Manazir مناظر Journal

Procedure for Guest Editor(s)

1. Introduction

- *Manazir Journal* is an annual, double-blind peer-reviewed, free, and platinum open-access online journal.
- We welcome novel and original issue proposals by scholars and professionals working in the fields of visual arts, architecture and heritage in the Middle East and North Africa. If you are interested in becoming guest-editor(s), kindly submit your issue proposal to manazir@unige.ch.
- *Manazir Journal* is inclusive and multi-lingual. It seeks to include a diverse variety of languages and regions, both in terms of content and in the selection of our authors. Proposals for issues can be submitted in English, French, German, Italian, and the languages of the MENA region.
- *Manazir* is politically and religiously neutral. It only permits political messages that directly support science and research, as well as practice and mediation of art, architecture, and heritage of the MENA region or in Switzerland.

2. Your tasks as guest-editor(s)

- As guest editor(s), you are responsible for defining a clear and precise overall topic for your issue. You are also in charge of overseeing the entire editorial process including the selection of submissions and peer-reviewers.
- After a first meeting with all the members of the editorial team, you will be introduced throughout the editorial process. You will also be in contact with the editors-in-chief, who may assist you in the evaluation and selection process.

3. *Manazir Journal*

- Issues of *Manazir Journal* are published annually.
- All articles are double-blind peer-reviewed, meaning that author and reviewers must not know each other's identity.
- *Manazir Journal* is both cost-free and access-free. Everybody can read everything without paying.
- As a Platinum open-access online journal, we are proud that neither our readers nor the authors and publishers must bear any costs. Therefore, we cannot pay salaries for any issue contributors. We also do not cover any costs related to translations or image rights.
- *Manazir Journal* runs on BOP (Bern Open Publishing), an online platform dedicated to organizing and overseeing every stage of publication. All authors, reviewers and you as guest editor(s) will use this platform.
- All issues are available online at https://bop.unibe.ch/manazir and can also be accessed through Swisscovery and Helveticat online catalogues.
- *Manazir Journal* is licensed under a Creative Commons Attribution 4.0 International License (CC-BY), meaning all content may be used, copied, distributed, and displayed freely, under the circumstance that author, editor, and *Manazir Journal* are properly credited.

4. Issues

- Each issue of *Manazir Journal* may include a minimum of eight and a maximum of twelve articles. Any additional number of articles can however be discussed beforehand with the editorial team.
- Furthermore, each issue also includes an introduction written by the guest editor(s). The issue may also contain up to two artist's or curator's statements.
- *Manazir Journal* does not publish book, exhibition, or conference reviews. However, if you wish to accompany an issue with suitable reviews, we welcome submissions for reviews and testimonials to be published online on our academic blog.
- We also do not publish any form of advertisement.

5. Submissions

- We support open calls for submission proposals.
- Submissions can be accepted in English, French, German, Italian, and the languages of the MENA region. One single issue may also be plurilingual and contain submissions in different languages. Please discuss beforehand with the editorial team which languages you wish to include in your issue and make sure you have a list of specialists on the topic for each of the languages for the peer-reviewing process.
- Each submission must include a title, a short abstract (200-300 words), five keywords, and a bibliography. Abstract and keywords must be in English regardless of the language of the submission.
- All submissions have a maximum length of 7'500 words or 50'000 characters including spaces. This does not include abstract, keywords and bibliography.

1. You will be provided with our official *Manazir Journal* Stylesheet. Our stylesheet is based on the latest edition of the MLA-Handbook (MLA8). Please send the stylesheet to all your authors. Submissions that do not follow the stylesheet must be sent back to their authors. If you are having problems with the stylesheet, please refer to the official Chicago17 or CMOS17 support website and FAQ (http://www.chicagomanualofstyle.org/) or contact your issue editor.

- As guest editor(s), you can also write an article as an author.

6. Peer-Reviewing

- Each article should be double blind peer-reviewed by two reviewers, who has research expertise in the respective field and hold a PhD degree.
- The guest editor(s) oversee contacting peer-reviewers sending them the articles via BOP (Bern Open Publishing), setting the deadline, and sending reminders if deadlines are not met. If needed, the editorial team can always propose names of peer-reviewers suggested by *Manazir Journal*'s Advisory Board.
- The usual deadline set for peer-reviewers does not exceed 2-3 weeks following the article's submission.
- To guarantee the double-blind peer-reviewing process, please ensure that the author's name does not figure in the submitted file, neither in text or title, nor in the file name.
- We recommend keeping a few peer-reviewers on hand for emergencies.

7. Copy-Editing
- As guest editor(s), you are responsible for copy-editing the issue. This includes reading and correcting all submissions, putting them in accordance with the stylesheet if needed and at the end, sending the final, to-be-published versions back to the authors.
- Please ensure to provide proficient copy-editing for all languages featured in the issue.
- The editorial team will perform a last check of the copy-editing for the entire final version of the issue.
- Your issue editor will take care of the production and online publication of the issue.

8. BOP (Bern Open Publishing)
- *Manazir Journal* uses the Open-Access online publication platform BOP (Bern Open Publishing).
- Please register with your full name, title, institutional affiliation, and e-mail address at https://bop.unibe.ch/manazir/user/register. Send this link also to all your authors.
- We will provide you with a simple step-to-step-instruction for using BOP as editors, as well as the same for authors and reviewers, which we kindly ask you to send to your contributors.
- If you are encountering any problems with BOP, please refer to the official OJS 3.3-manual (https://docs.pkp.sfu.ca/learning-ojs/en/) or contact your issue editor.