Publishing policies

Ánima is an annual and free access monographic series of the Liberal Arts department of the College of Social Sciences and Humanities of Universidad San Francisco de Quito USFQ. This publication is entirely directed and edited by undergraduate students. Its main purpose is to reflect on discussions and debates on Philosophy, Art History and Literature. *Ánima* requests and publishes both research articles by undergraduate students, as well as opinion or dissemination articles of experts. Each volume of *Ánima* is made up of the following sections:

- **Philosophy.** This section is a space for the exchange of philosophical ideas of undergraduate students who are interested in academic research in all areas of philosophical research: political theory, metaphysics, ethics, aesthetics, ontology, epistemology, philosophical theology, etc. Each text for this section will be approximately 3000 words long.

- **Art History.** This space reflects on how different societies, throughout history, have built, conceived, and shaped the different dimensions of their existence in their historical and contemporary context through visual art forms. This section publishes investigative texts on any period in the art history. These texts will have an approximate length of 3000 words, and their authors will be exclusively undergraduate students.

- **Literature.** This section promotes the flow of academic reflections by undergraduate students on how the complexities of human existence have resulted in the artistic use of written language. These discussions will revolve around thematic axes that cover topics such as the study, analysis, interpretation, and proposals for the rereading of texts from the global literature. The approximate length of each text will be 3000 words.

- **Contributions from experts.** This space encourages the publication of opinion or dissemination articles that are related to Philosophy, Art History and / or Literature. This section is intended only for texts whose authors are experts in any of the aforementioned disciplines. Each article will have an approximate length of 2500 words.

Editorial processes

Ánima publishes original texts, which have not been published in advance, and are not considered for another publication. However, manuscripts that have been published as undergraduate thesis in institutional repositories or works that have been presented in academic contexts such as classes or conferences, are taken into account, if they comply with the author´s guide:

- The texts must be sent in the time established for each call for papers through the OJS platform found at https://anima.usfq.edu.ec.

- The texts must be written in English or Spanish.

- The articles must be sent in Word format.

- The first page of each article must include:

o Title, in Spanish and English

o *Resumen* / abstract (English and Spanish). If the original text is in English, the Editorial Committee of *Ánima* will be in charge of translating the abstract into Spanish and vice versa, if the author so wishes.

o *Palabras clave* / key words (English and Spanish). If the original text is in English, the Editorial Committee of *Ánima* will be in charge of translating the keywords into Spanish and vice versa, if the author so wishes.

o Author's name, institutional affiliation, academic degree (if applicable), city, country, email.

- The article must follow MLA norms.

- Images must have 300 dpi resolution.

- Images and tables must be included in the text with sufficient information for their identification, and source.

Selection and publication of texts

Ánima reserves the rights to send manuscripts for peer review, to make

any formal change, and to accept or reject the texts at any stage of the editorial process. The content of each article is the responsibility of its author.

For the texts that correspond to the sections of Philosophy, Art History, and Literature, the following treatment, wich consists of three stages, is carried out in the following way:

1. In the first stage, the texts are evaluated by a group of reviewers who are undergraduate students, members of the Editorial Committee of the monographic series or invited reviewers, both from the Liberal Arts department of Universidad San Francisco de Quito USFQ, or from other institutions of higher education. In this first round of review, it will be resolved if each text is a) accepted, b) accepted with minor corrections, c) temporarily accepted with major corrections or d) rejected.

2. In the second stage, the texts that, during the first stage, were accepted, accepted with minor corrections, or temporarily accepted with major corrections, are reviewed by a group of experts from various universities. The reviewers of this stage will be assigned according to the theme of each article.

3. In the last stage, the editors-in-chief ensure that all pertinent corrections have been made to each article.

For the arbitration of each article, we will consider the correspondence of the topic with any of the three disciplines of the publication, mastery of the contents, text structure, adequate use of academic sources, conclusions, and clarity in writing. If there are discrepancies between the reviewers of the first two stages, the text will be sent to a third reviewer and expert on the subject.

Conditions for collaboration

- All articles, other than undergraduate thesis or works developed in academic contexts such as classes or conferences, must be unpublished, and cannot be part of another publishing process.

- After the first revision stage, *Ánima* reserves the right to assign the article to the section in which it will be published if accepted.

- After each review stage, the authors undertake to make the corrections requested by the reviewers.

- Authors must present an abstract and key words that summarize the content of their text.

- All quotes and references must follow the MLA norms.

- *Ánima* holds the rights to make any formal change, as long as they do not change the content of the article.

- *Ánima* reserves the rights to accept or reject articles at any stage of the editorial process.