editors and the
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
In the case that it is needed (see above case of Webmaster for clarification of conditions of
need), one person will be appointed by the Managing Editors in consultation with the
Associate Editors and the Chair of the 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 Managing Editors in consultation
with the Associate Editors and the Chair of Hispanic Studies will appoint a replacement.

Duties:
1. Set the journal’s overall design;
2. Discuss design and layout ideas with the Managing Editors and the Associate Editors;
3. Lay out pages and integrate graphics and photographs that are deemed suitable;
4. Establish design templates to reinforce and maintain uniformity and a
recognizable “brand;”
5. Draft cover designs for approval and finalize the approved layout;
6. Ensure that the journal is delivered on time;
7. Redesign 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 Managing
Editors and the Associate Editors by a majority vote. The Managing Editors will be
responsible for extending invitations to approved candidates. As determined by the Managing
Editors and the Associate 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 Managing Editors and
Associate 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—either via email or by way of the journal’s online hosting platform—electronic copies of both the essay and the HSR evaluation form from the respective Associate Editor. The Editorial Board Member will forward his/her completed evaluation forms (see "Submissions"), via e-mail or by way of the journal’s electronic hosting platform, to the appropriate Associate Editor within eight 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 Managing Editors and Associate 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
In the case that HSR is not hosted on a third-party online hosting platform, the website of HSR will be housed on the College of Charleston’s servers and may not be moved to those of any other academic institution. Website design and content will be determined by Managing Editors and Associate 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.