1.) Aim and Scope:

a. The *International Journal of Evangelization and Catechetics* (IJEC) is a peer-reviewed, interdisciplinary journal presenting scholarly and pastoral articles in the fields of evangelization, catechetics and liturgical Catechetics with an international scope. IJEC's essays attend to advances in the human and social sciences and are faithful to the Catholic theological tradition and so make the journal an important resource for scholars, teachers in seminaries, colleges, and universities, directors of faith – formation in parishes and dioceses, catechists, and others in positions of catechetical leadership and evangelization ministry. IJEC is published twice-yearly in print and digital format and each issue includes a book review section.

2.) Peer review process

a. The *International Journal of Evangelization and Catechetics* is a double-blind peer reviewed journal.

3.) ISSN

a. ISSN: 2689-6206b. eISSN: 2689-6214

4.) Ownership and Management

a. The *International Journal of Evangelization and Catechetics* is owned by The Catholic University of America. It is published by The Catholic University of America Press for the School of Theology and Religious Studies of the Catholic University of America, in Washington, D.C.

5.) Editorial board:

- a. Editors
 - i. Raymond Studzinski, O.S.B. (Head Editor)
 - ii. Stephanie DeFeo (Editorial Assistant)

b. Editorial Board

- i. Thomas Clemmons
- ii. Lindsay Radice
- iii. Frank DeSiano, C.S.P.
- iv. Veronica Rosier, O.P.
- v. Emanuel Magro
- vi. Jen Sullivan

c. Interns

- i. Colleen Campbell
- ii. Joseph Kirkconnell
- iii. Mark Escobar, C.S.
- iv. Phillip Ganir, S.J.
- v. Parthiban Soosai, S.D.B.

d. Advisory Editorial Board

- i. Stephen Bullivant (St. Mary's University)
- ii. Rito Baring (DeLasalle University)
- iii. Gilbert Choondal, S.D.B. (Nikita Don Bosco)
- iv. Michael Clay (St. Francis of Assisi, Raleigh, NC)
- v. Matthew Halbach (Sadlier)
- vi. Angela Kaupp (Universität Koblenz-Landau)
- vii. Maureen O'Brien (Duquesne University)
- viii. Timothy O'Malley (Notre Dame University)
- ix. Elzbieta Osweska (Uniwersytet Papieski Jana Pawla II)
- x. Hosffman Ospino (Boston College)
- xi. Diana Raiche (University of Dallas)
- xii. Jane Regan (Boston College)
- xiii. Richard Rymarz (Australian Institute of Theological Education)
- xiv. Nathaniel Samuel (Loyola University, Chicago)
- xv. Margaret Schreiber, O.P. (Dominican Sisters, Springfield, IL)
- xvi. Joyce Ann Zimmerman, C.PP.S. (Institute of Liturgical Ministry)

6.) Ethics and Complaints Policy

- **a.** The ethical guidelines for *The International Journal of Evangelization and Catechetics* are based on COPE's Best Practice Guidelines for Journal Editors.
- **b.** Editor's Duties:
 - i. To monitor the peer-review process and maintain the anonymity of reviewers (as regards the specific evaluated article).
 - ii. To avoid conflicts of interest.
 - **iii.** To avoid discrimination based on gender, religious or political beliefs, or nationality with respect to articles either accepted or rejected.
 - iv. To inform the publisher in cases of plagiarism and violation of copyright.
 - **v.** To publish retractions or corrections in the case of mistakes, conflicts of interest, or plagiarism.
 - vi. To take reasonable steps to avoid plagiarism, and to exercise the necessary control on the content of the journal in order to prevent criminal offenses.
 - **vii.** To refrain from disclosing information about a submitted manuscript to unauthorized individuals.
 - **viii.** To refrain from using unpublished materials disclosed in a submitted manuscript in the editors' own research without the written consent of the author.

c. Peer Reviewer's Duties:

- i. To identify relevant published work not cited by the authors, and to make helpful suggestions to the authors for revisions to the text.
- ii. To review the articles in a timely manner.
- iii. To remain objective in their reviews.
- **iv.** To disclose and decline to review any manuscript in which they have, or suspect they have, a conflict of interest with the author, company, or any institution otherwise connected to the manuscript.

v. To treat all received manuscripts as confidential documents, and to refrain from showing them to, or discussing them with, individuals not authorized by the editorial board.

d. Author's Duties

- i. To ensure that all articles submitted are original, unpublished, and not submitted simultaneously to other journals.
- ii. To accept the results of the peer review process.
- **iii.** To acknowledge, should the article be accepted for publication, the copyright terms as set out by the publisher.
- iv. To declare possible conflicts of interest which may be seen as having influenced the manuscript.
- v. To disclose all sources of financial support for the manuscript.
- vi. To properly cite the sources of information within the manuscript, to obtain permissions for images or other content in accordance with copyright law, and to otherwise avoid acts of plagiarism or copyright infringement.
- **vii.** To refrain from knowingly misrepresenting themselves or their manuscript.
- **viii.** To present only authentic data, and objective interpretations of that data, within the manuscript.
- ix. To immediately notify the editors should the author become aware of any serious error(s) in the manuscript and provide the editors with retractions or corrections to repair the error(s).

7.) Copyright

a. Copyright of journal issues as a whole remain with the press.

8.) Access

a. The journal is available in print and online for subscribers. Individual issues are available for purchase in print or electronic form.

9.) Revenue Sources

a. The sole sources of income for *The International Journal of Evangelization and Catechetics* are subscriptions and advertising revenue.

10.) Advertising

a. Advertising decisions for the journal are made by the Catholic University of America Press. These decisions are not related in any way to editorial decision making and are kept separate from the published content.