

INSTRUCTIONS FOR THE SUBMISSION OF ORIGINAL ARTICLES *CUADERNOS DE ESTUDIOS GALLEGOS*

The Editorial Board at *Cuadernos de Estudios Gallegos* kindly requests that authors follow the instructions below when preparing their articles for submission:

MATERIALS

Articles: *Cuadernos de Estudios Gallegos* mainly publishes articles in Galician, Spanish, Portuguese, English, German, and French. Articles submitted for publication must be original. The author/s must sign a declaration upon submission stating that the text is original, that it has not been published in any other language, nor sent simultaneously to any other journals or publications for evaluation and that no part of the article has already been published. If applicable, the author/s must submit a conflict-of-interest declaration. For full instructions, please see <http://estudiosgallegos.revistas.csic.es/>. The author/s must clearly state in a preliminary note if the manuscripts have been previously submitted as a talk or presentation. If, after review by the Editorial Board, the article is accepted, the author/s must accept and sign the journal's conditions of copyright for articles published. Full details are available on the website <http://estudiosgallegos.revistas.csic.es/>.

Original articles must include continuous page numbering and footnotes, and a bibliography at the end of the article. The bibliography must be in alphabetical order (by author's surname). If there are several books by the same author, these should be listed in chronological order and repeating the authorship. Authors' names and surnames should not be written in capitals or small capitals (except for the first letter), and abbreviations such as "*ibid.*" should not be used, as required by the Digital Object Identifier (DOI) system. Furthermore, authors' surnames with particles (prepositions and/or articles) must be indexed by the first letter of the surname and never by the first letter of the particle. All other requirements are stipulated in the style guidelines below.

For example:

Salazar y Castro, Luis de, *Historia genealógica de la Casa de Haro*, edition, prologue and notes by don Dalmiro de la Válgoma y Díaz-Varela, Madrid, Real Academia de la Historia, 1959 (Archivo Documental Español, 15).

Villa-Amil y Castro, José, *Los códices de las iglesias de Galicia en la Edad Media. Estudio histórico-bibliográfico*, Madrid, Imp. de Aribau y Cia, 1874.

Villa-Amil y Castro, José, *Los foros de Galicia en la Edad Media. Estudio de las transformaciones que ha sufrido en Galicia la Contratación*, Madrid, Tip. Sucesores de Rivadeneyra, 1884.

All articles must be between 9,000 and 12,000 words long and should use only one font or type styles (abstracts, notes and bibliography included).

They should include a title page stating: the article title, the name of the author or authors, their professional details, institution, email address, telephone number, and full personal and work address (as per the style guidelines below).

The second page must include: the article title, an abstract, and up to six key words. All three parts (title, abstract, key words) must also be translated into English and Galician, or into English and Spanish if the original is in Galician. For articles submitted in other languages, a translation into at least Spanish and English will be

required. The date (day/month/year) that the article was sent or submitted to the journal must also be included.

The abstract should be around 200 words long, outlining the article's aim, sources, methodology, discussion, and conclusions. The same structure is recommended for the article as a whole.

The titles of the different sections of the article should be in lower case SMALL CAPITALS.

Book Reviews: The journal also asks experts to review historiographical works focusing on Galician topics. Reviews will be no longer than 3,000 words. Reviews not specifically requested by the Editorial Board will not be published under any circumstances. The journal will be grateful to receive suggestions for books to review. These suggestions can be submitted either by providing the publication details via email to cuadernos@iegps.csic.es, or by sending two copies of the book (one for the Institute's library and another for the reviewer) to the following postal address:

Instituto de Estudios Gallegos Padre Sarmiento
Redacción de la revista *Cuadernos de Estudios Gallegos*
Antiguo Hospital de San Roque
Rúa de San Roque, 2
15704 Santiago de Compostela (La Coruña)
Spain

The Editorial Board reserves the right to publish original articles that are not written in Spanish or Galician.

SUBMISSION

All articles must be submitted via the journal website <http://estudiosgallegos.revistas.csic.es/> using *Open Journal System* (OJS) software: basic text, anonymised text, and if applicable all the graphic section, in a compressed file also including image captions. All electronic submissions must be clearly labelled using the following digital formats: Microsoft® Word .doc, .docx or similar (.odt) for the basic text; Acrobat® .pdf for the anonymised text and .rar o .zip format for the compressed folder containing any illustrations.

STYLE GUIDELINES

Editorial CSIC is committed to accurate, unbiased, and intersectional research, that is, sensitive to the complexity and breadth of cultural, biological, economic, and social contexts. We therefore recommend the use of inclusive and non-sexist language in any texts submitted for publication. These recommendations are explained in the Editorial CSIC Good Practice Guide, downloadable at https://revistas.csic.es/public/guia_buenas_practicas_CSIC.pdf. Authors should consider the appropriateness of including sex and gender as an analysis variable and verify if these influence the results obtained.

In order to ensure that authors and their institutions are correctly identified, and to ensure that their own names are provided in full, the journal requests that authors adhere to the following guidelines:

Authors must include the first name, middle name or initial (if applicable) and surname or surnames that they routinely use in their research.

The authors should include their Open Researcher and Contributor ID (ORCID, <http://orcid.org/>). This identification allows researchers and their scientific and technical work to be recognised clearly by means of a permanent and personal author's code. The ORCID code has no cost and authors are free to update and maintain their information. Every article published in *Cuadernos de Estudios Gallegos* must include an ORCID code in order to guarantee the correct transmission of information and interoperability of the digital journal and to benefit authors with the multiple interconnection options offered by ORCID.

Authors must also include their institutional affiliation: group or department, centre name, institution (always written in the same way and with acronyms, if applicable) and full postal address. It is also useful to include authors' email addresses. All of this information will be printed in the journal.

For example:

Departamento de Humanidades, Facultad de Humanidades, Universidade da Coruña (UDC), Campus de Esteiro s/n, 15403 Ferrol (La Coruña. Spain). Email address (institutional, if appropriate).

For mixed centres, the institutions involved must be mentioned.

For example:

Instituto de Estudios Gallegos Padre Sarmiento (IEGPS), CSIC-Xunta de Galicia, Rúa de San Roque 2, 15704 Santiago de Compostela (Spain). Email address (institutional, if appropriate).

Authorship contribution statement

This journal applies the CRediT taxonomy for identifying authorship contributions based on the assignment of specific roles to research articles. For more information see "Submissions/Authorship identification". This information should be incorporated in the full version of the manuscript (but not in the anonymised version), under an "Authorship contribution statement" heading, located just before the bibliography, in the following format:

For example:

Authorship contribution statement

Name and Surname author 01: Conceptualization, Formal analysis, Funding acquisition, Investigation, Methodology, Project administration, Writing – original draft, Writing – review & editing.

Name and Surname author 02: Conceptualization, Formal analysis, Investigation, Methodology, Writing – review & editing.

Authors' names should be included in the bibliography as they appear in the original cited text, and using an initial or initials when the full name appears should be avoided. If the work has several authors, all of the names should appear in the bibliography; they can only be abbreviated if there are more than three, using the expression *et al.* or *et alii* in the foot note (never in the bibliography).

Example of a bibliographic citation:

Enjo Babío, María Ascensión; López Martínez, Amalia; Losada Meléndez, María José; Otero Piñeyro Maseda, Pablo S.; Pardo de Guevara y Valdés, Eduardo; Rubio Martínez, Amparo, Romaní Martínez, Miguel, and Vaquero Díaz, María Beatriz, "Selección documental", in Eduardo Pardo de Guevara y Valdés (ed.), *Mujeres con poder en la Galicia medieval (siglos*

XIII-XV). *Estudios, biografías y documentos*, Santiago de Compostela, Instituto de Estudios Gallegos Padre Sarmiento, CSIC, 2017 (Anejos de Cuadernos de Estudios Gallegos, 44), pages 619-722.

Example of a footnote citation:

María Ascensión ENJO BABÍO *et al.*, “Selección documental”, in Eduardo Pardo de Guevara y Valdés (ed.), *Mujeres con poder en la Galicia medieval (siglos XIII-XV). Estudios, biografías y documentos*, Santiago de Compostela, Instituto de Estudios Gallegos Padre Sarmiento, CSIC, 2017 (Anejos de Cuadernos de Estudios Gallegos, 44), doc. no. 35, pages 696-698.

Acronyms and abbreviations must be clearly provided in a note at the beginning of the article or elsewhere if deemed more appropriate. No Latin terms should be used in references such as *id.* (*idem*), *ibid.* (*ibidem*) or similar, except *et al.* (*et alii*).

Frequently used abbreviations:

cf. = compare	n.d. = no date
cfr. = confer	n.n. = no name
comm'n., = commission	no., nos. = number, numbers
comm'r., = commissioner	n.p. = no place
coord., coords. = coordination / coordinator/s	p., pp. = page, pages
dir., dirs. = director, directors	prol. = prologue
ed., eds. = edition / editor, editions / editors	r.º = recto
<i>et al.</i> = and others	t = tome
fasc. = fascicle	trans. = translation / translator
fol., fols. = folio, folios	v.º = verso
fldr., fldrs., = folder, folders	vid = vide
L. D. = legal deposit	vol., vols. = volume, volumes
nb. = note	

The maximum number of **graphs, maps, charts, tables, and figures** is eight and must include details of the analysis method used, of the bibliography and any sources. These items must be included in the submitted text, and the author can choose where they are positioned within it. Individual copies must also be sent via email (one file per item); these files must be clearly named and numbered. The numbers used should match the numbers used in the text, with titles such as (Fig. 1), (Chart 5), (Table 2), etc. This means that these items can be moved around the text if required for formatting or typographical reasons, even to locations other than those selected by the author. It is also necessary to submit a separate file containing a clear list of all of the captions for these items. All of these files should be sent in Acrobat® .pdf format. The original images must have a resolution of 300 ppi.

Photographs, drawings, family trees, reproductions, and images in general must be submitted following the same guidelines as the previous paragraph and will also be limited to a maximum number of eight, but should be sent in .tiff, .jpg or Acrobat® .pdf format with a resolution of at least 600 ppi. All illustrations submitted should be of the highest possible quality so as to ensure that they are of high quality in the final printed version.

Quotations from other texts should be provided in italics. Quotations longer than two lines should be formatted as an indented paragraph (double indent), centred, in italics and in a smaller font.

Diplomatic transcriptions, whether they are included in the appendices or within the body of the text, they must always be numbered with Arabic numerals (centred) in bold and must be accompanied by the full date (indented at the left margin), the transcription in italics (except for words copied verbatim from the document) and catalogue record (with notes, if applicable) in a smaller font. The transcription criteria should also be detailed in the text, with an explanation of any symbols used. See section “Primary Source Archive References” below.

For example:

6

1347, October, 31. Lugo.

Fernán Yáñez, clergyman of Santalla, leases to Pedro Yáñez of San Martiño, to his wife Inés Fernández and to two further generations, estates in Piñeiro and Gándaras, in return for payment of one moyo de pan de centeno, three maravedies por dereitura, two chickens, and other payments.

QUIROGA, *Archivo de la Casa de Otero*, file 1, no. 6, contract, parchment, **orig.**, Galician, *albalaes* script, 195 x 240 mm.

Notes: There is writing in *cortesana* script on the back of the parchment which is unrelated to the document content.

Capital letters must be used for the first letters of proper names and surnames and for institutions (Instituto de Estudios Gallegos Padre Sarmiento), but not for common nouns like king, count, duke, pope, province, etc.

References: References should be provided via footnotes using superscript Arabic numerals before the punctuation marks and following the model provided in the first example below (traditional Spanish method), with an abbreviated reference using an ellipsis in any subsequent references to the same work. Furthermore, DOI names should be included for any works with this identifier (we recommend using *Simple Text Query* by *CrossRef* to check whether a work has been registered in the system):

Books: Author/s first name/s in lower case, surname/s in SMALL CAPITALS, followed by: book title in *italics*, place of publication, publisher, and year (include the name of the collection, if applicable, in brackets).

For example:

Antolín LÓPEZ PELÁEZ, *El señorío temporal de los obispos de Lugo*, vol. 1, Coruña, Eugenio Carré, 1897, page 150.

María José PORTELA SILVA and José GARCÍA ORO, *La iglesia y la ciudad de Lugo en la Baja Edad Media: los señoríos, las instituciones, los hombres*, Santiago de Compostela, Instituto Padre Sarmiento de Estudios Gallegos, CSIC, 1997 (Anejos de Cuadernos de Estudios Gallegos, 24).

Examples of an abbreviated reference (after the first reference):

LÓPEZ PELÁEZ, *El señorío temporal...*, page 29.

PORTELA SILVA y GARCÍA ORO, *La iglesia y la ciudad de Lugo...*, pages 39-75.

If the books have several volumes or tomes, the reference shall be as follows:

If the reference is for the whole work, the total number of volumes shall be added after the year of publication.

For example:

María Ascensión ENJO BABÍO, *Colección documental del Archivo de la Catedral de Ourense (s. XIV): estudio introductorio y transcripción*, Santiago de Compostela, Instituto de Estudios Gallegos Padre Sarmiento, CSIC, 2018, 2 vols. (Anejos de Cuadernos de Estudios Gallegos, 46).

If the reference is for only one of the volumes of the work without a defined subtitle, it should be added after the title and a comma in roman font.

Example:

María Ascensión ENJO BABÍO, *Colección documental del Archivo de la Catedral de Ourense (s. XIV): estudio introductorio y transcripción*, vol. 1, Santiago de Compostela, Instituto de Estudios Gallegos Padre Sarmiento, CSIC, 2018 (Anejos de Cuadernos de Estudios Gallegos, 46), doc. no. 348, pages 632-639.

Example of an abbreviated reference (after the first reference):

ENJO BABÍO, *Colección documental...*, vol. 1, doc. no. 348, page 636.

On the other hand, if the volume or tome does have an identifying title, it should be added, after the general title and a full stop, in *italics*, followed by a colon.

Example:

M.^a Dolores VILA JATO, “O segundo tercio do século XVI: a influencia castelá”, in M.^a Dolores Vila Jato and José Manuel García Iglesias, *Galicia. Arte. Tomo 12: Galicia na época do Renacemento*, A Coruña, Hércules de Ediciones, D. L. 1993 (Proyecto editorial Galicia, directed by Francisco Rodríguez Iglesias), pages 203-239.

Example of an abbreviated reference (after the first reference):

VILA JATO, “O segundo tercio...”, pages 209-211.

Collective volumes: Use the same method as books by a single author, adding the appropriate abbreviation without capitals after the name of the editor, director, or coordinator (ed.). (dir.), or (coord.), or plurals if necessary.

Example:

Isidro GARCÍA TATO and Ana María SUÁREZ PIÑEIRO (eds.), *Actas de La cultura del vino. Primer Congreso Peninsular, O Barco de Valdeorras, 10 al 12 de mayo de 2002*, Santiago de Compostela, Instituto de Estudios Gallegos Padre Sarmiento, CSIC, 2005.

Classic works in current editions: Author/s name (if available) followed by book title in *italics*, editor, place of publication, publisher, and year (include the name of the collection, if applicable, in brackets).

Examples:

Vasco de APONTE, *Recuento de las Casas antiguas del Reino de Galicia*, introd. and critical ed. by Manuel C. Díaz y Díaz *et al.*, Santiago de Compostela, Xunta de Galicia, 1986.

Historia Compostellana, ed. by Emma Falque Rey, Turnholti, Brepols, 1988 (Corpus Christianorum. Continuatio Mediaevalis, 70).

Examples of an abbreviated reference (after the first reference):

APONTE, *Recuento de las...*, page 36.

Book chapter (including conference proceedings): Author/s first name/s in lower case, surname/s in SMALL CAPITALS, chapter title in quotation marks, followed by “in” and the person responsible for the book as a whole without SMALL CAPITALS, book title in *italics*, book volume (if applicable), place of publication, publisher, year, and page numbers).

For example:

Esther CORRAL DÍAZ, “María Balteira e a peregrinación a Terra Santa”, in Carlos Andrés González Paz (ed.), *Mujeres y peregrinación en la Galicia medieval*, Santiago de Compostela, Instituto de Estudios Gallegos Padre Sarmiento, CSIC, 2010 (Monografías de Cuadernos de Estudios Gallegos, 11), pages 82-89.

Isidro GARCÍA TATO, “Regulación vitivinícola en el señorío de los condes de Ribadavia: el ejemplo de Valdeorras”, in Isidro García Tato and Ana María Suárez Piñeiro (eds.), *Actas de La cultura del vino. Primer Congreso Peninsular, O Barco de Valdeorras, 10 al 12 de mayo de 2002*, Santiago de Compostela, Instituto de Estudios Gallegos Padre Sarmiento, CSIC, 2005, pages 229-258.

Examples of an abbreviated reference (after the first reference):

CORRAL DÍAZ, “María Balteira...”, page 92.

GARCÍA TATO, “Regulación vitivinícola...”, page 231.

Articles: Author/s first name/s in lower case, surname/s in SMALL CAPITALS, article title in quotation marks, journal name in *italics*, volume, number, year in brackets, page numbers, and DOI (if applicable) between chevrons.

For example:

Rosario VALDÉS BLANCO-RAJOY, “Camino Francés y urbanismo en la Galicia medieval: el caso del antiguo burgo de Triacastela”, *Cuadernos de Estudios Gallegos*, 69, 135 (2022), pages 109-154, <<https://doi.org/10.3989/ceg.2022.135.04>>.

Example of an abbreviated reference (after the first reference):

VALDÉS BLANCO-RAJOY, “Camino Francés...”, pages 111-113.

Articles from electronic journals shall follow a similar format. This type of journal shall be indicated between square brackets after the journal title, followed by the DOI (if applicable), or alternatively the website address, between chevrons, and the day, month, and year of the access date between square brackets.

Examples:

José MATTOSO, “Introdução: Legitimação e linhagem”, *e-Spania* [electronic journal], 11 (june 2011), available at <<https://doi.org/10.4000/e-spania.20258>> [Access: 01/01/2015].

Antonio SÁEZ DELGADO, “A recepção de Almada Negreiros em Espanha”, *Revista de História da Arte. Série W* [electronic journal], 2 (2014), available at <<http://hdl.handle.net/10174/14019>>, pages 52-62 [Access: 01/07/2023].

Examples of an abbreviated reference (after the first reference):

MATTOSO, “Introdução: Legitimação e linhagem”.

SÁEZ DELGADO, “A recepção de Almada...”, page 54.

Newspaper archive or press articles: Author/s first name/s in lower case, surname/s in SMALL CAPITALS, article title in quotation marks, periodical publication name in *italics*, number, full date in brackets without comma, pages. The reference can be omitted if there is any difficulty to consult the pages.

Example:

CONDE DE PALLARES, "Caminos de Galicia", *El Correo de Lugo*, 7 (20-06-1860), page 1.

Example of an abbreviated reference (after the first reference):

CONDE DE PALLARES, "Caminos de Galicia", page 1.

Any press or newspaper archive articles accessed online shall follow a similar format. The access format shall be indicated between square brackets, the name of the repository in *italics*, URL between chevrons and the access date between square brackets.

Example:

José VILLA-AMIL Y CASTRO, "Otra piedra vacilante y varias rectificaciones", *Galicia diplomática*, year III, no. 30 (29-07-1888), pages 226-227 [online], available at *Galiciana. Biblioteca Dixital de Galicia* <https://biblioteca.galiciana.gal/gl/publicaciones/numeros_por_mes.do?idPublicacion=4963&anyo=1888> [Access: 16/05/2023].

Example of an abbreviated reference (after the first reference):

VILLA-AMIL Y CASTRO, "Otra piedra vacilante...", pages 226-227.

Unpublished doctoral theses: This type of work must be referenced like any other book, but indicating it is a doctoral thesis after the title and between commas, place, university, and year.

Example:

Amparo RUBIO MARTÍNEZ, *Hacienda y gobierno de los Reyes Católicos en Galicia*, unpublished doctoral thesis, Madrid, Universidad Complutense de Madrid, 2007, pages 73-80.

Example of an abbreviated reference (after the first reference):

RUBIO MARTÍNEZ, *Hacienda y gobierno...*, page 82.

Art catalogues: Shall be cited in the same way as any other book, but indicating it is an art catalogue after the title and between square brackets.

Example:

José Manuel GARCÍA IGLESIAS (comm'r.), *Galicia no tempo* [exhibition catalogue], Santiago de Compostela, Arzobispado de Santiago de Compostela; Xunta de Galicia, 1992, pages 39-41.

Example of an abbreviated reference (after the first reference):

GARCÍA IGLESIAS (comm'r.), *Galicia no tempo*, page 47.

Electronic catalogues must follow a similar format. After the year, the type of publication shall be indicated between square brackets, URL between chevrons and access date in square brackets.

Example:

Carlos ASENSIO-WANDOSELL and Moisés PUENTE, *Miguel Fisac y Alejandro de la Sota. Miradas en paralelo* [exhibition catalogue], Madrid, Museo ICO; La Fábrica, 2014 [online], available at <https://issuu.com/lafabrica/docs/fisac_sota_preview> [Access: 16/03/2020], pages 16-17.

Example of an abbreviated reference (after the first reference):

ASENSIO-WANDOSELL and PUENTE, *Miguel Fisac...*, page 17.

Archaeological reports: These works shall be cited in the same way as any other book, but indicating it is an archaeological report after the title and between commas, place, depository between brackets and the year.

Example:

Lorena VIDAL CAEIRO, *Escavación arqueológica en área no entorno do Camiño Portugués no Castrado (Pk 0+980 - 1+050)*, unpublished technical report, Santiago de Compostela (deposited in Dirección Xeral de Patrimonio Cultural de la Xunta de Galicia), 2011, pages 81-105.

Example of an abbreviated reference (after the first reference):

VIDAL CAEIRO, *Escavación arqueológica...*, page 87.

Legislation: The legislative statement, followed by the official publication – using the acronym – in italics, number, and date of publication between brackets.

Examples:

Law of May 13th, 1933, regarding National Artistic Heritage, *Gaceta de Madrid*, no. 145 (25-05-1933), pages 1393-1399.

Law 5/2016 of May 4th, regarding the Cultural Heritage of Galicia, *DOG*, no. 92 (16-05-2016), pages 18576-18689.

Law 16/1985 of June 25th, regarding the Historical Heritage of Spain, *BOE*, no. 155 (29-06-1985), pages 1-34.

Examples of an abbreviated reference (after the first reference):

Law of May 13th, 1933..., page. 1397.

Law 5/2016 of May 4th, regarding the Cultural..., page 18585.

Law 16/1985 of June 25th, regarding the Historical..., pages 9-10.

Other publications in electronic format: These references generally follow the same model as those in printed format, with a few additions: author details, access type in square brackets, URL in chevrons, and access date in square brackets:

For example:

SPANISH MINISTRY OF CULTURE, *Portal de Archivos Españoles (PARES)* [online], available at <<http://pares.mcu.es/>> [Access: 01/01/2023].

XUNTA DE GALICIA, *Nomenclátor de Galicia. Toponimia oficial das provincias, concellos, parroquias e lugares* [CD ROM], n.p., Xunta de Galicia, L. D. 2004.

XUNTA DE GALICIA, *Galiciana: Biblioteca Dixital de Galicia* [online], available at <<https://biblioteca.galiciana.gal/>> [Access: 07/04/2023].

Primary Source Archive References: the first time that an archival source is referenced, the name of the archive shall be indicated in SMALL CAPITALS, and the acronym in brackets preceded by “hereinafter”. Next the archival collection must be stated in *italics* and the remaining identifying details (folders, book, legajo, etc.) separated by commas. Finally, the folio or folios number (fol. or fols.), not only for handwritten but also for printed works, detailing if it is the recto or verso, as follows: fol. 4v.º (number and letter together, without spaces). Furthermore, in the abbreviated reference, do not use full stops between the initials (AHN, not A. H. N.).

Example:

ARCHIVO HISTÓRICO NACIONAL (hereinafter AHN), *Clero*, file 3533.*
ARQUIVO DO REINO DE GALICIA (hereinafter ARG), *Libro de Pleitos*, 45368.

Examples of an abbreviated reference (after the first reference):

AHN, *Clero*, file 3533.
ARG, *Libro de Pleitos*, 45368.

*For archival references from the AHN, it is recommended to use the traditional format and not the modern version, which includes the section codes “CLERO–SECULAR_REGULAR”. Examples: “*Clero*, fldr. 1070/19” instead of “*CLERO–SECULAR_REGULAR*, fldr. 1070, no. 19”, or “*Codices and cartularies*, L. 1008” instead of “*CÓDICICES*, L.1008”.

EVALUATION PROCESS

Cuadernos de Estudios Gallegos will confirm receipt of all original manuscripts received via the OJS platform by means of an automated reply. The journal may reject an article without evaluating it if the article does not adhere rigorously to the guidelines set out above or if its content does not fall within the scope of the journal. After this first screening, this journal uses the software iThenticate as a tool for plagiarism detection. Next, the Editorial Board will make a decision about whether or not to publish an article once it has undergone an anonymous evaluation process by experts in the article's subject area. *Cuadernos de Estudios Gallegos* has at its disposal an extensive selection of national and international expert evaluators.

Once it has received the reports from the evaluators, the Editorial Board will decide whether or not to proceed with the publication of the article. If appropriate, the Board will ask the author or authors to make any changes suggested by the evaluators. Authors will be informed of the final acceptance of their article via an OJS platform automated email within an estimated period of twelve months.

The journal uses a double-blind peer review evaluation method. This means that both the author/s and the evaluators remain anonymous, and the evaluators are not members of the journal's Editorial Board. If the evaluators have different opinions about a particular article, it will be sent to a third evaluator. Publication of the article may be dependent upon the authors carrying out the changes suggested by the evaluators, which will be sent to them by *Cuadernos de Estudios Gallegos* administration. The author/s will also be notified if the article has been accepted. The dates of receipt and approval will appear at the beginning of each article.

A list of external evaluators will appear in every other issue.

PROOFREADING

The original articles received are considered to be definitive versions. The authors will be sent the first proofs for correction. Only grammatical and typographical errors can be corrected. Changes that require significant alterations to formatting or which result in increased printing costs are not permitted. In order to avoid any publishing delays, corrected proofs should be returned as soon as possible, within two weeks. The second proofs will be corrected by the Secretary and Director or by the Editorial Board.

OFFPRINTS

The Secretary will send the authors a copy of their formatted article in .pdf format, which replaces the paper offprints.

No payment will be made to authors for published articles.

All work published in online version of *Cuadernos de Estudios Gallegos* is the property of the Consejo Superior de Investigaciones Científicas, and this source must be cited for its partial or full reproduction.

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The names, addresses, and email addresses included in this journal will be used exclusively for the purposes set out in the journal and will not be available for any other purpose or to any other person.

RESEARCH DATA POLICY

We recommend authors deposit data obtained from the research developed for the preparation of their article in repositories of recognized prestige, specific to the discipline or of a generalist nature. In any case, it must be a FAIR repository (Findable, Accessible, Interoperable, Reusable), preferably in open access.

There are several repositories destined to conserve and disseminate concrete data such as results of surveys, observations, interviews, simulations, automatically collected data, samples, models, etc. If necessary, authors can consult the Registry of Research Data Repositories (<https://doi.org/10.17616/R3D>), considering that each repository has its own deposit rules.

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