

## EDITORIAL GUIDELINES (ENGLISH VERSION)

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## 1. Presentation

### 1.1. Aims and scope

*Ciudades* is a scientific journal of annual periodicity, founded in 1993 and edited by the Instituto Universitario de Urbanística of the University of Valladolid (Spain), whose object is urbanism in a broad sense and that addresses the academic world as well as the citizenship interested in urban and territorial issues from various disciplines.

The journal was born within the area of knowledge of Urban and Regional Planning with the vocation to promote the debate on the city and with the perspective of a better knowledge of urban phenomena. It refers to both theoretical and propositional approaches and to their interrelation with other disciplines such as architecture, engineering, geography, sociology, history, political science, anthropology, economics and ecology.

The complexities and contradictions affecting cities are always on debate. Professionals and scholars of urban planning need to know urban and territorial phenomena and benefit from the promotion of a rooted culture that is sometimes little known or ignored, and yet constantly evolving.

*Ciudades* proposes the study of cities and urban planning with a critical sense, from a theoretical approach and with a transdisciplinary intention, with the conviction of the need for planning and with the idea that urban planning must be a public function to serve everybody. Therefore, it aims to be a mean of scientific dissemination of research and proposals for intervention that address, critically, all those issues related to urban knowledge and planning, which affect cities, territories and landscapes.

### 1.2. Editorial policy

#### 1.2.1. Edition, open access and gratuity

*Ciudades* is edited by the [Instituto Universitario de Urbanística of the University of Valladolid](#) as electronic journal (ISSN-E 2445-3943) and, with a limited edition with institutional purposes, as paper journal (ISSN 1133-6579). [Ediciones Universidad de Valladolid](#) is a technical co-editor, as manager of the [journals' platform of the University of Valladolid \(Revistas UVa\)](#).

*Ciudades* is a non-profit publication that adheres to the principles of the Open Access movement. It enables free and immediate access to its content in order to make research freely available to the public, thus fostering greater global knowledge sharing. In addition, the submission, review and publication of articles are completely free of charge for authors.

#### 1.2.2. Copyright policy

All contents published in *Ciudades* are under a [Creative Commons Attribution 4.0. International License \(CC BY 4.0\)](#).

- Attribution: any use of the work authorized by the license will be required to acknowledge authorship.

Authors continue to own their work and may republish their articles by other means without having to seek permission, as long as they state that the work was originally published in *Ciudades*.

#### 1.2.3. Assignment of DOI, preservation of digital files and prevention of plagiarism

A DOI (Digital Object Identifier) will be assigned to all articles published in *Ciudades*.

For their digital preservation, the articles will be housed on the [journals' platform \(Revistas UVa\)](#) and the [institutional repository \(UVaDOC\)](#) of the University of Valladolid, as well as on many other platforms and repositories outside the University of Valladolid, such as [Dialnet](#). They will also be archived by the Servicio de

las Tecnologías de la Información y las Comunicaciones de la Universidad de Valladolid (STIC).

The journal has a plagiarism prevention tool provided by the Servicio de las Tecnologías de la Información y las Comunicaciones de la Universidad de Valladolid (STIC). The tool *Turnitin* is currently used.

#### **1.2.4. Privacy and data protection statement**

The names and email addresses entered in this journal site will be used exclusively for the purposes stated by this journal (namely, those relating the processing of manuscripts submitted for publication, their evaluating process, or the distribution of information concerning calls for papers and the published works) and will not be made available for any other purpose or to any other party.

Under REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), users can exercise their rights to request access to, and to rectification and erasure (right to be forgotten) of their personal information, restriction of and/or objection to data processing and portability, as well as not to transfer and/or share your information with third parties individually.

## 2. Author guidelines

### 2.1. Sections

*Ciudades* is composed of three different sections:

1. Monographic section: it includes articles framed in the theme of the corresponding issue, based on the call for papers prepared and coordinated for this purpose by a member of the journal's Editorial Board or Scientific Advisory Board, or by any other invited expert. The title and text of the call for papers that is open at any time can be consulted in the [Call for Papers](#) section of the journal's website.
2. Miscellaneous section: it includes articles that are not related to the subject of the issue, but to the major thematic areas that the journal generally addresses.
3. Final section: it includes reviews of publications and other notes on urban planning (reviews of congresses, conferences, projects, activities, etc.).

As a preamble, the journal also includes the Editorial, which is a brief presentation of the theme of the Monographic section. If appropriate, it may also include an *In Memoriam* section, consisting of short texts in memory of personalities linked to the journal, the editor or, in general, to urban planning, who have passed away since the publication of the previous issue.

### 2.2. Submission of articles

In the Monographic and Miscellaneous sections, contributions written in Spanish, English, French, Italian or Portuguese may be accepted. In the Final Section, contributions written in Spanish or in a bilingual version (in one of the languages mentioned above, and in Spanish) may be accepted.

Authors interested in publishing their contributions in *Ciudades* should send them before September 30th of the year before their eventual publication. All submitted works must be original, not having been sent simultaneously to other publications or having been previously published in full or in part in other media.

Contributions must be sent through the platform of Revistas UVA, which requires previous registration through this [link](#). Once the registration is done, the submission can be done through this other [link](#), to login and after that select "New submission".

The submission process comprises four steps. First step (1. Start) includes the acceptance of the copyright policy and the submission requirements, as well as the selection of the submission language and the section where the paper may be published. Second step (2. Submission Upload) consists of uploading the submission files: text (DOC/DOCX format) and figures (JPG, PNG, BMP or TIFF format). Third step (3. Enter Metadata) requires providing the metadata of the submission: title, abstract and key words, as well as the data of the author o authors. Finally, in fourth step (4. Confirmation) the submission is completed.

Should you have any doubts or difficulties with the submission process, it is advisable to consult the [Author Guide \(Spanish\)](#) that is available on the journal's website and on the platform of Revistas UVA, while you can also send an enquiry to the journal's Editorial Office.

### 2.3. Content, structure and style of articles

Articles, which are published in the Monographic or Miscellaneous sections, will have a maximum of 40,000 characters including spaces, and including all the contents of the text file (initial page with title, abstract, etc.; footnotes; figures/tables, which will be inserted in their corresponding place; bibliography, etc.).

Reviews/notes, which are published in the Final section, should be no longer than 10,000 characters including spaces, and including all the contents of the text file, although exceptionally longer extensions may be accepted (for example, reviews of two or three publications dealing with the same topic).

Regarding layout, styles and format, articles and reviews/notes must be written in accordance with the [Template for articles](#) and the [Template for reviews/notes](#), which can be found on the journal's website and on the platform of Revistas UVA, respecting margins, spacing, fonts and typefaces, etc.

Articles must include a title (and, if appropriate, a subtitle, differentiating both), an abstract not exceeding 100 words (indicating objectives, methods or perspectives and conclusions of the article) and up to five keywords. The title, the abstract and the keywords will be presented in Spanish and English (and additionally in the language of the article, if it is neither of these), avoiding the use of acronyms, abbreviations and symbols. If applicable, the first page will also include the corresponding acknowledgements, identifying the people or institutions that have supported the work, provided some technical assistance or economic or material support.

The body of the article should be structured into sections and, where appropriate, sub-sections, which should never immediately follow the section heading. They should be numbered consecutively in Arabic characters (1, 1.1., 2, 2.1, 2.2.). It is recommended, as far as possible, to follow the IMRAD structure (Introduction, Methodology, Results and Discussion), and it is essential in all cases to include a section on conclusions. The use of capital letters or the emphatic use of quotation marks, bold or underlining should be avoided as far as possible, while italics should be used only for foreign words. Clarifications should be enclosed in parentheses or long dashes and, if they are of a certain length or are collateral to the speech, in footnotes, which should be numbered consecutively with superscript Arabic characters. Acronyms and abbreviations, except those of absolutely recognized use, should be avoided if possible, specifying their meaning in any case (by means of parentheses, after their first appearance in the text).

Tables and figures (illustrations, graphs, etc.) must be inserted in their corresponding place within the text, accompanied by a caption starting with the designation 'Table' or 'Figure', as appropriate, with sequential numbering in Arabic characters. The caption must contain all information necessary to understand the table or figure and the source (or that of the data used to compose it). Tables shall be drawn up in the same fonts and style as the text, adjusting the font size to ensure correct reading. Figures must be of enough quality, with a minimum resolution of 300 dpi. References to tables and figures within the text should be enclosed in parentheses.

Reviews/notes will first include the full details of the publication, event or project that is reviewed. They will be composed preferably in the form of a plain text (without sections), avoiding as far as possible the use of footnotes, citations and bibliography.

## 2.4. Citations and bibliography

**Ciudades** will ensure the correct use of the citation systems and will not allow the attribution of conclusions or arguments drawn from other people's works without the corresponding mention of authorship. Therefore, any data or ideas taken from the works of other authors must be conveniently cited. Citations will be transcribed in the text of the article itself, in quotes and without italics. If the texts that are quoted are long (more than 35 words), they should be transcribed in a separate paragraph, with indentation and in a smaller font size, as shown in the template.

Authors must scrupulously respect the texts of other authors, even if they contain errors or misprints. Brackets may be used to interpolate comments, to highlight words or expressions considered irregular (using the word *sic*) or to indicate the omission of a part of the text (using suspension points, dispensing with the brackets if they are at the beginning or end of the quotation). When texts are quoted in a language other than that of the article being cited, the text must be transcribed in its original language. If deemed necessary, the translation can be added in a footnote.

The method of citation will be the so-called "author-year system" or "Harvard style". The first surname of the author or authors of the work cited shall be indicated in parentheses, followed by the year of publication and, where appropriate, the page or pages cited. If applicable, a letter (a, b, c...) should be added after the

year, to distinguish two documents by the same author and year. If the work cited corresponds to two authors, their surnames will be separated by &; if there are three authors, the first and second will be separated by a comma and the second and third by &, and if there are four or more authors, only the surname of the first will be indicated, followed by the expression *et al.* The author and the year will be separated by a comma, and the year and the page or pages cited (separated by a short dash), by a colon.

All references cited must be included in a final bibliography, separated from each other by a blank line and arranged in alphabetical order of surnames, in accordance with the following format:

- Books and Monographs: Last name, First name (Year), *Title*, Place of publication, Publisher.
- Multiple authors or chapters: Last name, First name (Year), "Chapter title", in Last name, First name – ed.(s.), coord.(s.), dir.(s.)– *Title*, Place of publication, Publisher, pp. first-last.
- Journal articles: Last name, First name (Year), "Paper title", *Journal Title*, vol., nº, pp. first-last.
- Conference proceedings: Last name, First name (Year), "Title of the contribution", in *Conference Title*, Place, date, pp. first-last.
- Doctoral thesis: Last name, First name (Year of dissertation), *Thesis Title*. Doctoral Thesis, University where the dissertation took place.
- Citations from the Internet: Last name, First name (Year), "Title of the document". Retrieved from: <http://...> (date of reference: dd-mm-yyyy).

It is necessary to indicate the DOI in all the works cited that have it. To check which of the works cited in the final bibliography have a DOI, the [Simple Text Query](#) tool can be used. If no DOI is available, any other identifier, such as Handle, should be included. If the cited work has no identifier, but it is available on a webpage, the URL will be included at the end of the reference, indicating the date of consultation in parentheses.

Examples of all types of references mentioned can be found in the Template for articles.

### 3. Relevant information on the revision process

#### 3.1. Editorial process for articles

*Ciudades* follows working protocols that seek the greatest transparency and quality to the process of reception, evaluation and publication of articles, which consists of the following stages:

1. Initial review: It is carried out by the journal's Editorial Office once the article has been sent and the deadline for submission of articles for the corresponding issue has expired.

Firstly, the authorship of the article is checked, applying the plagiarism detection tool provided by the Servicio de las Tecnologías de la Información y las Comunicaciones de la Universidad de Valladolid (STIC), which is currently *Turnitin*. In case of detection of plagiarism, the article will be discarded and its author will lose, at least, the possibility of publishing it in the corresponding issue of the journal, which will reserve the right to bring such malpractice to the attention of the relevant authorities and, where appropriate, the research funding institutions.

Secondly, the article is checked for compliance with the guidelines of presentation of manuscripts and for the absence of relevant technical-formal defects. If the non-compliances or defects are abundant or substantial, the authors will be asked to rectify them within a maximum period of seven days. If the article is not re-sent within the deadline, it will be rejected.

The Director of the journal will notify the authors of the result of the initial review within approximately fifteen days after the closing date for submission of articles.

2. Preliminary acceptance: It is decided by the Editorial Board, which assesses whether the article fits within the thematic scope of the journal and meets the requirements of originality, interest, methodological rigour and relevance.

Authors will be notified of preliminary acceptance or rejection of the article within approximately one month after the notification of the initial review.

3. Peer review: The articles received for the Monographic and Miscellaneous sections that have been preliminarily accepted by the Editorial Board will be submitted to the opinion of two external evaluators to the journal's Editorial Board, specialists in the field.

The scientific review of the contributions will be totally anonymous, both in terms of the identity of the authors and the identity of the evaluators in charge of the opinion, according to the "double blind" modality.

The selection of the evaluators is a responsibility of the Director of the journal, who may require, if necessary, the advice of the coordinator of the Monographic section and the members of the Editorial Board. The judgements of the two evaluators will be absolutely taken into account, and if they are not in agreement or raise doubts, a third evaluation will be requested.

The Director of the journal will ask the evaluators to send their reports as soon as possible, and once they have been received, both will be immediately sent to the authors.

4. Revision by the author: According to the reports of the evaluators, the Director of the journal may require the authors to introduce modifications in their article, for which they will have an approximate period of one month. Likewise, the correction of any formal defect that has not been previously corrected will be required. If one or two of the evaluators so request, the article will be sent back to them for evaluation.

If appropriate, the authors will send the revised article to the Director of the journal. They must clearly indicate the changes that have been made, along with an explanatory text of these changes, justifying compliance with the indications of the external evaluators.

5. Final acceptance: Once the authors send their revised articles, the journal's Editorial Board will decide on their final acceptance or rejection, at the proposal of the Director of the journal and taking into account the reports of the external evaluators.

The final acceptance of the article, or its rejection, will be notified to the authors by the Director of the journal. Each article will include on its first page the date of receipt (entry into the Editorial Office) and of final acceptance (date on which the Director proposed such acceptance, then approved by the Editorial Board).

6. Publication: After the notification of final acceptance, the Director of the journal will send the authors, within a maximum of one month, a proof of their article, already formatted in PDF, for their final review. Only spelling or grammatical corrections will be accepted, excluding substantial alterations to the content of the text. Authors must communicate any changes within a maximum period of one week.

The article will be published in digital format within a maximum period of nine months from the closing date for submission of articles for the corresponding issue. Each author will also receive a paper copy of the issue in which their article has been published.

### 3.2. Editorial process for reviews/notes

After an initial review equivalent to that for articles and also carried out by the journal's Editorial Office, the reviews/notes received for their publication in the Final section will be reviewed directly by the Director of the journal, who may request the assistance of other members of the Editorial Board or external experts if necessary.

The Director may request the authors to make any changes that he considers appropriate, both in terms of form and content. After the incorporation, where appropriate, of these changes, the Editorial Board of the journal will decide on their final acceptance or rejection, at the proposal of the Director of the journal. The definitive acceptance of the review/note, or its rejection, will be notified to the authors by the Director of the journal. After notification of final acceptance, the publication stage is equivalent to that of the articles.

The Director may commission reviews of publications or events that he considers of interest to the journal's readers and will also attend to suggestions received in this regard by the Editorial Office, which may also include a suggestion regarding the possible author. In any case, the Director may accept or reject totally or partially the suggestions received.

### 3.3. Instructions for evaluators

Committed to editorial transparency, **Ciudades** informs the authors of the instructions that are sent to the evaluators regarding the evaluation criteria of originality, interest, methodological rigor and relevance of the articles, as well as the way in which the review is carried out.

The Director of the journal will send the article to the selected potential evaluator, from which any identification of the author will be previously withdrawn, as well as an evaluation template. He or she will be asked about his or her availability and ability to carry out the task, warned about maintaining confidentiality regarding the article and the review, notified of the absence of financial compensation, expressly informed of the time limit available to him or her, and provided with the criteria-guidelines for evaluation. It shall also be given the opportunity to abstain if he or she is unable to carry out the evaluation and, in particular, if he or she perceives any conflict of interest.

The evaluation report will include a general assessment of the article based on four criteria (1<sup>st</sup>- characterisation of the article, 2<sup>nd</sup>- contributions, relevance and originality, 3<sup>rd</sup>- overall assessment of the quality of the work and 4<sup>th</sup>- final recommendation), a table of review of the technical and scientific aspects



(in two parts, 1<sup>st</sup>- structure and style, and 2<sup>nd</sup>- rationale, methodology, results and discussion), as well as a section for comments for the author (with possible proposals for improvement, mainly in terms of scientific content), and a final section for confidential comments for the Director of the journal (especially the indication of excellence or priority in publication).

The evaluation should take into account the following general aspects: regarding the technical-formal aspects, the style and above all the clarity and solidity of the structure of the article; regarding the contents, its suitability for the journal, the interest for its readers, its rationale, originality, scientific relevance and methodological quality and, where appropriate, its contribution to the theme of the Monographic section.

As detailed criteria for the review of the articles, when appropriate, the following are to be considered: adequacy of the title; adequacy of the abstract; adequacy of the key words; clarity and legibility, structure, bibliographic references; up-to-date review of the state of the art and theoretical background and contributions; originality, quality and adequacy of other technical-scientific aspects of the work (depending on the nature of the work: research, report, essay or experience); design of the work (depending on its nature; if applicable, population and sample); perspectives, methods and techniques of information collection and analysis; results (presentation, discussion and analysis); prospective (whether or not explained by the authors); illustrations, graphs and tables (suitability, sufficiency, clarity); limitations (whether or not expressed by the authors) and conclusions (adjustment to the problem and objectives, relevance, sufficiency).

The journal will update every four years on its website the list of the reviewers who have contributed to the review of its contents during that period, without establishing any link between the reviewers and the articles or the issue of the journal. Likewise, the statistics of articles received, rejected and published, and of the geographical origin of the latter, including the last ten issues published, will be updated annually.

## 4. Ethical and malpractice statement

**Ciudades** currently operates following the [Principles of Transparency and Best Practice in Scholarly Publishing](#), drafted by COPE (Committee on Publication Ethics), DOAJ (Directory of Open Access Journals), OASPA (Open Access Scholarly Publishers Association) and WAME (World Association of Medical Editors), in its January 2018 version. The journal also follows the [Ediciones Universidad de Valladolid Good Practice Guidelines](#), approved in April 2021.

**Ciudades** guarantees the following principles of transparency and ethics:

1. The website of **Ciudades** and the texts therein comply with the highest ethical and professional standards. In this sense, the journal commits to include truthful and original content; that its object of research and objectives are clearly defined in its presentation, and the publication criteria are included in its Editorial Guidelines. The journal has an ISSN-E in its digital edition (2445-3943) and an ISSN in its physical edition in paper format (1133-6579). All information regarding the edition can be found in the "Editorial policy" section, within the journal's presentation in its website.
2. The title of **Ciudades** is registered as an original title in the Legal Deposit: VA-366-2014.
3. The review process of **Ciudades** is based on peer-review in the double blind modality. Reviews are carried out by recognized experts in the fields of Urbanism and Urban Studies, and they are external to the Editorial Office and the Editorial Board. The review process is clearly explained in the Editorial Guidelines of the journal.
4. The journal **Ciudades** belongs institutionally to the University of Valladolid, and it is edited by the Instituto Universitario de Urbanística of the University of Valladolid in collaboration with Ediciones Universidad de Valladolid, which manages the journals' platform of the University of Valladolid.
5. The names and affiliations of Editorial Board and Scientific Advisory Board members are published in the "Editorial Team" section, within the journal's presentation in its website. All members are recognized experts in the area of Urban and Regional Planning, as well as in other areas transversally related to Urban Studies (Urban Geography, Urban Economy, Urban Sociology, Urban History, etc).
6. The names and affiliations of Editorial Office members are published in the "Editorial Team" section, within the journal's presentation in its website. Any user can contact the Editorial Office members by the e-mails and telephone numbers that are provided in the "Contact" section, within the journal's presentation in its website, as well as at the headquarters of the Instituto Universitario de Urbanística (Escuela Técnica Superior de Arquitectura de la Universidad de Valladolid. Avenida de Salamanca, 18, 4ª pl. 47014, Valladolid, Spain).
7. The copyright policy is suitably described in the "Editorial policy" section, within the journal's presentation in its website. Currently, **Ciudades** is operating under a Creative Commons Attribution 4.0. International License (CC BY 4.0). This information is also reflected in each of the published articles. The journal's current indexation and its inclusion in the various repositories is published in the "Indexation" section, within the journal's presentation in its website.
8. The submission of articles to the journal does not entail any economic disbursement for the authors. This includes the reception of texts, corrections and subsequent publication.
9. Both the Editorial Board and the Editorial Office of **Ciudades** strive to avoid any kind of malpractice on the authors' part. This includes:
  - Plagiarism: The Editorial Office of **Ciudades** uses the tools that the University of Valladolid makes available to them to detect and combat plagiarism. Currently, the *Turnitin* tool is used.
  - Manipulation of quotations: The Editorial Office of **Ciudades** will ensure, before the publication of the article, that there is no manipulation, inaccuracy or decontextualization of any of the works cited in each article.

- Falsification: The Editorial Office of **Ciudades** will try to identify any falsification in the information contained in the articles that are being published. Likewise, any article in which a lack of scientific rigor is detected will be rejected.

Upon detection of any sign of malpractice, **Ciudades** will contact the author of the publication, and will heed their allegations. If, in the end, the presence of malpractices is demonstrated, the author will lose, at least, the possibility of publishing it in the corresponding issue of the journal, which will reserve the right to bring such malpractice to the attention of the relevant authorities and, where appropriate, the research funding institutions.

10. **Ciudades** is guided by the following ethical standards:

- **Ciudades** understands the practice of academic publication as a fundamental part of the generation, dissemination and democratic discussion of knowledge at a global level. The authorship and contribution of the diverse individuals who make it possible deserves to be duly acknowledged and respected.
- **Ciudades** communicates with its authors, as well as with society in general, with no prejudice. All suggestions, complaints and allegations will be carefully addressed by the Editorial Office members, who may take any measure that guarantees the journal's integrity or serves to improve its divulgation status.
- **Ciudades** will always prioritize the journal's interests, in case of conflict of interests or competences, against the interests or personal benefit of one or more of its members.
- **Ciudades** is committed to open and free access to knowledge. In this regard, it will allow the exchange and reproducibility of all its contents, as long as it complies with the terms established in its license.
- **Ciudades** will ensure that all its members and collaborators adhere to these ethical standards.
- **Ciudades** is committed to monitor the compliance of the terms stipulated in its license.
- **Ciudades** will heed potential discussions or corrections derived from their published contents, and will act accordingly taking into account the relevance, pertinence and timeliness of the communication.

11. **Ciudades** has an annual periodicity, as it is indicated in the "Aims and scope" section, within the journal's presentation in its website.

12. **Ciudades** is published on an open access basis, so that any reader can accede to the contents of all its issues free of charge.

13. All the contents of **Ciudades** are open access archived in the journal's website and on the journals' platform (Revistas UVA) and the institutional repository (UVaDOC) of the University of Valladolid, as well as on many other platforms and repositories outside the University of Valladolid, such as Dialnet. They will also be archived by the Servicio de las Tecnologías de la Información y las Comunicaciones de la Universidad de Valladolid (STIC).

14. **Ciudades** is a non-profit publication, as it is indicated in the "Editorial policy" section, within the journal's presentation in its website. In the event that authors receive external funding to assist in the writing process of any content published in **Ciudades**, they must explicitly notify this in their contribution. The financial support of the journal is fully assumed by the Instituto Universitario de Urbanística as Editor.

15. **Ciudades** does not publish any advertising content associated with external entities.

16. **Ciudades** does not carry out any direct marketing activities.

In the event that one or more members of the journal fail to comply with any of these ethical standards, or any other specific requirement of the institution that the journal is part of, **Ciudades** will work, in the foremost instance, to find a solution to the conflict and recommend a change of attitude that guarantees the harmony of the publication. If the person or persons involved do not have the will to adjust their behaviour or reiterate in the break of the rules, their affiliation to **Ciudades** may be suspended or cancelled. All members of **Ciudades** should be aware of these rules in order to deal with any such conflict.