

BY-LAWS OF ÁMBITOS FEMINISTAS
Approved by December 2, 2025

Article I – Name and Affiliation

- 1.1. The name of the journal is Ámbitos Feministas.
- 1.2. The journal operates under the supervision and approval of Feministas Unidas.

Article II – Editorial Positions and Terms

- 2.1. The editorial team consists of:
Editor-in-Chief
Three Co-Editors
- 2.2. All editorial positions have a term of five (5) years, renewable.
- 2.3. At least two members of the editorial team must be part of the Board of Feministas Unidas.

Article III – Editorial Board

- 3.1. The Editorial Board is composed of scholars with terminal degrees from various institutions and regions.
- 3.2. Its role is consultative, providing advice and guidance on academic content.

Article IV – Book Review Section

- 4.1. The Book Review Section is coordinated by a Section Coordinator, responsible for managing all activities and content of this section.
- 4.2. The Section Coordinator submits final versions of texts to the Editor-in-Chief for publication.

Article V – Advisory Board

- 5.1. The Advisory Board provides guidance on strategic and academic decisions for the journal.

Article VI – Membership Requirement

- 6.1. All members of the editorial team, Editorial Board, Advisory Board, and Review Section must maintain an active membership with Feministas Unidas.
- 6.2. Authors and contributors must follow the journal's editorial guidelines and maintain active membership.
- 6.3. If a contributor secures funding to cover membership fees, no journal team member may intervene in the process.

Article VII – Financial Oversight

- 7.1. All journal-related expenses must be submitted to Feministas Unidas.
- 7.2. The Executive Committee of Feministas Unidas must approve all expenses prior to disbursement.

Article VIII – Responsibilities of the Editor-in-Chief

- 8.1. The Editor-in-Chief is responsible for:

Managing the main journal email

- Creating the submission process for articles
- Recruiting a minimum of two reviewers for peer evaluation, in collaboration with co-editors

8.2. In case of sabbatical leave, another editorial team member shall temporarily assume the responsibilities of the Editor-in-Chief.

Article IX – Publication Process

9.1. Once articles are accepted, a contract signed by both parties serves as proof of publication.

9.2. The journal does not issue separate publication certificates; the publication itself serves as official proof.

9.3. The editorial team must reach consensus on the articles to be published in each issue.

Article X – Emilia Pardo Bazán Award

10.1. Whenever possible, a member of the editorial team must participate in the award committee for the Emilia Pardo Bazán Prize.

Article XI – Conflict of Interest Policy

11.1. Editors cannot handle submissions where there is a personal, professional, or financial conflict of interest.

Article XII – Decision-Making

12.1. Editorial decisions are made by consensus among the editorial team.

12.2. In case of disagreement among editors or with the Review Section, the issue shall be resolved by:

- Discussion until consensus is reached, or
- Consultation with the Advisory Board if needed

Article XIII – Resignation and Replacement of Editors

13.1. Any editorial team member wishing to resign must give at least three (3) months' notice to allow time for a replacement.

13.2. The Editor-in-Chief is responsible for announcing vacancies in the editorial team; the Section Coordinator is responsible for announcing vacancies in the Review Section.

13.3. If an editor decides not to continue at the end of a term, they must allow a one-year transition period to search for a successor and participate in the transition process.

13.4. This ensures a smooth search and transition from one editor to another.

Article XIV – General Guidelines

14.1. All authors, editors, and reviewers must adhere to the editorial guidelines established by the journal.

14.2. All processes regarding submissions, evaluation, and membership must ensure transparency and fairness.