GUIDELINES FOR THE PRESENTATION OF CALL OF PAPERS

# GENERAL INFORMATION

«La Granja», *Revista de Ciencia de la Vida*, was created in 2002 to contribute to the strengthening of science in Ecuador, as well as to disseminate the scientific knowledge generated in the academy. «La Granja» is part of the network of journals of the Salesian Polytechnic University and is currently indexed in Scopus, ESCI of the WoS, Redalyc, Scielo, among other indexes and international databases. «La Granja» is a journal that covers different specialties such as Environmental Sciences, Earth and its transdisciplinary lines such as Biotechnology, Agricultural Sciences and Sustainable Development, among others.

The journal is published in printed and online versions in Spanish, English and Portuguese, at no cost in any of the phases: review, translation and publication. «La Granja» has the collaborations of **Thematic Editors** that propose the **editorial board** topics relevant to the scientific community and related to the target of the journal. The monographs will be considered with the aim of achieving a high international projection of the volume, obtaining visibility of the journal and the scientific advances in the themes that the **Thematic Editors** propose.

The monograph proposal by the **Thematic Editors** will in no case imply the commitment to publish previously agreed articles, as «La Granja» follows a strict double-blind peer-review policy. This also includes the **Thematic Editors** who, in case of submitting articles, will be subjected to the same editorial policy as the rest of the manuscripts submitted.

# BECOMING ATHEMATIC EDITOR OF A MONOGRAPH IN «LA GRANJA»

* 1. **The role of the Thematic Editor**

**Thematic Editors** will be chosen and/or proposed by the editorial board or by some of the **Guest Thematic Editors**. The number of Thematic Editors will be between **two and three** who **must be scientists with experience** in the proposed field of research.

His/her "h" index will be taken into account, as well as the level of academic manuscripts/research. Thematic Editors must be of different nationalities and universities in order to guarantee the convening power of the proposed volume and preserve the international vision of the journal. In all cases, the team must represent the international level, assessing the interaction of diverse geographical contexts

# Presentation of the monograph

The team will be able **to design a Call for Papers (CFP)** in Spanish and English (academic writing) that collects a relevant topic with an original and meaningful approach that allows to open new paths and scientific debates. The following structure must be used: title, Thematic Editors, approach, descriptors, issues, short CV of Thematic Editors, instructions and submissions of proposals, key dates, ORCID.

In addition, it is suggested that the Thematic Editors prepare a **short presentation video** of the call in Spanish and English with professional quality that allows its insertion in the promotion of the volume and its indexing on YouTube. In addition, the **Thematic Editors** will work closely in the dissemination of the volume and the journal which is edited by a non-profit scientific entity without official funds.

# Advantages of being a thematic editor

The team will have international prestige of **«gatekeeper»** in the monograph that will be guaranteed by the impact and international projection of the journal. In addition, each member of the team will receive 20 free copies for their personal distribution. Thematic Editors will have the opportunity to work closely with the editorial board of «La Granja» and know their operation dynamics and internal organization, which is part of a high quality project and international projection

The Scientific Reviewers of «La Granja» are a constantly growing workforce due to the collaboration with Publons of the WOS, thus guaranteeing professional reviews of high scientific level for each monograph. However, in monographs with specific themes, the Thematic Editors will prescribe an agreed number of **specific reviewers**, provided that they are of high scientific level and are committed to join the **International Council of Reviewers** for the current number and the possibility of future revisions. After the manuscript review process, Thematic Editors can participate in **editorial decision** sessions, along with the Editorial Board of «La Granja» for the selection of the best-rated manuscripts that will set up the thematic Monograph.

# Duties of the Thematic Editors

The team must distribute the **CFP** among their lists of contacts, blogs, websites, repositories, general and scientific social networks, professional associations and congresses during the opening period.

Thematic Editors **will evaluate** (along with other Scientific Reviewers of the journal) the monographs received for the issue (as long as the manuscripts are not from the universities of the Thematic Editors or their own monograph). This phase will be intensive right after the completion of the call and will require a high work and commitment from the Thematic Editors.

Once the volume is completed and closed, the Thematic Editors will write the Monographic Editorial of an agreed extension, which will appear in the different blogs (Spanish, Portuguese and English) of «La Granja». These blogs are a lot known and help increase visibility even further. Thematic Editors can also write brief contributions with comments on articles once published.

Thematic Editors are committed to attend **virtual meetings** with the agreed Editorial Board (Editor-in-Chief and Associate Editors), and meet deadlines, since punctuality is one of the most outstanding features of a journal's editorial process.

Once the monograph proposal has been accepted by the Editorial Board, the thematic Editors team will sign a **Collaboration Agreement** in which both parties, the Editorial Group of «La Granja» and the Thematic Editors, will be committed in compliance with the established obligations.

# STEPS TO PRESENT A MONOGRAPH FROM A CALL FOR PAPER

1. One of the thematic editors proposed will contact the author by the e-mail address: lagranja@ups.edu.ec briefly presenting and explaining the proposal, and also providing the names and affiliation of all thematic Editors (one main thematic editor and two secondary).
2. In the maximum period of 20 days, once submitted and received the proposal, the author will be notified if the proposal is rejected or accepted, depending on whether the above criteria are met.
3. In the case of acceptance, a meeting by videoconference with the Thematic Editors and the Editorial Board (Editor-in-Chief and Associate Editors) will take place, where the proposal will be closed and the dates of the Monograph will be set.
4. A Collaboration Agreement with the obligations of both parties shall be sent to the Thematic Editors to send it already signed.
5. Within 30 days, once passed the meeting, the Thematic Editors shall send the written proposal to be reviewed by the Board, assessing its academic quality and compliance with all requirements.
6. Once approved the proposal in Spanish, it will take 30 days to translate the text in English (academic) and to prepare the video in Spanish and English, which should not last more than 2 minutes. Once finished, it will be sent to the email lagranja@ups.edu.ec along with the institutional logos that will be related to the monograph.
7. Once published the call on the web, it will be disseminated by the Thematic Editors and «La Granja» team through the multiple channels and social networks established, highlighting the role of the Thematic Editors. This dissemination guarantees a high visibility in the national and international scientific community of the Thematic Editors.
8. Once the CFP period is closed, the estimation/rejection phase of the manuscripts received begins by the Editor-in-Chief and the Associate Editors, depending on whether they meet the prerequisites. This phase is more technical than scientific, in which all works that do not formally comply with the standards of the journal (identification of authors in the blind manuscript, formal topics, extension, Harvard regulations...) are rejected, as well as those which do not respond to the thematic of the publication. Work for a second review may be requested at this stage due to minor formal anomalies and their contribution will be considered as valuable.
9. Once this phase has been passed, the thematic Editors (along with other reviewers) assess the manuscripts linked to the Monograph (provided that they are not of their universities or authorship) so that they are scored individually and the scientific contribution is described.
10. Once all the assessments of the manuscripts submitted to the issue have been conducted, **five (5)** monographs with the best scores will be chosen.
11. Once chosen the articles, the Editorial board of «La Granja» along with the reviewers and the International Co-Editors conduct stylistic revisions and translations in Spanish (or Portuguese) and full English of the manuscripts, as well as the translation of their scientific abstracts into Portuguese and the final design and layout of the number.
12. The activities carried out by the Thematic Editors, as well as by the Associate Editors and the Editor-in-Chief, are not financially rewarded but are only recognized in the academia.

FORMAT FOR PRESENTING THE CALL FOR PAPERS

1. Description

Name of the call:

Description of the call:

1. Important Dates

Open Call:

Dead Line Call:

Notification of accepted manuscripts:

Publication on web and paper version: September 2020

1. Editorial Board

Main editor of the Call

Name and Last name:

 Institution of affiliation:

ORCID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ h-index:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Associated Editors of the Call

Name and Last name:

Institution of affiliation:

ORCID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ h-index:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Last name

Institution of affiliation

ORCID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ h-index:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Brief description of CV of each editor
* Principal:
* Associated 1:
* Associated 2: