

Guest Editor Guidelines

FIRST. - Organizing company and the GUEST EDITOR

1.1. EPIARTE, S.L. (hereinafter "PHILOSTRATO") is the publisher of "*Philostrato. Revista de Historia y Arte*" (hereinafter "PHILOSTRATO MAGAZINE"). The PHILOSTRATO MAGAZINE is a young publication, but of high quality in its edition, with short deadlines for publication and with a great diffusion through the *Open Access* system.

1.2. Within the framework of its activity, PHILOSTRATO wishes to create the figure of the GUEST EDITOR, consisting of a professional from outside the organization who will be responsible for the coordination and implementation of a special monographic issue of PHILOSTRATO MAGAZINE on a subject in which he/she is a specialist or on a project that he/she has submitted to the Editorial Board of PHILOSTRATO MAGAZINE.

1.3. This monographic issue will be entitled as an extraordinary issue and will be independent of the two regular issues of the magazine (June/December). The theme of the issue will be within the editorial policy¹ of PHILOSTRATO and should be of interest to the scientific community. The extraordinary issue must follow the same structure of the usual journal: articles, miscellany and reviews, with the possibility of including an introduction chapter at the beginning of the publication explaining the reason for choosing the subject, or whatever you consider.

1.4. Researchers in the field of History of Art and History with a recognized and endorsed trajectory in their field, are invited to send their proposals. The GUEST EDITOR may be selected as an initiative of the Editorial Board of the PHILOSTRATO MAGAZINE or on his/her own initiative and, in any case, should have an extensive experience in the proposed thematic area.

SECOND. - Selection of the GUEST EDITOR for the monographic issue

2.1. The members of the Editorial Board of the PHILOSTRATO MAGAZINE may invite any researcher who meets the conditions established in these Guidelines; likewise, any interested researcher who complies with these Guidelines may send his or her suggestion to be selected as GUEST EDITOR.

2.2. In any case, the GUEST EDITOR must submit his/her proposal to the Editorial Board of PHILOSTRATO MAGAZINE at least one year before the publication date of the special issue.

2.3. The proposal should be sent to the address of PHILOSTRATO MAGAZINE by e-mail (redacción.philostrato@institutomoll.es), stating "GUEST EDITOR" in the subject line and the year for which the special issue is proposed. In it, the interested party should attach his/her curriculum vitae, detailing the chosen topic and a document justifying the choice, which should include a provisional index of the authors and contributions he/she expects to have for the project.

¹ <http://philostrato.revistahistoriayarte.es/index.php/moll/index>

2.4. After the proposal has been submitted, it shall be studied and submitted to the Editorial Board for a vote, excluding the member who suggested the proposal, if applicable.

2.5. In order for the proposal to be approved, it must have the favorable vote of three quarters of the Editorial Board. Once the proposal has been approved, the selected GUEST EDITOR shall be informed in writing.

THIRD. - GUEST EDITOR'S COMMITMENTS

3.1. The GUEST EDITOR shall ensure that all the contributions of the authors appearing in the special issue are unpublished. The GUEST EDITOR will also check with the authors of the texts that the copyright permissions of the images reproduced in the special issue have been requested and that no intellectual property rights have been infringed. In this regard, the GUEST EDITOR will hold PHILOSTRATO harmless from any judicial or extrajudicial claim arising from the content of the special issue.

3.2. The GUEST EDITOR will be in charge of the Call for Papers of its special issue.

3.3. The GUEST EDITOR may invite recognized authors and specialists in the subject matter of the special issue, as long as the publication and double-blind peer review rules of PHILOSTRATO MAGAZINE are followed.

3.4. Likewise, the GUEST EDITOR undertakes to ensure that the anonymous review process is not violated at any time, neither by the reviewers nor by the authors of the texts.

3.5. The GUEST EDITOR will be in charge of choosing the reviewers of the contributions. These reviewers will have previously confirmed their commitment, in order to be able to register them on the PHILOSTRATO MAGAZINE platform so that they can have access to the document to be evaluated.

3.6. The GUEST EDITOR must review the texts before and after the double review.

3.7. With the collaboration of the Editorial Board of PHILOSTRATO MAGAZINE, the GUEST EDITOR will select the papers received for the special issue.

3.8. THE GUEST EDITOR will comply with the deadlines established by the Editorial Board of PHILOSTRATO MAGAZINE.

3.9. In consensus with the Editorial Board of PHILOSTRATO MAGAZINE, the GUEST EDITOR will select the image for the cover of the special issue. In case of discrepancy, the choice made by the Editorial Board of PHILOSTRATO MAGAZINE will prevail. The selected image must have a minimum quality of [...] pixels and have all reproduction permissions granted.

3.10. The GUEST EDITOR will write an article or brief introduction to the special issue.

3.11. The GUEST EDITOR will review the proofs and galley proofs for final publication.

3.12. The GUEST EDITOR must attend at the specific date and time at the headquarters of the Instituto Moll, c/ Marqués de la Ensenada 4, 1º, Madrid, in case the Editorial Board of PHILOSTRATO MAGAZINE requires his/her presence at any of its meetings to discuss the status of the special issue.

3.13. The collaboration of the GUEST EDITOR with PHILOSTRATO MAGAZINE will in no case imply the existence of an employment relationship with PHILOSTRATO or with any other company of the its business group. To this effect, the GUEST EDITOR shall not be subject to the principles of hierarchy and dependence inherent to an employment relationship, nor shall he/she receive any financial compensation whatsoever.

FOURTH - PHILOSTRATO's Commitments

4.1. PHILOSTRATO will register the GUEST EDITOR in its platform, in order to facilitate the coordination of the special issue with the profile of "assistant editor of the issue", thus being able to access to the entire editorial process through the OJS platform.

4.2. PHILOSTRATO will announce and promote the special issue through the PHILOSTRATO MAGAZINE in its "Notices" section, as well as all the Social Networks and page of the Moll Institute to which it is linked.

4.3. PHILOSTRATO will support the GUEST EDITOR in the processes of coordination, proofreading, layout and interactions derived from these.

4.4. PHILOSTRATO will deliver to the GUEST EDITOR a total of ten (10) printed copies of the special issue it has produced.

4.5. PHILOSTRATO will include the name of the GUEST EDITOR in the credits page of PHILOSTRATO MAGAZINE, where it will appear with the identification of "*Guest Editor*", or "*Guest Editors*".

FIFTH. - Data processing

5.1. PHILOSTRATO as "data controller" will process the personal data of those interested in the project (name and surname, contact details and professional profile, among others) for the following purposes:

- Manage the participation in the project.
- Verify compliance with the requirements for participation in relation to these legal bases.
- Fulfillment of the legal obligations that may correspond to PHILOSTRATO.
- Communication and dissemination of the activities related to the project.

5.2. The legal basis for the processing of personal data is the execution of the legal relationship acquired through the acceptance of the legal bases, as well as, if applicable, the fulfillment of the legal obligations that may be applicable to PHILOSTRATO.

5.3. No communication of personal data to third parties is foreseen and the personal data will be kept for the applicable legal periods, as long as the interested party has not exercised its right of deletion.

5.4. The name and surname of the GUEST EDITOR and, where appropriate, his or her identifying photo, may be published on profiles and other PHILOSTRATO and PHILOSTRATO MAGAZINE websites, for the purpose of promoting the special issue.

5.5 The interested parties may exercise their rights of access, rectification, deletion, opposition, limitation of processing and portability, by writing, accompanied by a copy of the ID card, which

can be sent to protecciondatos@prensaiberica.es. They may also file a complaint with the Spanish Data Protection Agency (www.aepd.es).

5.6. The interested parties may obtain additional information about the conditions of PHILOSTRATO's data processing by sending an e-mail to the following address: protecciondatos@prensaiberica.es.

SIXTH - Applicable law and jurisdiction

These Guidelines are governed by the Spanish law. The interested parties, expressly waiving any other forum, submit to the jurisdiction of the Courts and Tribunals of Madrid for any dispute that may arise from this contest.

SEVENTH. - Liability

By way of example, but not limited to, PHILOSTRATO is not responsible for possible losses, theft, delays or any other circumstance attributable to third parties that may affect the development of this project. PHILOSTRATO assumes no responsibility in cases of force majeure or fortuitous event, which could prevent the realization of the project.

Madrid, 11 November, 2022.