

ICOFOM Study Series Peer reviewer guidelines

1. Journal standards

ICOFOM Study Series (ISS) is the International Committee for Museology's peer-reviewed journal, which is committed to promoting excellence and reflexive thinking within the international museology community and the museum field.

ISS aims to approach critical and theoretical topics of debate in the museum and heritage field as well as in the academic museological world, focusing on articles based on research with the views of museum and heritage professionals, either based on theoretical reflections or on analytical case studies from different contexts around the world.

Each issue is theme-based, and may comprise:

- Theoretical articles, in which original research is brought to light;
- Empirical articles, also based on research and empirical data, which enable museum and heritage professionals to share and learn from peer experience in the field.

2. Recommended approach

The purpose of peer-reviewing is to ensure clarity and journal standards. Difference of opinion with the author should not affect the review.

3. Language

If an article is poorly written, you do not need to correct the English, but you should bring this to the attention of the editor.

4. Quality Checklist

Evaluation criteria:

Specific criteria require grading, on a scale from 0 to 3.

- 0 for 'incomprehensible' or 'irrelevant';
- 1 for 'Does not satisfy the criterion';
- 2 for 'Needs improvement although roughly satisfies the criterion';
- 3 for 'Satisfies the criterion and no improvement is necessary'.

5. Evaluation grid:

5.1 General questions

	0	1	2	3
a. Is the article original and interesting enough for publication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the research question/theme innovative and are critical approaches adopted to address the subject?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Is the overall argument coherent throughout?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.2 Structure

Introduction	0	1	2	3
a. Does it adequately describe the background and synthesize the overall structure of the article?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does it clearly state the author's aims?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methodology	0	1	2	3
a. Is the overall structure of the paper clear and effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the choice of research methods appropriate and does it suit the article's aims?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion/Conclusions	0	1	2	3
a. Does this section sum up the article appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are the claims in this section supported by evidence; do they seem reasonable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.3 Level of scholarship

	0	1	2	3
a. Is the article based on theoretical or empirical research?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does the article present adequate literature to sustain the theme or subject analysed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are research results relevant to the field of museology and museum studies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.4 Recommendation (choose one option only)

Accept without editorial revisions	<input type="checkbox"/>
Accept with editorial revisions	<input type="checkbox"/>
Revise manuscript to address specific concerns	<input type="checkbox"/>
Reject	<input type="checkbox"/>
The article is not suitable to ICOFOM Study Series, but might be appropriate for another journal	<input type="checkbox"/>

5.5 General comments

Please provide additional feedback on structure, coherence, syntax and readability here.