Publication guidelines

1. **Caracteres** is a multilingual academic journal which publishes research articles in several languages owing to the marked international nature of its scientific committee. It can guarantee peer review in Spanish, Portuguese, French, English and German. For other languages, please contact the editorial board (consejoeditorial@revistacaracteres.net) prior to submission, so the availability of an external reviewer may be confirmed. **Articles should be submitted by email to articulos@revistacaracteres.net.**

2. Submissions must strictly follow the guidelines provided in the style sheet: text format, key words, abstract, quotations, footnotes, etc. The style sheet is available in Spanish and English as a downloadable PDF document.

3. In all cases a separate document will be attached in which will be included the following data: title of the article, name of the author or authors, institutional affiliation and a short bio (5 lines max.). The length of the article, including footnotes and works cited, should not exceed 35,000 characters.

4. The editors will guarantee the anonymity of all submissions before they are forwarded to external reviewers.

5. Submissions should be sent via email attachments in Word Format (doc or docx), Rich Text Format (rtf) or Open Document Format (odt).

6. Receipt of all submissions will be acknowledged by an email to the sender in a maximum of 48 hours.

7. As it is an online publication, original submission may integrate hyperlinks to several multimedia resources (images, videos, etc.). If the article includes in its body images, computer graphics or charts of any kind, these will be attached as a separate file, sequentially numbered (image 1, image 2…) and in JPG format. They must not exceed a 500-pixel width. For their inclusion in the text, they will follow the guidelines of the style sheet.

8. **Caracteres** welcomes academic proposals in non-strictly textual formats (Flash, video, PowerPoint, etc.); however, due to the size of files and the increase of format varieties, we would strongly recommend you to contact the editorial board prior to submission. As a suggestion, we would advise these hypermedia contents not to exceed 11MB (11264 kilobytes).

9. Although the field of philological studies is of particular interest for the present publication, the editorial line of **Caracteres** covers several areas of the Humanities and Technology in a digital context, hence we would suggest that contributions explore these spheres, paying special attention to the convergence of both worlds.

10. **Caracteres** welcomes articles that, though not academic or orthodox, provide innovative, unique or revealing visions within the digital sphere, which would include, for instance, project *post-mortems*, analysis and reviews of digital experiences. This will be channelled through the section clearly differentiated under the name **Intersecciones**. We consider it important that they are articles destined to open innovative areas, to create disruptive visions, or to allow the approach of neophytes to specialized domains.

11. **Caracteres** aims to inform authors about the acceptance, rejection or request for modifications and corrections of submissions within 90 days from the confirmation of their receipt.
• **Peer-review policy:**

1. **All contributions will be peer reviewed** by independent specialists (external reviewers) chosen by the boards. **There will be a double review with double blind system.** In order for a contribution to be published, a positive report will be required. If it were thus decided, changes will be suggested and mistakes pointed out with the aim of improving the submitted text and, hence, of being able to accept it for publication.

2. In case of mixed reports, the journal will request a third report to a new specialist.

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1. **All contributions should be original and unpublished.** Authors are responsible for guaranteeing that their submission adheres to that requirement.

2. The journal **will reject any article proved to be plagiarized.**

3. Peer-reviewers are instructed to actively check for plagiarism. This journal actively screens plagiarism.

4. If a previous version of an article has been published before, this must be specifically indicated in the footnotes. The new version submitted must have **relevant changes and a motivated reason for its recovery in the journal.**

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1. **Caracteres accepts** articles that **have appeared as pre-print** (prior or preliminary versions) in other publications, but the version of the article submitted to the journal must be original. Authors must expressly indicate the origin of the article (bibliographical reference and/or link as a footnote).

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