

Special Issue Set-up Sheet – Please complete with application for publishing proposal

Proposals for special issues are evaluated at an Editorial meeting once per quarter. Please submit this overview together with an outline of about 200 words describing the theme of the proposed issue and the relevance of the issue theme for Konsthistorisk tidskrift/Journal of Art History.

Please also include a plan on how to work with the peer-review process, considering the regular journal routines.

Submitting to Journal:	Konsthistorisk tidskrift/Journal of Art History
Name of Supplement (tentative):	
Suggested publication month:	
Submission deadline (count on including time for peer-review, which is usually about 8-10 weeks):	
Expected delivery of accepted manuscripts:	
Estimated number of submitted articles:	
Estimated number of manuscript pages (in Word format):	
Expected number of pages to be printed (approx. 650 words per page):	
Type of manuscripts to be published (Original Articles, Review Articles, Book Reviews etc.):	
Should the quote include a price for colour print (Yes/No):	
Name of Guest Editor:	
Contact Details of Guest Editor:	
Name of Responsible KHT Editor:	
Custom text to be placed on journal cover:	
Extra print run to be ordered (in addition to normal print run of the journal, additional charges will apply):	
Delivery of extra print run preferred method:	
Article proofs should be sent to (e-mail address in addition to corresponding author of each article):	
Should articles be pre-published online (ahead of the printed edition)? (Yes/No):	
We plan to publish an issue of more than 64 pages (standard issue budget), and will therefore need a price quote for the cost of extra pages (Yes/No):	
Any other special notes:	

A few things to note before you start planning your special issue:

- **All authors and editors must follow the regular journal instructions posted on the journal website** when it comes to file format, journal scope and other requirements. These requirements should be fulfilled BEFORE the paper is submitted. The review process should be focused on the academic content of the article, not the formatting or language corrections.
- Each author is together with the Guest Editor and the Editor-in-Chief (and/or responsible Editor) of the journal responsible for submitting/approving a final edited text that includes correct data, including language editing. The publisher does not cover language editing fees.

- **Colour images** can be reproduced in printing, but an additional fee will apply. Colour images are published free of charge in the online version of the journal.
- All peer-review procedures should be handled through the journals own ScholarOneManuscripts™ site (link below). Editorial Office support is provided by the Editorial Team with administrative support from the Publisher's staff. **All authors must upload their manuscript files online.**
- **The Editor-in-Chief must approve of all manuscripts accepted for publication** before they are handed over to the publisher for further handling.
- For accepted material, the Journal production process includes copy-editing, typesetting, proofing, online publication and print publication and the administration around that. This part is all handled by the staff of the Publisher.
- **Production time is 12-16 weeks**, depending on the delivery time for accepted material; timing relating to the regular journal publication schedule and how much editing the files will need before they are approved for printing.
- Each author will be responsible for checking their own article proofs before publication. It is recommended that the Guest Editor is also involved in the process.
- **Copyright of the final supplement will belong to the journal.** All authors are recommended to read through the guidance provided by the publisher in this matter (see link to the Author Services below).
- The **page budget** for a standard issue is 64 pages, including prelims. A normal article is between 6000 and 8000 words, including tables, references, figure or table captions and endnotes. Book reviews, exhibition reviews and conference reports should be no more than 2000 - 4000 words. A normal issue fits about 3-4 full length articles. If your special issue require more space than a standard issue, please contact the Editors and the Publisher's representative for a calculation of a price for extra pages.

Resources:

- Journal website: <http://www.tandfonline.com/skon>
- **Journal instructions for authors:** Click on 'Instructions for Authors' in the menu at the journal website
- Online Submission site: <http://mc.manuscriptcentral.com/skon>
- Author Services website: <http://journalauthors.tandf.co.uk/> (general guidelines about publishing, including copyright and permissions)

Contact details:

- *For content-related queries or suitability of topics, please contact the Editor-in-Chief (who will be able to discuss the suggestion with the team of Editors):* Associate Professor Jessica Sjöholm Skrubbe, Department of Culture and Aesthetics, Stockholm University, Sweden – e-mail: jessica.skrubbe@arthistory.su.se.
- Editorial Office administrative contact address: kht@se.tandf.no