

# **ArtEZ Press**

**Acceptance criteria  
proposals and  
manuscripts publications**

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## **Acceptance criteria proposals and manuscripts publications**

### **Publishing at ArtEZ Press**

*Driving change, shifting perspectives and emphasising the power of the arts*

Our philosophy is that every publication of ArtEZ Press should be of value to the arts and society. Our publications drive change and innovation, offer new perspectives and show the power of the arts. They are an inspiring source of knowledge for students, artists, researchers and anyone interested in art, culture and education. Our publications stimulate diversity and richness in theory and practice.

ArtEZ Press is the publishing house attached to ArtEZ University of the Arts. Founded in 2005, we publish high quality books, in terms of both content and design. The unique design reinforces the content, and vice versa. The carefully curated collection that ArtEZ Press has built up throughout the years represents disciplines like architecture, visual arts, dance, interior design, art education, fashion, music and music therapy, product design, theatre, design and theory of art.

Authors at ArtEZ Press become a part of our (international) platform of authors, artists, designers and researchers. Publishing at ArtEZ Press means commitment to quality books, due to the time and attention paid in the editing and design process. Publishing at ArtEZ Press also means entering into a partnership that is dedicated to make an impact in the field of research and interventions in arts and education.

### **Criteria for a manuscript (proposal)**

A proposal for a manuscript and/or a submitted manuscript is assessed on the following eight criteria:

1. Matching the criteria of the ArtEZ Press fund (diversity and high quality level in form and content, diversity in disciplines of art education and research within ArtEZ).
2. Contribution to the development of theory in the field of arts and art education.
3. Result of original research or knowledge in the field of the arts.
4. Easy to share and accessible for the target group(s); students, colleagues from the field and/or interested general public.
5. Consistent and proper content.
6. Accountability of the research by means of proper referencing.
7. Feasibility of publication in time and finances.
8. Publication is in English or Dutch (or both).

## **Guidelines for submitting a manuscript (proposal)**

### **1. Submission**

In order to judge whether a manuscript is eligible for publication within the fund, Before submitting a complete manuscript ArtEZ Press would like to receive a proposal first. This proposal should consist of:

- a completed application form
- a clear and comprehensive concept of the content of the publication (500 words)
- a proposed table of contents
- an example chapter or several example chapters (if available)
- a curriculum vitae of the author(s) (100 words) with information relevant to the subject of the publication

*Please answer the following questions in your proposal:*

- Which art discipline(s) frame the content of your book? Can the publication be seen in the context of a specific field of research?
- What is the contribution to the development of theory in the field of arts and art education?
- How can your research be embedded in (art) education?
- What makes the publication relevant to the discipline? What makes the publication innovative compared to other (existing) publications in the field?

- Are there existing publications? If so, which ones are relevant to your publication?
- For which target groups is the publication intended and why is the publication relevant for these target groups?
- What level of prior knowledge is expected from the reader?
- Is there a specific time by which the book should be published?
- Is there any funding (grants or other financing) available from your side for the creation of the manuscript and/or the production of the publication?

## **2. Assessment process and review**

ArtEZ Press determines whether a manuscript (proposal) will be accepted by evaluating the eight assessment criteria. The criteria concern the suitability for the ArtEZ Press fund (criterion 1), the content of the manuscript (proposal) (criterion 2-7), and the financial and time-wise feasibility of the project (criterion 8). The evaluation of the substantive criteria related to the quality of the manuscript (criterion 5-7) is done by the publisher in consultation with an editorial team, editorial board or discussion partner(s) that is composed based on the theme of the publication.

After submitting your manuscript (proposal) including all accompanying documentation, you will receive a confirmation of receipt and the publisher will review your proposal. Within four weeks you will receive a first reasoned assessment of whether your manuscript is eligible for publication at ArtEZ Press. There are four possibilities:

- Your manuscript meets the criteria for publication at ArtEZ Press. We will contact you to make an appointment to discuss the working method, content, planning and finances with you.
- We ask you to provide additional information in order to be able to fully assess your manuscript. After receiving the additional information we continue the assessment of your manuscript.
- We see potential in your proposal, but it does not (fully) meet the criteria. We give feedback on your proposal and make suggestions for further elaboration. After adjustment, we reassess your manuscript.
- Your manuscript is rejected because it does not meet the criteria for publication.

### **3. Process after acceptance manuscript (proposal)**

If the manuscript (proposal) is suitable for the ArtEZ Press fund, the process of editing and production will start. The way ArtEZ Press works is characterized by an intensive collaboration between publisher and author(s), in which ArtEZ Press has final responsibility and, after consultation with the author(s), makes the decisions during the editing and production process.

Together we strive towards optimal quality in text and image. The manuscript is always edited by ArtEZ Press, corrected and if necessary translated. Author(s) are expected to be closely involved in the image editing (content and arrangement of copyright of images), design process and the promotion of the publications.