



## INTERNAL BY-LAWS

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Pro-Posições is a official publication of the Faculty of Education (FE) of the University of Campinas (Unicamp). It was founded in 1990, and its aim is to disseminate the academic production in the field of Education. It publishes original production in the field and accepts contributions in the form of articles, bibliographical essays and reviews.

### Periodicity

Pro-Posições publishes continuously, in order to favor its divulgation.

### Honorary Editors

They are former editors of Pro-Posições and intellectuals, scientists, artists and researchers linked to Education and correlated areas, both Brazilian and foreign, considering the diversity of approaches and theoretical perspectives. They are appointed by the Editorial Board and their periodicity is not defined.

### Editorial Board

The Editorial Board is composed of, at least, nine members of the Faculty of Education, plus the participation of external members, from different areas of knowledge linked to Education and correlated areas, indicated by the current Editorial Board. All nominations must be approved by the Faculty of Education Council.

The members of the Editorial Board have a six-year mandate, with a renewal of one third of its members every two years, thus ensuring the continuity and stability of the work.

The Editorial Board is responsible for the publication of the journal, deciding its composition, aesthetics, programming of sections, dossiers, and projects to be developed.

It is also responsible for the promotion policy of the journal.

### Editor-in-Chief

The Editorial Board chooses, from among its members, one or two editors-in-chief, who have four-year terms, reelection being allowed. They are assisted in their functions by the executive editor of their choice.

### Duties of the Editors-in-Chief

Coordinate and represent the Editorial Board;

Convene and preside over the meetings of the Editorial Committee;

Establishing periodic contacts with Honorary Editors, in order to receive evaluations and suggestions;

Look after the publication's assets and name, taking care of its periodicity, evaluation and circulation;

Elaborate, together with the Executive Editor, financing projects, budgets and accountability reports when necessary to be presented to the Faculty of Education Director and to the external evaluation organs;

Be accountable for the journal and its financing to the Faculty of Education Director;

### Attributions of the Executive Editor

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Be the Executive Secretary of the Editorial Board;

Manage the production and publication of the journal;

Keep for a database of "ad-hoc" referees indicated by the Editorial Board;

Take care of the reception of articles for publication, as indicated by the Editorial Board;

Maintain a database of translators, reviewers and specialized services;

Elaborate, together with the Editors in Chief, financing projects, budgets and accountability reports when necessary to be presented to the Faculty of Education Director and to the external evaluation organs.

### Production

Pro-Posições is organized and produced by the Editorial Board, which may create and close sections, change the format of the Journal, as long as the indexing criteria are respected.

The changes will be sent to the Honorary Editors.

The journal follows the publication norms of the American Psychological Association (APA) and considers the criteria of the evaluation bodies. It can be composed by commissioned articles, thematic dossiers and demand articles.

In its website, the Journal publishes the norms for acceptance of articles and other contributions to the publication, as well as the credits of authors and collaborators, following the general orientations of the evaluation organs.

### Staff Support

Pro-Posições counts on the support of the Publishing Sector of the Faculty of Education, to give support to the process of submission, evaluation and on line publication.

### Sponsorship

Pro-Posições is financed by the Faculty of Education and by resources coming from research funding agencies, when available.