

EVERY MANUSCRIPT THAT DOES NOT COMPLY WITH THE STYLE CRITERIA MAY NOT BE CONSIDERED APT FOR PUBLICATION.

GUIDELINES AND PUBLICATION NORMS

The Electronic Journal **Historia Actual Online** is a multilingual quarterly publication, submitted to peer review, edited by the **Asociación de Historia Actual**. Its objectives are the promotion of the historiographical debate referred to the Present Time and the diffusion of the investigation in all the fields of the Recent, Immediate or Current History. It publishes articles, book reviews and comments on audiovisual material.

1. Sending a document through the platform

Every submission that you make to **Historia Actual Online** must be done through the habilitated site. Every notification and communication between the authors and the editorial team must be conducted through that channel. Thus, it is advisable that authors regularly check the status of their submission. To enter the platform and make a submission one must sign up and once in the inbox click “new submission” button to access the form. The author must fill up, if possible, every field in the form. Those marked with an asterisk are mandatory.

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Title	You must add the whole title of your submission, at least in Spanish and English, including subtitles. In the case of a book review, the title shall be the full bibliographical data. This field is mandatory.
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Supporting Agencies	If the results of the research have been funded, you must indicate clearly the names of the funding agencies and other institutional support, adding any codes and references of the projects that facilitated the research.
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¹ For book reviews only the title and the authorship of the submission are needed. The fields not shown in this guide are not relevant unless the article requires as much specifically.

² Do not copy past straight from a word file, because the platform will not be able to read it correctly.

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Your submission is uploaded and it is ready for forwarding. You may backtrack to adjust and check the information submitted at your leisure before going on. Whenever you are ready, click “Finalizing submission”.

2. Requirements of the main submission

These requirements make reference to the formal and content characteristics that a submission must fulfil before being considered for its review and evaluation. The forwarded files shall be evaluated by the editorial team and the author shall be notified in case of detecting any issues. In case of having no reply or not correcting the required aspects, the manuscript shall be rejected. The articles sent to **Historia Actual Online** must fulfil the following requirements to be peer reviewed:

The submission has not been previously published nor reviewed by another journal (and/or any explanation regarding as much as been given in Comments to the editorial team)

The submission is in .doc or .docx format.

The citations are provided in footnotes, following the style criteria availables in the journal's website.

The text has bibliography at its end, following the style criteria, alphabetically ordered, besides the one in the metadata.

The document includes before the article's start the following elements:

- Full name, affiliation³, mail and brief biographical note with 100 words maximum about every author who have a share in the text.
- Title, both in English and Spanish⁴.
- Abstract, both in English and Spanish. Maximum length, 100 words.
- 5 keywords, both in English and Spanish.

The text extension for the “Articles”, “Dossier” or “Historiographical” categories is between 6.000 and 9.000 words, without counting in the final count neither title, abstract, keywords or bibliography.

The text extension for the “Book reviews” or “Film reviews” categories are 1.500 at maximum.

In case text includes graphic materials, this must follow the style criteria specified in the guide available in the journal's website.

³ Makes reference to the university, research centre or group the author belongs to. In case of belonging to neither of them, must be specified and the editorial team shall inspect its validity individually.

⁴ It is not needed to add the title in English –or in Spanish if viceversa- in case book reviews. If the original title of the text is neither of both languages remarked it must be added as well (for example, if the original language of the text is French, title must be forwarded in English, Spanish and French). This applies as well for abstracts and keywords.

The official languages of the journal are Spanish, English, French, Portuguese and Italian. Originals in other languages must be pre-translated by their authors. Spanish translations of texts originally published in other languages may also be edited at the authors' request, provided that they have not already been published translated form in another journal. Both the original texts and translations must be unpublished and may not be considered simultaneously by other journals for publication.

3. Reviewing and selection

The editorial team reserves themselves the right to choose about an article's final fate, be it publication or not, any time during the editorial process. Once accepted for its publication, the author must compromise to fulfil the deadlines provided by the editorial team and not to withdraw their article, unless told otherwise.

Every submission will go through each of these phases listed below:

Submission	Author must submit their manuscript through the required site, following the aforementioned guidelines.
Pre-review	The editorial team shall check that the submission fulfils basic requirements and will notify the author is there is any issue around it. In case of it not being solved or having no reply, the manuscript may be rejected.
Review ⁵	<p>The text fulfilling the basic requirements shall be forwarded for peer reviewing. The reviewers shall not know the author's identity and viceversa. The reports shall condition the final editorial decision:</p> <ol style="list-style-type: none"> 1. Accept Submission: The article is finally approved for its publication in a future issue of the journal, at the editorial team's discretion. 2. Revisions required: the article can be approved for its publication if it undergoes certain modifications in form and/or content. 3. Decline Submission: the article can not be approved for its publication. <p>In any case, the editorial team shall notify the author, without any kind of reclamation possible on the author's side. Unless told otherwise, the author might send the article back again, starting a new evaluation process.</p>
Copyediting	The text which is approved for its publication shall be reviewed again by the editorial team and shall notify the author in case the text needs some corrections in both form and style, furthermore if there are any mistakes or errors left. In case of not being corrected or having no reply, the editorial team might revert their previous decision and proceed with rejecting the article.
Production	Once the text is approved and formally corrected, the editorial team shall notify the author the article's expected time of release. Before its publication, the author shall be forwarded a proof of print, already edited, to detect any possible errors or mistakes.

⁵ For book reviews, the review shall be conducted by the editorial team. The blind peer reviewers are specialists in the article's theme beyond the structure of the journal and not belonging to the editorial team.

Publication

The text shall be published at the editorial team's criteria in one of the jo's issues in either February, June or October.

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