

## Regulation

1. *Historia y Memoria de la Educación* (HME) is the scientific mouthpiece of the Sociedad Española de Historia de la Educación (Spanish Society of the History of Education, SEDHE). The SEDHE figures as the head entity of the publication in the ISSN registry.
2. Regardless of the precise place or entity in which it is published, HME will maintain its inter-university nature as well as its open electronic access.
3. The journal's original Iberian and Latin American vocation shall be reflected in its board of advisors as well as in the publication's content, its collaborators and in the official languages it uses.
4. The journal's periodicity is that of two annual issues containing monographic as well as miscellaneous content. Its central core is comprised of three sections: "Monographic", "Historical Investigations" and "Didactic Studies". The Historical Investigations section is miscellaneous, while the Didactic Studies section may be either miscellaneous or monographic. Each issue also features additional sections (reviews, debates, state of the question, interviews, etc.), that are determined by the Editorial Staff. When the number of articles presented in the Historical Investigations section is greater than usual, the journal may publish an exclusively or mainly miscellaneous issue.
5. HME is financed primarily with funding from the SEDHE, and, when possible, with other public or private sources.
6. The official languages of the journal are Spanish, Portuguese, Italian, French and English. The abstract and the key words, in addition to appearing in their original language, appear in Spanish and English.
7. Directorship.

The individual in charge of the Directorship of the journal is appointed by the Assembly of the SEDHE at the behest of the Society's Board of Directors. The position has a mandate of four years that is not renewable consecutively.

The Directorship is responsible before the SEDHE for the journal's operation, and it keeps the Board of Directors as well as the Assembly informed of all issues relating to its operation. Among other responsibilities, it is expected to:

- 7.1. Preside over, convoke and establish the date, setting and order of the day for the meetings of the Editorial Board.
- 7.2. Decide, together with the Secretariat, what articles, studies and information shall appear in each issue.
- 7.3. Present to the Editorial Board, in conjunction with the Secretariat, the selection of articles, studies and information that are to be included in each issue, along with the criteria applied in making this selection and proposals for upcoming issues.

7.4. Propose to the Board of Directors and to the Assembly of the SEDHE, after consultation with the Editorial Board, those measures that could help to improve the publication.

## 8. The Secretariat.

The Secretariat is appointed from among SEDHE members by the Board of Directors and the journal's Directorship. The mandate is for four years and is not consecutively renewable. Exceptionally, the first Secretary may carry out his or her functions for a period of six years. The Secretary is to work in collaboration with SEDHE members that make up the Editorial Board and the Advisory Committee. Among other responsibilities, the Secretary is expected to:

- 8.1. Provide a report on the journal's operation to the Editorial Board on an annual basis, and to the Directorship whenever called for.
- 8.2. Receive the articles, works and any other information submitted for publication.
- 8.3. Send the articles to the corresponding reviewers.
- 8.4. Manage the journal's files and archives.
- 8.5. Keep records and prepare minutes of Editorial Board meetings.
- 8.6. Undertake all actions and measures to ensure that the journal is published in accordance with its established periodicity.
- 8.7. Present an annual written report to the Editorial Board regarding the operation and development of the publication.
- 8.9. Establish, together with the Directorship, specific deadlines and dates for the reception of articles, works and information that are planned for publication in each issue.
- 8.10. Any other tasks that are not the responsibility of the Directorship or the Editorial Board and that are required to keep the editorial process running smoothly.

9. The annual written report elaborated by the Secretary should be presented to the Editorial Board at least fifteen days before the meeting in which is to be approved, and it should include information on the following points:

- 9.1. Articles and texts that have been accepted as well as those that have been rejected or are pending evaluation.
- 9.2. Publication plans for upcoming issues.
- 9.3. A list of reviewers, with their university or institutional affiliation and the number of articles being evaluated by each one.
- 9.4. The distribution of authors, by country and university.
- 9.5. A record of the fifteen articles or texts from the journal that have seen the greatest number of downloads.
- 9.6. An account of the journal's presence in national and international databases, its rank in different impact indexes and proposals for its improvement.
- 9.7. Problems or issues relating to the journal's financing.
- 9.8. Proposals for improvement in any aspect of the journal's operation.

## 10. Editorial Board

The Editorial Board is comprised of the Director, the Secretary and six SEDHE members chosen by the Society's Assembly for a period of four years, in keeping with the dictate of the Board of Directors. Half of these six members are renewed every two years. The first renovation of half of these members takes place four years after its initial constitution (meaning that in the first appointment, three members serve for four years while the other three members hold their position for six years). Persons outside of the Editorial Board may attend the meetings, where they will have a voice but not a vote, when they are required for discussing or informing about specific concerns, i.e., persons working as coordinators of an issue.

Meetings, which shall be held at least once a year, should take place in a location as convenient as possible for members to gather, and expenses incurred in travel and lodging will be assumed by the SEDHE.

Among the Editorial Board's responsibilities are:

- 10.1. Writing up and approving guidelines regarding the drafting of articles, reviews and other texts that are to be included in the journal, as well as any other aspects considered to be important for publication.
- 10.2. Approving the annual report presented by the Secretariat.
- 10.3. Being up to date with and debating all issues concerning the journal's operation that the Director deems to be important.
- 10.4. Informing the Board of Directors of the SEDHE of the content in each issue, in order that this information may be reported to the Assembly, and providing a publication plan for the following years.
- 10.5. Being familiar with, informing about and approving proposals and suggestions for improvement presented by the Directorship or taken from the annual report presented by the Secretary.
- 10.6. Approving potential reviewers so that the Secretary may then choose the ones that he or she considers most appropriate, depending on the topic of the work.
- 10.7. Establishing the format, content and criteria to be used in the evaluation of articles and other texts that are to be published.
- 10.8. Approving the minutes of the meetings held.

## 11. Advisory Committee

The Advisory Committee is made up of diverse scholars and academics working in the field of international education /history, with a special emphasis on professors and researcher at Portuguese and Spanish-American universities and those who have a special relationship with the Hispanic world. The members of this committee are appointed by the Editorial Board and ratified by the Assembly, and they may also figure among potential reviewers for works being considered for publication.

12. HME is to be included in the more reputable national and international databases, and the financing required to do so is the responsibility of the SEDHE.

13. The final pages of the journal include:

- A list of reviewers, with an annual or biannual periodicity. The publication issues, on a yearly basis, a certification of scholars who have performed evaluations.
- A brief biographical/bibliographical note on the authors, including their professional and email address.
- Style guidelines for the publication of articles, reviews, etc.

14. The date of reception and acceptance of each article or study appears at the foot of the first or last page of the work.

15. The Editorial Board, at the behest of the Director and the Secretary, is in charge of deciding on the possible translation into Spanish of articles or book chapters that have been published in other languages and that are of special interest or relevance. The cost of said translations is to be assumed by the SEDHE.

16. The journal strives to publish works touching on the state of the question and essays dealing with topics and issues which in the last two or three years have been the subject of a diversity of relevant books or articles and which constitute "hot topics" in historical-educational research. This type of text will be included in a special section and may be requested of a particular author with expertise in the area or may be carried out at the author's initiative.

The journal also includes debates on a text or article requested of a particular scholar and commented on by others, these commentaries and their responses appearing together in the same issue.

17. Notwithstanding other critiques or reviews of books sent to RHE by authors or publishers, the Editorial Board and the Secretary may request critiques of these works from recognized specialists.

18. All articles and works are subjected to double peer evaluation, including those specifically requested by the coordinators of a monographic section. The journal's Secretary is in charge of ensuring that reviews meet the guidelines established by the Editorial Board.

19. Monographic issues may either be specifically requested by the Editorial Board or by the scholar or scholars proposing such an issue, these proposals requiring the approval of the Editorial Board. Said proposals should include:

19.1 The name of the person or persons extending the proposal, their university or institutional affiliation and their professional and email addresses.

19.2. The subject of the monographic along with a brief exposition or overview of it.

19.3. Potential collaborators, their university or institutional affiliations, the titles of their collaborations and a summary.