

Editorial Guidelines

1. *The Mayan Studies Journal / Revista de Estudios Mayas (MSJ/REM)* is an electronic peer reviewed journal that publishes original articles on Mayan studies and native Mesoamerican cultures with emphasis on primary cultural texts such as the *Popol Wuj*. It also publishes studies about other native texts (religious, cosmogonic, historical, or other records), and socio-cultural experiences, in particular those evolved through different modes of colonial practices. Interdisciplinary studies connecting sources and experiences from the entire continent are encouraged. The papers should focus on academic topics and must adhere to academic standards and protocols. The Editors welcome submissions of articles of approximately 3,000 to 8,000 words in length, including references, notes, tables/figures and bibliography. Exceptionally, and at the discretion of the Editorial Board, longer articles might be accepted. Review essays are also welcomed. Material may be submitted in English, Spanish or Portuguese. The authors must provide an abstract in English and Spanish, and eventually the Editorial Board may request also in Portuguese. The editorial Board may also suggest or request a translation of the document into English. In these cases the request will be discussed and negotiated.
2. The MSR/REM will post the articles immediately after their final acceptance by the Editors. The formal acceptance will be communicated to the author by the Director of the journal once that process of evaluation and review has been completed according to the specifications indicated below. The published articles will be available on line without any time limit. Users will have free access to the published material and can freely use it in accordance with copyright laws.
3. The MSR/REM publishes articles at no cost by any individual who adheres to the journal's policies and whose submission has been accepted by the Editors after the scholarly refereed evaluation. It will also publish articles of authors invited by the Director with the advice and recommendation of an Editorial Board. The Editors reserve the right to reject (with or without full peer review), or return for revision, any material submitted on the basis of inappropriate subject matter for the scope of the journal, poor quality or excessive length. If a manuscript does not comply with the journal's style guidelines it will be returned for reformatting or correcting. The MSR/REM does not pay authors for publishing articles, nor does it provide editing, style reformatting, translations, preparation of illustrations, abstracting, or similar services, all of which are the responsibility of the author.
4. All articles must be submitted in electronic format (Microsoft Word attachment) to the Director of the Journal. They must be submitted without the name and affiliation of the author (the manuscript cannot include self-references, such as previous works by the same author). This information must be provided in the body of the e-mail, which should also contain full contact information for the author(s) including telephone and email address whenever possible. It also must include an Abstract of 150 words maximum. Acknowledgment of receipt of manuscripts does not imply their acceptance.

Manuscripts undergo a "quick-review" by the Editors or by a designated specialist when the topic is very specific. The aim is to complete an initial review within one month. If the manuscript is rejected at this stage, the author will be informed immediately. If the article fits in the scope and standards of the journal it will be sent to peer referees. Authors may be consulted for potential reviewers, in particular when the topic of the paper is very specialized; however, the Editors are not required to contact them. The articles will be evaluated by the reviewers according to strict regulations of confidentiality and anonymity. The final decision lies always in the hands of the Editors. The MSR/REM is aware of the need to review manuscripts rigorously and expeditiously. For this reason the evaluation process will take the shortest possible time; however the journal cannot guarantee a specific number of weeks or months to receive the evaluation from the referees and subsequently to deliver

the decision to the author. Acceptance may be offered on the condition that revisions will be made. In case the article is rejected, the author will be notified by e-mail. The author can request feedback about the negative decision; however this option does not mean that reconsideration will be undertaken.

5. If the external review is generally favorable but requests substantial revisions of the paper, it will be rejected. In these cases the MSR/REM will encourage revision and resubmission of the article after the suggestions or objections have been satisfactorily addressed. If the author later resubmits the manuscript, it is sent back to at least one of the original external reviewers, and to a new external referee. If the new reports are positive, the manuscript is likely to be accepted for publication.

The MSR/REM hopes that authors who submit articles will recognize the significance of a rigorous scholarly review process to ensure high-quality research and publication.

6. Authors are responsible for the content of the article published in the MSR/REM. Thus, the accuracy of quotations and their correct attribution, the legal right to publish any material submitted, and the appropriate handling of issues of collaborative authorship are also the responsibility of the authors. Before the publication of the manuscript in the MSR/REM the author must submit written permission from anyone whose unpublished works (for example papers presented at meetings, unpublished pictures, records or personal communications) are used or cited in the article. (E-mails originating from the person whose permission is needed will undergo adequate verification.) For collaborative papers, written evidence that all co-authors agree to release the article for publication must be submitted.
7. Manuscripts submitted to the MSR/REM must be unpublished, and they cannot be under consideration by any other journal or publication at the same time. After acceptance of a manuscript, and before it is published, the author or authors (in cases of collaborative authorship) will be requested to sign copyright-release forms. Publications of articles published by the MSR/REM as part of another academic work (e.g. as a book chapter) are allowed on the condition of mentioning the name of our journal, date, and URL when it was posted. Translations of articles published by the MSR/REM into another language are also allowed with the same requirements as specified above.
8. The MSR/REM also publishes books review about publications related to the field of Mayan studies and native Mesoamerican cultures with emphasis on primary texts such as the *Popol Wuj* or similar texts or discourses; and also interdisciplinaries studies in the same areas, including native/colonial texts from Mesoamerica or Latin America. The date of publication of books for review cannot exceed the period of two years.
9. **Guidelines for correction of manuscripts.** The aim of the MSR/REM is to maintain coherence in the style of the online publication, which is the MLA Style Manual. In a separate document we explain some convenient options that will avoid confusions or inconsistencies.

Authors must follow the guidelines meticulously, particularly with respect to the sources and information used in the article.

As a general rule, the criterion is to avoid footnotes as much as possible, by including the information in the body of the article. The bibliographic information must be included in the bibliography at the end of the paper (name of the author(s), place of publication, editorial, year of publication, number of the edition, and in case of articles, and the number of pages must be included). We suggest that quotations be brief and specific, including all the references for their correct identification in the bibliography.

10. For further information, contributors should contact [Dr. Carlos M. López](#).