

## Guidelines for Dossier Coordination

Cálamo, Legal Studies Journal, organizes its content into four sections: Dossier, Essay, Review, and Interview. The Dossier section deals with a specific topic within legal studies, which constitutes the central theme of the issue. This topic and its thematic lines are proposed by whoever coordinates the Dossier and are integrated into the call for contributions of the corresponding issue of the magazine. The coordination of the section is assumed by one, two or three researchers or academics, who may be internal or external to the University of the Americas.

Cálamo publishes invitations to coordinate the Dossier section twice a year. At the same time, and at any time of the year, people interested in coordinating a Dossier can send their proposal to the editorial email ([calamo@udla.edu.ec](mailto:calamo@udla.edu.ec)).

### Requirements

People interested in coordinating a Dossier must meet the following requirements:

- Possess at least a fourth-level degree in Law or related sciences, recognized by the relevant institution in their country of origin (in the case of co-coordination, at least one proposer must meet this requirement).
- Have a sufficient level of expertise in the proposed topic, which must be reflected in the resume(s).
- Send a complete proposal to the Editor of the journal, that is aligned with Cálamo's Editorial Policy.

### Content of the Proposal

People who are interested in coordinating a Dossier and who meet the first two requirements must send their proposal to [calamo@udla.edu.ec](mailto:calamo@udla.edu.ec), along with the resumes of the proponents. The proposal shall contain:

- Central theme (maximum 10 words).
- Presentation of the topic (1000 to 3000 characters with spaces) and justification of its relevance and relevance.
- Five to ten thematic axes briefly explained.
- Applicant information: full names, institutional or work affiliation, academic degree, ORCID identifier, curricular profile (maximum 800 characters with spaces).
- Contact list of at least six possible authors (name, email and/or telephone number).
- Contact list of at least ten possible evaluators who are experts in the proposed topic (name, email and/or telephone number).



### Acceptance and Proposal Selection

The acceptance and selection of the proposals will be made by the Editorial Board after consulting the Editorial Committee. To do this, the relevance of the proposed theme, its originality, contribution, and validity will be considered. The profile and expertise of the proposers in relation to the proposed topic will also be valued.

The acceptance of the proposals will be communicated by email within a maximum period of fifteen (15) days from the closing of the call to coordinate the Dossier. The communication of acceptance will contain the definition of the issue of the journal in which the Dossier will be integrated, as well as a schedule of the main phases of the editing process (call for papers, reception of articles and other collaborations, peer review, reception of corrected papers, review by the editorial team and the Editorial Committee, style correction, layout, publication).

### Coordination Responsibilities

Those who coordinate a Dossier undertake to:

- Be informed about the journal regulations and comply with the Editorial Policy and the Code of Ethics.
- Support the editorial team with the identification of experts who can collaborate as peer reviewers.
- Spread the call for the issue among contacts and networks and invite academics and researchers who can contribute to the issue with articles, reviews and/or interviews.
- At the request of the editorial team, read the papers corrected by authors who have been evaluated unfavourably (one or two arbitration reports that recommend important modifications) and issue a favourable or unfavourable criterion for their publication.
- Read the final versions of the Dossier texts that have been accepted for publication.
- Write a presentation of the Dossier of between 10,000 and 20,000 characters with spaces, including review(s) and interview(s) if they fall within the theme of the Dossier. This presentation will include an introduction on the central theme as a state of the art, and the presentation of the texts, highlighting for each paper their contribution to the study of the central theme or its thematic line.

