|  |  |
| --- | --- |
| Arbol alfabético | PORTA LINGUARUMRevista Internacional de Didáctica de las Lenguas Extranjeras *Sede y dirección postal:* Departamento de Didáctica de la Lengua y la Literatura, Facultad de CC. de la Educación de la Universidad de Granada, Campus Universitario de Cartuja, Granada 18071.  Tel.: (34) 958 243965, Fax (34) 958 244187, Dirección URL: <http://www.ugr.es/local/portalin>  E-mail: [portalin@ugr.es](mailto:portalin@ugr.es) |

**PUBLICATION OF SPECIAL ISSUES**

Porta Linguarum is open to the publication of Special Issues, which include the results of relevant research projects, proposed by prestigious guest editors, with a practical orientation directed towards the improvement of the L2 classroom teaching and learning processes. The procedure to be followed for publication of Special Issues consists in three phases (described below).

**Phase 1: Proposal Submission**

Those interested in the publication of a Special Issue should submit to the General Editor a thematic issue proposal providing detailed information about the following points:

* Title of the proposed Special Issue
* Name and affiliation of Guest Editor(s)
* Number of specific contributions
* Justification and a cohesive description of the issue proposal including references if necessary.
* Proposed arms-length, double-blind reviewers
* Contents of the Special Issue:
  + - Title of each contribution/article
    - Authors’ name and affiliation and brief description current position and research interests
    - An abstract of each contribution, which presents the main topic and the relevance of the study, as well as an overview of methods employed and main findings (150-200 words)

The General Editor, in conjunction with the Editorial Board, will judge the relative merits of the proposal and communicate the decision to the Guest Editor(s) along with an estimate of the costs incurred of the publication based on the number of pages if accepted.

**Phase 2: Review Process**

The Guest Editor(s) will coordinate the refereeing process by following the guidelines provided at:

<https://www.ugr.es/~portalin/>

and

<https://revistaseug.ugr.es/index.php/portalin/>

If articles receive a negative report from either of the reviewers, they will be deemed unacceptable for publication. If a reviewer does not respond in a timely fashion, he/she expresses reservations in terms of the ‘arms-length’ status of the author, or if the report evidences a lack of quality, another reviewer may be selected.

**Phase 3: Editorial Board Decision**

Once the refereeing process has finished, the Guest Editor(s) will submit all the evaluation files along with associated peer-reviewer details to the General Editor for an evaluation of the quality of the process and the final version of the prosed Special Issue. The Guest Editors must save any related correspondence they maintain with the authors and the reviewers for a period of 2 years.

If the Special Issue is not authorized for publication, Guest Editors will be offered the possibility of resubmission in the space of 6 months. If the Guest Editors do not wish to proceed with the new submission, they may present those articles deemed acceptable by the Editorial Board for publication in forthcoming issues.

**Process Map**

|  |
| --- |
| **Phase 1: Proposal Submission** |
|  |
| **Phase 2: Review Process** |
|  |
| **Phase 3: Editorial Board Decision** |
|  |