

QUALITY POLICY

The mission of the University Press (*Edicións USC*) is to publish, make known, market and exchange books, journals and other publications financed by the university, whatever its format and according to the nature of publications defined by the Regulations of the Press.

In accordance with this mission, the fundamental aims of the University Press are the following:

- Publishing the works
- Making known, distributing and marketing the published works
- Promoting the open access to publications in an electronic format
- Collaborating in the acquisition of works for the university library's collection through the exchange of our own releases with other universities and with public as well as private organizations.
- Prompting and encouraging electronic production

The quality policy of the University Press is designed and develops in two directions, involving two different teams and work flows which nevertheless remain tightly coordinated.

On the one hand, the in-house staff in the editorial and technical department are directly responsible for guaranteeing the **formal quality** of the product: linguistic correction (spelling, grammar, syntax), stylistic correction (expressive propriety and accurate wording) and orthotypographic correction; also, the functionality and aesthetic appeal of the design together with the highest efficiency of the format (be it printed or electronic).

On the other hand, all of the editorial products of the University Press undergo controls of **conceptual and scientific quality**, which is guaranteed, as is explained below, on the basis of three different editorial processes.

1. USC Editora. In the case of manuscripts submitted for any of the nine series of USC Editora imprint (*Académica; CELE. Cuadernos de Español como Lengua Extranjera; Clave; Ensaio; Lucus Lingua; Lucus Littera; Manuais; Textos; Verba Anexos*), conceptual and scientific quality is guaranteed by an anonymous and systematic peer-review process whose confidentiality goes in both directions (author- reviewer, reviewer-author); the process, clearly explained in the second section of the Regulations of the University Press, is as follows.

1.1. Internal evaluation. Internal referees are selected by the Academic Editorial Committee upon proposal of the director of the University Press; they are renowned scholars from the Universidade de Santiago de Compostela who belong to twenty three thematic areas. Since the reception of the manuscript and its due acknowledgement, the time limit for the internal evaluation of the manuscript and for its communication to the authors is **one month**. The referee's report is fundamentally designed to decide whether the manuscript, in view of its apparent characteristics (be they formal, stylistic, or related to its possible relevance, interest and up-to-dateness), is fit or not to proceed to the second stage, that of external evaluation. Therefore, depending on the conclusions of the internal referee's report; (a) the manuscript as it stands can proceed to the stage of external evaluation; (b) the manuscript can proceed to the stage of external evaluation after the incorporation of a series of modifications and suggested corrections; to do this the authors have **one month** from the date of communication of the internal referee's report; (c) the manuscript cannot proceed to the stage of external evaluation. In the cases (a) and eventually (b) – the time limit to send it for external evaluation is **fifteen days**.

1.2. External evaluation. The task of external evaluation is given to two independent specialists in the manuscript's specific subject who do not belong to the Universidade de

Santiago de Compostela. These specialists are proposed by the internal referee who must include in the assessment form a list of five names, ranked in order of preference, depending on the, in their opinion, degree of specialization in the subject matter of the original, a preference which must be respected by the Press team. The two specialists selected by the editorial team of the University Press conduct an in-depth theoretical, conceptual and methodological examination of the manuscript; this allows them to identify those aspects that can be improved on the basis of such criteria as agreement with the intended purpose, originality of approach, up-to-dateness and relevance, structural consistency and suitable organization of headings according to the evaluation form of the system. Since the referees' acceptance, the time limit for the external evaluation is **three months**. Depending on the result of the external evaluation, (a) the manuscript, positively evaluated by both reviewers, must incorporate all their suggested modifications and corrections; b) in case of a clear disagreement between the evaluations of both reviewers (one positive and the other negative), a third evaluation report will be asked (from then same list of specialists provided by the internal referee), which will again have **three months** from the date of acceptance; c) owing to its negative evaluation by both reviewers, the manuscript's publication is rejected. The Academic Editorial Committee is the body in charge of assessing the external evaluation of the manuscript and of deciding accordingly. Once the reviewers' reports have been received, its presentation to the Academic Editorial Committee must take place within a maximum of **three months** from the reception of the later report. The Committee's decision, together with a copy of the external referees' confidential reports, will be sent to the author by the director of the University Press within a maximum of **fifteen days** from the date of the Committee's meeting. In the case of a positive evaluation the author must submit the new draft of the manuscript, modified according to the referees' suggestions and directions, within a maximum of **one month** from the date of communication of the decision. The editorial team of the University Press, which coordinates the whole process, will finally check if the new version complies with the referees' suggestions and directions. The team has a maximum of **six months** for editing and producing the work.

USC Editora imprint is certified ([AENOR certificate](#); [IQNet certificate](#)) with the UNE-EN ISO 9001:2015 standards of quality management systems. In this frame, we establish quality targets that are reviewed annually and, with the involvement of all the team, we seek to improve the efficiency in the processes of the USC Editora imprint, increasing the brand value and guarantee of rigor of this publishing option.

2. Collections with a director and/or a scientific committee. In the case of manuscripts submitted to collections, it is the direction and/or the scientific committee that certify the quality of the manuscript after analysing it, reading it and even, in some cases, asking for expert reports. The collections are: *Biblioteca de Divulgación-Serie Galicia*; *Biblioteca de Divulgación-Serie Científica*; *Biblioteca de la Cátedra de Cultura Cubana 'Alejo Carpentier'*; *Biblioteca de la Cátedra Valle-Inclán*; *Biblioteca do CIFEX*; *Cadernos do CIPPCE*; *Cadernos do Mediador*; *Clásicos do Pensamento Universal*; *El Camino del Medievalista*; *Festina Lente. Estudos da Literatura e a Cultura*; *Migra Papers. Studies on Cultural Migrations*; *Publicaciones de la da Cátedra 'José Ángel Valente' de Poesía y Estética*; *Publicacións da Cátedra Juana de Vega*; *Publicacións do Departamento de Xeometría e Topoloxía*.

3. Works with external scientific responsibility. In all other cases, works published out of series, institutional publications, conference proceedings, festschrifts, etc., according to article 6.1.c. of the Press Regulations, the sole conceptual and scientific responsible will be the department, institution, institute, research group or project that promotes them and, therefore, finances them entirely.

In all cases, the works published by the University Press require the approval of the Academic Editorial Committee, formed by ten members from the five major fields of knowledge – Health Sciences, Social and Legal Sciences, Arts and Humanities, Sciences, Engineering and Architecture – which meets at least three times a year.



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All the foregoing editorial processes are transparent to the parties involved (authors, internal reviewers, external reviewers, directors of collections, members of editorial boards of collections, editors and technical editors), but they are obviously confidential when necessary. This is possible because they are carried out by means of the technologies afforded by the Digital Portal of Books **Lib{USC}**, developed with the Open Monograph Press software. On the one hand, this software allows all parties to perform their respective roles and tasks online and, on the other, it registers and files the whole editorial record of every manuscript (proposal forms, communications, reports, files in their successive versions, etc.).

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