

Special or Focus Issue Development and Publication

Curator: The Museum Journal has two types of formats for publishing papers that focus on one issue: “Special Issue” and “Focus Issue.” In the case of a Special Issue, everything in the issue is directed towards the topic: guest editorial, forum (opinion pieces), articles, digital, exhibitions and books. In a Focus issues, a guest editorial a forum and a few related articles are published together, while the remainder of the issue contains papers unrelated to the focus. We develop focus issues based on the convergence of material we tend to receive from unsolicited manuscripts but may also elect to reduce a Special Issue to a focus if the timing of papers received or negative reviews reduce the likelihood that a full issue can be assembled in a timely manner, out of respect for the authors who did meet the schedule and had worthy contributions.

Below are the steps and approximate time from the point a decision is made to publish an issue devoted to a specific topic to the publication of either a Special or Focus Issue.

1. A submission is developed describing the reason for the special issue. The submission outlines at least four unique ways that the topic may be relevant to museums including types of museums interested, international debates that may influence the discussion, and/or other compelling reasons. This treatment need not be more than one or two pages, and should be accompanied by a list of at least five potential contributors who have expertise and a reasonable track record of publications to support the thesis for the issue. Ideally, the guest editor(s) also offer their own credentials and qualifications to serve in the guest editing capacity. If papers more or less exist from presentations this should be noted in the proposal. For each special issue, we will issue a call for papers but would reduce the time for submission if the majority of the papers for the issue are already prepared in some form.
2. On acceptance, the Editor-in-Chief will appoint Guest Editors to the journal and register them through the ScholarOne online portal. The editor will also work with the This space will allow the guest editors to addre.
3. In all cases, the Guest Editor contacts potential contributors and invites them to participate. In parallel to this activity, a Call for Papers is issued on the website to invite contributions from the field.

4. Authors are required to submit their papers to the journal through the ScholarOne online portal. On receipt, the Editor will assign the papers to a guest editor to manage the peer-review process, to receive reviews and to work with authors to address any issues that arise in peer-review, and to ensure that all papers are edited to suit a transdisciplinary readership by avoiding disciplinary jargon or concepts accepted as common within the discipline but not necessarily understood outside that area of practice.
5. In general, the review process takes about 8 weeks pending the ability of peer-reviewers to respond in a timely fashion. It is also reasonable to assume a three month period for working with authors on final submission.
6. The editorial office will work with the Guest Editors throughout the process, will discuss manuscripts as they are prepared and to determine the publishing schedule once the Guest Editors and the Editor are assured that there is sufficient material received to schedule the Special Issue or Focus into an upcoming issue.
7. When articles and other documents are ready and assigned to an upcoming issue, they are sent to the Managing Editor through the online system. The Managing Editor works directly with the author(s) to prepare the final article for publication. This includes final copy editing and proof reading until the papers are ready for submission. This latter process moves very quickly and can occur within one month.
8. Primary communications with the editorial staff will use email and should copy the editorial office. The editorial office is located in New York, NY, USA and where possible, phone schedules will be based on US Eastern Time Zone (GMT +5 hrs). Pre-scheduled meeting can be arranged to suit reasonable global work hours.

Join the conversation at curatorjournal.org

John Fraser, Ph.D. AIA
Editor, Curator: The Museum Journal,
President & CEO, New Knowledge Organization Ltd.

e: jfraser@newknowledge.org
t: 1 (347) 766-3399

Proposal Format for a Special Issue | **Curator**: The Museum Journal

1. What is the Title of the Proposed Special Issue?
2. Describe in one or two paragraphs the rationale for why this issue will advance the museum field. Focus specifically on how an international sector in the museum field, or the field in general would benefit from this material. The purpose of this section is not to outline the primary social issue or concern, but rather, to focus on the unique contribution museums can make to the topic.
3. List at least 5 or more key authors who could offer perspectives on the topic, include with these names their primary affiliation and three sentences explaining their expertise to address the topic. These three sentences could be the description of a proposed paper or presentation. We note that any content already published in a proceedings or other peer-reviewed journal could be considered reasonable as a base but the proposed paper for Curator would need to represent new thinking, information, or treatment of the prior work.
4. Provide Guest Editor's names, affiliations, contact details including address, email and primary contact telephone number. Include a short paragraph for each person describing expertise they bring to the project immediately after their contact details. It is a benefit to have at least one Guest Editor with demonstrable skill editing and publishing in English. Please identify which of the Guest Editors will serve as the lead contact for the Special Issue.
5. Submissions may be emailed directly to the editor at jfraser@newknowledge.org Please copy the editorial office at ltietjen@newknowledge.org to ensure the document is received.