



## 48<sup>th</sup> Meeting of the Directing Council

Santa Cruz de la Sierra, Bolivia, October 22-26, 2018

### **RESOLUTION N° 7**

#### **EDITORIAL POLICY OF THE PAIGH**

The 48<sup>th</sup> Meeting of the Directing Council of the Pan-American Institute for Geography and History (PAIGH),

#### **CONSIDERING:**

Resolution N°. 17 “PAIGH Editorial Policy” of the 21st General Assembly of the PAIGH (Panama, 2017);

The fact that the PAIGH Publications Program constitutes one of the main mechanisms for making widely known the scientific activities of the PAIGH;

The convenience of having criteria, recommendations and planning available for the PAIGH publications, as instruments of their scientific and technological activities and of their release to the public;

The fact that the visibility and the quality of the publications should be increased;

The need to facilitate the distribution and the use of the contents through digital media;

That recommended by the 89<sup>th</sup> and the 90<sup>th</sup> Meetings of the Authorities and by the Scientific Policy Committee,

#### **RESOLVES TO:**

Approve the Editorial Policy submitted by the Editors Working Group.





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### **EDITORIAL POLICY OF THE PAN-AMERICAN INSTITUTE FOR GEOGRAPHY AND HISTORY**

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#### **1. INTRODUCTION**

The PAN-AMERICAN INSTITUTE FOR GEOGRAPHY AND HISTORY determines, through its Editorial Policy, the criteria, recommendations and planning of its publications for the purpose of contributing to the encouragement, coordination and distribution of studies concerning cartography, geophysics, geography, history and related sciences of interest for all America<sup>1</sup>.

#### **2. BACKGROUND**

Concerning the situations that studies in the sciences face, in general, for the public release of their research results, the PAIGH proposed, at an early stage, the need to find mechanisms that enable it to improve the quality and the distribution of its publications. This was made evident in 1955 with the setting up of the “Regulations for Publications”, approved by the VI General Assembly, Mexico City, and reformed by the XXXIX meeting of the Directing Council, Viña del Mar, Chile, 2006.

Although this regulation for publications has been present in the evolution of the publications of the PAIGH, this is not a document that explicitly declares an Editorial Policy, which is a key aspect for editorial publications.

For setting up this new Editorial Policy, the content and the value of the following aspects have been considered:



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- The structure and the technical nature of the PAIGH.
- Regulatory documents currently in force for the PAIGH.

### 3. OBJECTIVES

#### a. General

Establish the general procedures and the policies that will guide the processes of editing, distributing and releasing publications, contributing to achieving a greater excellence and quality in its publications.

#### b. Specific

- i. *Editing*. Determine the responsibilities and obligations of each of those involved in the editing process.
- ii. *Formats*. Develop the periodical publications from physical to digital media.
- iii. *Publishing and distribution*. Implement strategies to publish and distribute the issues adequately and at the right time.
- iv. *Quality and excellence*. Slowly adopt international quality standards that are normally used for scientific publications.

### 4. TYPES OF PUBLICATIONS

As a specialized organization, it is the objective of the Institute to encourage, coordinate and make widely known its inter-related studies through a Publications Program that includes:

- a. *Periodic publications*. These are the specialized journals with their own themes and features.
- b. *Occasional publications*. Those manuals, basic texts, monographs, symposium proceedings, that the PAIGH requests of the authors and which are assigned a consecutive number in a series.
- c. *Un-numbered publications*. This term applies to co-edited publications which are subject to agreements signed for these purposes.
- d. *Publications under the PAIGH editorial seal*. These are the materials published that will be able to use the logo designs to be created in order to give backing to their publication. These could be of two types: publications requested by the PAIGH from experts, or material previously drafted but as yet unpublished, submitted by its authors for assessment by the PAIGH.
- e. *Reissues*. The Institute, through its Commissions, will assess the re-issue of older publications that are necessary at the present, for example, the indexes of the

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<sup>1</sup> Organic Statutes, Ch. 1, Art. 1, Point 1.



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journals, publications that analyze the history of the PAIGH or of its Commissions, etc.

- f. *Official documents from internal distribution.* The minutes deriving from the statutory meetings, the reports of the PAIGH authorities, and similar documents.

### 5. SUBMISSIONS RECEIVED

- a. Bearing in mind the range and heterogeneous nature of the disciplines that the PAIGH encourages, each editor, together with the President of the respective Commission, will consider the types of submissions received.
- b. In order to ensure that the editorial production complies with the academic quality standards, the submissions to be entered into the process of double blind review will only be those which:
  - i. Are written in any of the official languages of the PAIGH<sup>2</sup>.
  - ii. Are previously unpublished and are not being considered for publication in any media separate from the PAIGH.
  - iii. Are evidently sustained by research that has adopted as its basis a rigorous academic methodology.
  - iv. Has sources recognized by the community of researchers of the area under consideration.
  - v. Present an analytical contribution that encourages fresh thought and further research.

Use the critical system established for each journal.

### 6. THE EDITORIAL PROCESS

- a. The publications of the PAIGH will be the result of the publications program, coordinated by the Secretary General in accordance with the Commissions<sup>3</sup>, and of a Budget. Both the Program and the budget are defined annually.
- b. The submissions, once received by the editorial teams of each journal, will comply with the following process:
  - i. *Acknowledgement.* An acknowledgement will be sent within the deadline established for this. The same message will also indicate whether the text complies with the established requirements; if it does not, it will be returned to the author together with an appropriate letter.

<sup>2</sup> According to the "Resolution by which the PAIGH is created"; Sixth International American Conference, Havana, 1928.

<sup>3</sup> Regulations of the General Secretariat, Ch. III, Art. 9, Paragraph 19.



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- ii. *Double blind review system.* If the text complies with the requirements, it will be sent to specialists who will determine, anonymously, whether the submission is accepted or rejected.
  - iii. *Judgement.* The result of this decision cannot be appealed against and it will be communicated to the author within a previously set final deadline.
  - iv. *Formal record.* If the submission is accepted, the editorial teams will provide a formal record of the text having been reviewed positively and that its publication in the corresponding journal issue is pending.
- c. Each editorial team will work keeping to the basic principles of:
- i. *Transparency.* The deeds and actions of those involved in the process are visible without the real facts being hidden or silenced.
  - ii. *Equity.* This consists of avoiding bias towards any person involved in the editorial process that may harm the interests of others.
  - iii. *Confidentiality.* The assurance that information about the authors and other persons involved in the process will be available for access only by those authorized.
  - iv. *Respect for the rights of authors and for information sources.* This is the consideration and recognition of the value of moral and property rights that the law grants to the authors and their sources of information.
- d. The PAIGH Editors Working Group values the effectiveness of the Publication Program through the technical assessment<sup>4</sup>.

### 7. THE SUBMISSIONS ACCEPTED AND THE RELATIONS WITH THEIR AUTHORS

- a. The publications for open access make it possible for their content to be available, enabling the reading, downloading, copying, distribution, printing or linking of the full texts. For this reason the digital journals of the PAIGH will adopt a license that enables, as a fundamental right, the free redistribution of the published work without modifications and always with non-commercial purposes.
- b. The publications should state, in a visible location, a note specifying that the authors bear sole responsibility for the concepts, judgements and opinions expressed in the work.



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### 8. PRINTING AND DISTRIBUTION

- a. *Printing.* The printing of journals will be limited to the minimum amount that can be required, in accordance with the commitments and circumstances that the General Secretariat establishes:
  - i. Obligatory legal archive storage in Mexico
  - ii. PAIGH reserve stock
  - iii. For commercial distribution
- b. *Distribution.* This will be carried out preferably through the technological media available: the institutional web portal, electronic mail, social networks, databases, virtual library, specialized indexing systems, among others.

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<sup>4</sup> In accordance with the Regulations for Commissions, Ch. IX Art. 40.