



Crafts Study Centre: Peer Review Policy 2020-2025

Policy statement

It is the policy of the Crafts Study Centre (the CSC) to obtain independent peer review of all its scholarly publications that are eligible for inclusion in the Research Excellence Framework (but excluding exhibition catalogues, etc.). This will entail requesting the aid of external experts to review its publications (a) at the initial proposal stage before contracts are formally issued and (b) before the manuscript is finalised prior to production.

Reviewers will be selected on the basis of proven expertise in the subject area under consideration, with demonstrable knowledge of the related literature, curatorial history and relevant artefacts. Particular attention will be given to ensure there are no conflicts of interest on the part of reviewers.

In the interest of transparency, the CSC will adopt a policy of open peer review whereby the identities of both authors and reviewers are accessible to all.

Reviewing proposals

The reviewer will be asked to read through the proposal, keeping an eye out for strengths and weaknesses. They will be asked whether they think that the current structure of the proposal is the most effective way of approaching the material and whether the proposal covers the major aspects of its subject adequately.

In particular, they will be asked to address the following questions in their responses:

Please summarise your thoughts on the general quality of the proposal. The CSC is particularly interested in your thoughts on the clarity, accuracy, helpfulness, and accessibility of the proposed publication.

1. What is unique about the proposed publication?
2. What are the proposed publication's strengths and weaknesses?
3. Who do you see as the primary audience for this publication?
4. Are all the necessary topics included? Do you have any suggestions for improving the topics or the organisation?
5. Do you know of any available competing publications?
6. Based on this proposal, would you recommend the CSC proceeds with this project?

Reviewing manuscripts prior to production

Assuming a publication proposal has been approved, a reviewer (either the same person who carried out the initial proposal review, or a separate reviewer) will be asked to read through the draft manuscript (text and illustrations) of the forthcoming publication prior to production.

The CSC will also ask for general feedback on the overall quality, scope and readership of the publication and whether its presentation and accessibility is suitable for its intended audience. The CSC will then work closely with the publication's author(s) to incorporate the reviewer's feedback wherever possible prior to production.

In particular, reviewers will be asked to address the following questions in their responses:

1. Please summarise your thoughts on the general quality of the manuscript (text and illustrations). The CSC is particularly interested in your thoughts on the clarity, accuracy, helpfulness, and accessibility of the material.
2. What is unique about the publication?
3. What are the publication's strengths and weaknesses?
4. Who do you see as the primary audience for this publication?
5. Are all the necessary topics included in the publication? Do you have any suggestions for improving the topics or the organisation?
6. Do you know of any available competing publications?

Reviewer Compensation

As a charitable educational organisation, the CSC is not in a position to offer financial compensation to reviewers. However, in return for their time and input, the CSC will offer reviewers a complimentary copy of the publication.

Name of governing body: Crafts Study Centre Trustees

Date on which this policy was approved by governing body: 24 September 2020

Policy review procedure: The Exhibitions Policy will be reviewed from time to time, at least once every five years.

Date at which this policy is due for review: September 2025