

## **Editorial Committee Procedure Guidelines**

The **Editorial Committee** advises the ICAC on its publications and ensures that they are of scientific interest and of high quality.

The **Committee's** functions include proposing editorial projects and issuing reports on original manuscripts submitted to the ICAC for publication in one of its collections.

A manuscript will first be analysed by the ICAC's Internal 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 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 **Editorial 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.

Tarragona, March 2013