FORUM+ is the peer reviewed journal for research and arts in the Low Countries. The journal explores the latest trends in research in the arts, which is steadily gaining importance in higher arts education and universities in Flanders and the Netherlands. FORUM+ stimulates the dialogue between research in the arts, critical reflection, and the social context in which they are established.

FORUM+ publishes various contributions in Dutch and English that stem from original research in the arts. In addition to traditional scientific articles, the editorial board also welcomes contributions of a different nature, such as artistic contributions, visual and reflective essays, podcasts, interviews, audiovisual contributions, and reviews. In this way, FORUM+ provides a platform for the many ways in which research in the arts is expressed and articulated today.

All contributions are peer-reviewed and evaluated by the editorial staff and a member of the editorial advisory board with specific expertise in this field.

## GUIDELINES FOR THE REVIEWER

The reviewer evaluates the submitted contribution based on the following – non-exhaustive – criteria:

◊ **Originality**
Is the contribution original enough? Does it provide renewed artistic and/or conceptual insights? Does the contribution hold potential? How can the contribution be adjusted in order to increase the potential?

◊ **Relevance**
Is the subject of the contribution topical? Does the contribution imply a certain urgency? Is the research embedded in a broader context and does it have an impact on the existing debate? Is the contribution scientifically and/or artistically relevant? Can the contribution raise new questions and lines of thought?

◊ **Quality**
Is the set-up of the contribution sufficiently clear? Does the author/maker clearly present the applied method or (artistic) process? Does the contribution include a reflection on one's own process (choices made, procedure, experience,....)? Are the references relevant? Is the argumentation clearly formulated and well-founded? Does the author/maker formulate a transparent conclusion?

◊ **Presentation**
Is the contribution well-structured? Is the content convincing and accessible? Is the author's/maker's style sufficiently qualitative? Does the chosen form of the contribution match the content? Does the author/maker apply a clear and correct language use? Are the illustrations sufficiently qualitative, both artistically and technically?

On the basis of this evaluation, the reviewer gives the following advice to the editorial board:

☐ Accepted: if the contribution in its current state is suitable for publication in FORUM+.
☐ Accepted, provided that adjustments will be made: if the contribution holds potential but needs revision.
☐ Not suitable for publication in FORUM+: if the contribution doesn't comply with the criteria set out above.

You may direct your evaluation and advice to redactie@forum-online.be.

## EXPECTATIONS AND TIPS

The editorial board stimulates an open dialogue between authors and reviewers and is convinced that a constructive exchange of ideas benefits the quality of the publication. That is why we consciously choose for an open peer review system (not blind or anonymous). If you have suggestions for adjustments, these will be sent as feedback to the author (not anonymously). Feedback can be given in the form of a report addressed to the author, a letter, or a conversation. Any comments that are addressed solely to the editorial board of FORUM+ and not to the author must be mentioned separately and explicitly as such. You can keep these guidelines in mind:

- Motivate your suggestions concisely.
- Focus on the potential of the contribution.
- Formulate your suggestions constructively. Don't focus on what is bad, but suggest how something can be done better.
- Be aware of the tone in your feedback: it should be the same as if you were giving the feedback verbally or in person.
- Formulate detailed suggestions, preferably using the 'track changes' function in the Word document.

- To identify specific linguistic, grammatical and stylistic problems, you can also use the 'track changes' function in the Word document.

## CHECKLIST AFTER CONTRIBUTION ACCEPTANCE

**Are all text components present?**

- ☐ Title
- ☐ Subtitle (N/A with reviews)
- ☐ Abstract (N/A with reviews)
- ☐ Keywords (N/A with reviews)
- ☐ Leads
- ☐ Biography (N/A with reviews)
- ☐ Email address

**Images**

- ☐ Are of sufficient quality
- ☐ Have copyright and captions

**Endnotes**

- ☐ Are in accordance with MLA guidelines
- ☐ Are used consistently (there are **no in-text citations**)