

## Editorial Policy and the Review Process of FNG Research

*FNG Research* publishes articles that promote, or are connected to, the research activities of the Finnish National Gallery. It publishes both invited articles and submissions. *FNG Research* welcomes papers in English studying the collections, history or activities of the Finnish National Gallery or its predecessors.

Papers are assessed for their suitability of topic regarding the scope of the journal, the originality and novelty of the research, innovativeness, relevance, applicability, adherence to scientific standards, the research methods used and cogency of argument.

All new scientific submissions undergo a peer-review process. Editorials, interviews, republications of articles, congress overviews, presentations of research projects etc. are handled and reviewed only by the editorial staff.

*FNG Research* uses a two-step review process. In the first step, the Editorial Board evaluates manuscripts that are within the scope of the journal and are scientifically suitable for the peer review process.

All accepted manuscripts are then reviewed by two qualified, international referees who are not affiliated to the FNG.

Articles should be submitted by e-mail to the Sub Editor and secretary of the Editorial Board of *FNG Research*, Hanna-Leena Paloposki ([hanna-leena.paloposki@fng.fi](mailto:hanna-leena.paloposki@fng.fi)). The articles should be sent as two copies; one text version (DOC/RTF) and one PDF version. In order to ensure impartiality, submissions must be presented without indication of authorship. The name, affiliation and postal address of the author are thus not to be indicated in the submission itself, but in the accompanying e-mail. Please refrain from using self-identifying references so as not to compromise the double-blind review process.

The author receives an e-mail confirmation that the paper has been received and later a message informing them of the decision on whether the submission has been accepted for peer review and if so, the schedule of the process.

The normal turnaround time for the peer-review evaluation of manuscripts is three to five months from the date of receipt. Once the submission has been refereed, the Sub Editor informs the author about the verdict and forwards the comments of the referees.

The Editorial Board makes the final decision on the publication of the refereed article. *FNG Research* reserves the right to request that revisions be made to papers prior to publication and also to reject papers at any stage if they do not meet the criteria or publishing quality of the journal.

The referees and journal editors are committed to treating the papers as confidential and as proprietary information. Referees and editors are expected to provide the author(s) with constructive suggestions and critique, helpful references, and related comments, with the intent to improve the quality of the manuscript.

The referees are asked to provide their recommendation as follows:

- acceptable for publication in its present form
- acceptable for publication with minor changes as specified
- acceptable for publication with major changes as specified
- unacceptable for publication

The author(s) should carefully revise the manuscript, taking into consideration all the suggestions of the referees and the editors. Major changes may require a new review process. The final corrections are always made by the contributors themselves.

The journal provides English language editing and revising and copy editing of the accepted articles, and authors should expect further changes during this process. *FNG Research* undertakes responsibility for the layout of the manuscript to fit the journal's publication style.

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After publication the authors receive a PDF file of their own contribution.