

Reception and Publication Guidelines for Original Works For Authors

The author or editor will submit the original manuscript to the ICAC both on paper (two copies, bound and signed) and in digital format. They will receive an entry register certificate. The text and figures must be definitive.

The author must also provide one copy in digital format prepared for evaluation, i.e. anonymously and without references to him or herself.

A manuscript will first be analysed by the ICAC's Editorial Commission. If it has been written with the required rigour and is in keeping with the Institute's editorial line, it will be submitted for evaluation by the Editorial Committee, which is made up of international scholars in the fields of protohistory, classical archaeology and other sciences of antiquity.

The ICAC will request a scientific-technical report from two members of the committee who are expert in the subject of the submitted manuscript (i.e. a peer review). If the subject is outside the scientific scope of the committee members, arrangements will be made for the text to be reviewed by other specialists. The reports, which are anonymous and confidential, will evaluate the scientific quality.

In the event of contradictory reports, a third report may be requested. The final decision will be taken by the Institute's director, who will also take into account the cost involved.

A manuscript may be admitted, rejected or accepted for publication on condition that the author makes the modifications requested by the evaluators. The author will be informed in writing as soon as possible.

If the manuscript is admitted, the author will agree to adapt it to the ICAC's guidelines for the submission of original manuscripts. They will sign a publication contract which, among other aspects, will respect the intellectual property rights of the author(s), while ceding exclusive reproduction, distribution, public communication and transformation rights to the ICAC.

The ICAC will publish the book in digital format (edition available to purchase) and, if deemed beneficial, after three months also in a print edition (edition available to purchase). Depending on the reception the book receives, its open access publication on the Internet (the ICAC website, repositories, etc.) under the conditions of the Creative Commons [Attribution – Non-commercial – No derivatives 3.0 Spain](#) licence will be brought forward or delayed.

If the work has obtained financing, documentary accreditation of this should be provided.

If the manuscript is rejected, the author may retrieve it within two months of having received the ICAC's reply. After this time the ICAC will destroy it.

Tarragona, November 2013