

PEER REVIEW GUIDELINES FOR SUBMISSIONS TO IMAG

Overview:

Visual Communication is at the heart of every issue of IMAG, InSEA's visual art education journal. The stories told through the interplay of images and text assure the unique quality of this journal.

Process:

The **Principal Editors** (PE) oversee the publication process from the announcement of an issue's theme, posting of deadlines to publication. PEs read submissions and after an initial decision on suitability, prepare them for **peer review**. Two members of IMAG's Editorial Board evaluate the quality of each visual essay submitted using a process of **double-blind peer review**. Typically, visual essays are evaluated by members of the editorial board and refereed within one month.

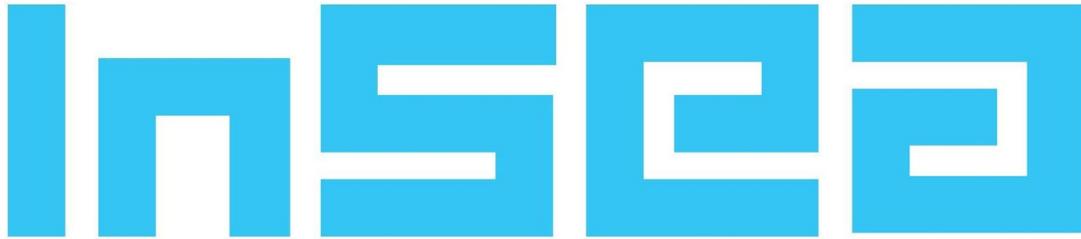
After the members of the editorial board review submissions they return comments and recommendations to the co-editors. Co-editors will then communicate to authors with their final decisions and instructions for final proofs. If accepted, the contribution will be published online within three to six months. In summary, the PEs are responsible for delegating tasks to editorial board members, managing submissions, overseeing the peer review process, working collaboratively with authors, and assuring visual quality and layout of *IMAG*.

Guest Editor(s)

On occasion IMAG PEs will invite a Guest Editor for a journal issues focused on a chosen and timely topic. PEs will work closely with Guest Editors and authors to ensure that the content reflects the authors intentions and reflects the aims of *IMAG* and InSEA.

Languages: All visual essays will be in English. Additionally, authors have the opportunity for their IMAG visual essay to be published in the language of the author if not English. There will be a link to the second language.

Proof-reading in this second language will be the responsibility of the author.



Guidelines for IMAG peer review:

Members of IMAG’s editorial board provide objectivity when reviewing visual essay submissions. Comments will be focused on the relevance to the issue, link between images and text in conveying the essay’s narrative, and suggestions on how the author(s) might improve the quality of the visual essay, both in content and presentation. Reviewer comments are designed to be helpful and instructive. All visual essays for review will be considered confidential documents. A reviewer will recuse him/herself in any possible situation of conflict of interest with authors and/ or their institutions.