Publication Guidelines and procedures for contributors

1. This section describes how we work with contributors (artists, researchers and others) to both Arts Cabinet’s Editorials, the Research and Learning Editorials and the Repository, through occasional open calls. It should be read in conjunction with the Website Terms and Conditions (see section C below) which apply to all legal aspects of access to, and use of, the Arts Cabinet website by contributors and others. This section describes:

* The scope of our publishing activities: what we publish
* Types of contributions
* Submission process
  + Design and technical requirements
  + How we work with contributors
  + Timelines

*The scope of our publishing activities: what we publish*

1. Arts Cabinet will publish submissions from all fields and disciplines where questions related to the relationship between art and research may be relevant.
2. We welcome submissions from artists, practitioners and researchers, with or without academic affiliations.
3. Arts Cabinet encourages:

* Content that exposes synergies between art and research, featuring artistic research practices, academic research done in collaboration with artists or arts-based research, amongst other possible modalities.
* Even though there is no formal field that explores gaps and relationships between art and research, we will seek content that has significance to this area of practice.
* Original approaches to writing, publishing and formatting text and visuals.

1. Arts Cabinet’s format for publishing encourages contributors to combine text, image, film, and audio material in ways that challenge the traditional format of research publications.
2. We do not accept content that has already been published.
3. The content you wish to publish in the Arts Cabinet Website must not currently be under consideration by any other publication.
4. We do not impose limits on length, but we want to encourage the contributors to take into account that readers should be able to access all essential aspects of the presentation within a reasonable amount of time.
5. Similarly, we encourage contributions that are not too short, so as to offer readers a sufficiently in-depth perspective into the content

*Language*

1. We publish mainly in English and we are happy to consider contributions in any other language, provided their publication is supported by our website. Multilingual expositions are also welcome, if contributors wish to use different languages in their submissions. We make translations available if possible, through Google, Deepl or other such tools; if translations are not available, we will explore with the contributors whether they wish to summarise the content in English to ensure that the meaning of the content can be shared as widely as possible, if required.

*Contributions to the Arts Cabinet website*

1. There are 4 types of contributions on the Arts Cabinet website:

* Contributions to the Arts Cabinet biennial thematic Editorials: these Editorial are curated and produced by Arts Cabinet. They run for a period up to 9 months. Arts Cabinet will invite a set of selected contributors from different fields, disciplines and practices to submit content (up to 4 contributions per contributor) that addresses the theme and responds to it in ways that offer a plurality of perspectives into the topic.
* Contributions to the ‘Ways of Knowing’ biennial Editorial: these Editorials are curated and produced by Arts Cabinet. They run for a period up to 9 months. Arts Cabinet will invite submissions (up to 4 contributions per contributor) from a wide range of contributors to provide responses and offer positions in relation to our specific Editorial question within the research framework *‘Ways of Knowing*’, an ongoing research project undertaken by Arts Cabinet.
* Contributions to the Research and Learning Editorials: in collaboration with Higher Education partners, Arts Cabinet will invite submissions from artists and academics to contribute to the research topic in that Editorial. The format of each Research and Learning Editorial will be agreed case by case.
* Contributions to the Arts Cabinet Repository: Arts Cabinet will launch occasional open calls with specific criteria open to those who wish to respond to the call and see their submissions launched on the Arts Cabinet website and subsequently deposited in the Repository. The criteria for the calls will ensure that any material submitted relates to expanding knowledge about Ways of Knowing, the ongoing research project of Arts Cabinet, to include artistic research practices, academic research involving arts-based research methods, as well as contributions which reflect on contemporary practices at the intersection of art and research.

*Review Processes*

1. For its biennial Editorials (Thematic and Ways of Knowing), all submissions will be assessed and reviewed by Arts Cabinet’s Editorial Board.
2. For Research and Learning Editorials, all submissions will be assessed and reviewed jointly between Arts Cabinet and the Higher Education partner.
3. Submissions for the above Editorials will initially be reviewed by the Editorial Board. The Editorial Board may recommend acceptance of a text, acceptance subject to revisions, resubmission with revisions, or rejection. Where revisions are sought, contributors will be asked to amend their texts, which may then be subject to further assessment by the Editorial Board before publication.
4. Submissions to be launched in the Arts Cabinet website and subsequently deposited in the Repository, will be initially assessed by Arts Cabinet, and if judged suitable, peer reviewed by specialists in the field using the double-blind peer review process. A reviewer may recommend acceptance of a text, acceptance subject to revisions, resubmission with revisions, or rejection. Where revisions are sought, authors will be asked to amend their texts, which may then be subject to further assessment by a peer reviewer before being edited.
5. Please note that all texts are rigorously edited for content, structure, style and accessibility of language, and authors may need to agree or themselves make changes to the text ~~at this stage~~ within the timeframe stipulated by the Editorial Board to be included on the website.
6. Contributions are accepted for publication only if judged to be of a suitable standard and relevant to the objectives of the Editorials and/or those of the open calls, in line with the purposes of Arts Cabinet, and in this the judgement of Arts Cabinet is final.
7. Every submission in every case is always discussed and agreed with the contributor prior to publication on the Arts Cabinet website.
8. Technical Specifications for publishing on the Arts Cabinet website

*Word limits and formatting*

1. Each contributor to an Editorial will have their own dedicated page.
2. For each contributor’s page, we will require:

* Overall Title - should there be more than 1 contribution.
* Contributor’s name
* A short abstract of the contribution 125-250 words to describe the contributor’s line of enquiry
* Key words (for the purpose of searching and archiving)
* Author’s role or profession (one line only, with no reference to publications or projects, in italics (e.g., XXX YYY is an artist based in Mumbai, India, or AAAA BBBB is a senior lecturer in Art History at the University of Glasgow).

1. For each individual submission, we will require:

* A title for the submission
* Text
* Notes (endnotes, not footnotes)
* Acknowledgements (including acknowledgement of where the content may have been presented or published elsewhere).
* Copyright line (e.g., Arts Cabinet, 2023 © XXX YYY).
* Captions (see Style Guidelines below).
* List of image copyright holders (including full contact details, where known).

1. When you submit the content, please:

* All written content to be provided in Word Document
* Indicate on a Word Document the desired layout of the content so that we have clear instructions from you prior to uploading on our site.
* Do not insert images on Word Documents. Instead, insert a note where images should be pasted and reference them clearly either by numbers or titles.
* Footnotes, references etc: use the [MHRA (Modern Humanities Research Association) style guid](http://www.mhra.org.uk/pdf/MHRA-Style-Guide-3rd-Edn.pdf)e.
* Hyperlinks: external hyperlinks should open in a new window; footnote hyperlinks should be functional and consistently styled.
* All Files, including Media Files, to be submitted via WeTransfer
* Image size: 2000 pixels wide at 72dpi in JPEG or PNG formats (we cannot accept TIFF formats). Please refer to Paragraph 34 for further clarification.
* Captions, credits, copyrights need to be provided on a separate Word Document, referencing clearly what image they refer to.

1. Contributors provide images in JPEG or PNG format. Contributors should also supply full written details of the sources of the images supplied. Please note it is the responsibility of the contributor to obtain digital images from correct sources (for example, museums, libraries). Images should not be photographed from books or taken from the internet unless under a creative commons licence or similar, and suitable attribution text provided.
2. Contributors may be able to obtain images for free for their own purposes and should seek to do so. If the owners of an image needed for a contribution seek to charge for the digital file, contributors should not proceed to purchase the image unless they want to retain and re-use it in their future work. In such cases, contributors should supply the editorial team with full details of the owner of the image, and it is their responsibility to pay for the image and clear its copyright.
3. In addition to submissions, each contributor has the option to provide visual content to feed the Arts Cabinet’s Knowledge Wall. A knowledge Wall is a visual record that captures the contributor’s research experiments and processes, which usually features content developed in the spaces preceding and between scheduled formal contributions. This must be discussed and agreed with Arts Cabinet.

*How we work with contributors.*

1. We work closely with contributors to ensure that the Arts Cabinet website can accommodate their intentions and present their work in the best possible ways. We will schedule 1 one-hour online meeting with each contributor prior to their submissions to agree how their work will be published and discuss format options. Once we receive the content for publication, we review where necessary and send a draft publication to the contributor for their final approval.
2. Dissemination:

Arts Cabinet will disseminate the content of all its publications in the following ways:

* Newsletters and mailouts
* Social Media platforms
* E-publications and printed publications
* Through partners’ websites

These guidelines are dated: 18 January 2021