

Statement of Publication Ethics

The Textile Museum Journal

The Textile Museum Journal *promotes high-quality academic research on the textile arts and serves as an interface between different branches of academia and textile scholars worldwide. It is devoted to the presentation of scholarly articles concerning the cultural, technical, historical, and aesthetic significance of textiles. International in scope, the journal emphasizes the geographic areas represented in The Textile Museum's collections. These textiles are drawn primarily from Asian, African, and indigenous American cultures.*

The editorial staff, editorial advisory board, and guest editors of *The Textile Museum Journal* are committed to the following:

- We will make our best efforts to ensure that our peer-review processes and editorial decisions are fair and unbiased, and that manuscripts are judged solely on their merits by individuals with appropriate levels of expertise in the subject area.
 - We have the right to reject a manuscript at any point in the process if, after an unbiased evaluation, it is the opinion of the editor(s) that it does not align with the journal's mission or editorial policies or would be in conflict with the journal's legal requirements.
- We will treat submitted manuscripts as confidential documents and will not discuss them or share information about them with anyone outside the editorial staff, editorial board, guest editors, potential reviewers, or the publisher.
- We expect transparency on the part of editors and reviewers regarding potential conflicts of interest and will assign manuscripts to individuals who are not expected to have such conflicts.
- We expect authors to help us uphold our ethical standards by
 - submitting only original works;
 - respecting the intellectual property rights of others;
 - adhering to the journal's policies regarding simultaneous submissions;
 - acknowledging sources;
 - appropriately crediting all authors, other research participants, and funding sources;
 - disclosing any potential conflicts of interest; and
 - notifying the editors and/or publisher of any significant errors discovered after submission or publication.
- We will promptly investigate any credible allegation of unethical or illegal practices related to an article we have published. When warranted, we will issue corrections, retractions, and/or apologies, working with the author(s) as appropriate to find the best resolution.
- Concerns may be reported directly to the editor(s) or publisher by email at tmjournal@gwu.edu.

Guest Editor Duties and Responsibilities

The Textile Museum Journal

Guest editing an issue of *The Textile Museum Journal* is an opportunity to contribute your time and expertise to furthering textile scholarship by curating articles for the leading publication for the exchange of textile scholarship in North America. The guest editor will compile articles of the highest quality and work with contributing scholars and *The Textile Museum Journal* editorial team to produce a volume themed around a particular aspect of the cultural, technical, historical, and aesthetic significance of textiles from around the world.

Guest editor

- With the editorial staff, defines parameters of a theme for the upcoming issue.
- Assists the editorial staff with the preparation and distribution of a call for manuscripts.
- Reaches out and engages scholars who have been working on related themes to submit articles to the journal.
- Accepts, rejects, or requests revisions for articles considered for inclusion.
- Reviews manuscripts and decides if they need additional peer reviewers
- Helps the editorial staff in identifying peer reviewers.
- Assists the editorial staff in ensuring that authors comply with *The Textile Museum Journal* publication schedule and style guideline.
- Determines the order of articles in the final version of the *Journal* and if desired, writes an introduction.
- If desired, writes thank you notes to authors for their contribution.

The Textile Museum Journal editorial staff

- With the guest editor defines parameters of a theme for an upcoming issue.
- Prepares and distributes the *call for submissions* in consultation with the guest editor.
- Supports the guest editor's efforts in engaging scholars to submit articles to the journal.
- Engages peer-reviewers as deemed necessary, in accordance with peer-review guidelines.
- Receives, formats, edits, and copyedits manuscripts and the images in accordance with *The Textile Museum Journal* style guidelines.
- Communicates with authors about their formatted and copyedited manuscripts while always keeping the guest editor informed.
- Manages communication with the designer and subscription management company.
- Reviews and corrects design layouts with the guest editor.
- Oversees the distribution of the final product.

Peer Reviewer Roles & Responsibilities

The Textile Museum Journal

Volunteer peer reviewers play an important part in maintaining the quality of *The Textile Museum Journal*. Peer reviewers, working with the journal editors and members of the journal's advisory editorial board, review articles, assist in making editorial decisions, and also work to improve the manuscripts.

The Textile Museum Journal promotes high-quality academic research on the textile arts and serves as an interface between different branches of academia and textile scholars worldwide. It is devoted to the presentation of scholarly articles and reviews concerning the cultural, technical, historical, and aesthetic significance of textiles. International in scope, the journal emphasizes the geographic areas represented in The Textile Museum's collections. These textiles are drawn primarily from Asian, African, and indigenous American cultures. We invite authors to submit manuscripts based on original research of a documentary, analytical, or interpretive nature. Acceptance of manuscripts for publication is based upon double-blind peer review. Articles should be both scholarly and accessible to a broad readership.

Peer reviewers are selected based on their demonstrated scholarly expertise in a specific area of textile studies, their proven excellence in independent evaluation, and their commitment to non-biased international terminology, issues, and concerns related to textile arts.

The Textile Museum Journal peer reviewers uphold the journal's commitment to original research in textile arts of a documentary, analytical, or interpretive nature; review manuscripts as requested and complete assigned reviews in a timely fashion; offer objective, mutually respectful, and constructive review of manuscripts to assist in providing the highest quality papers and help sustain the highest level of excellence in textile scholarship; maintain confidentiality and objectivity with regard to manuscripts and *The Textile Museum Journal* review process; and identify relevant published work that has not been cited by the authors. Reviewers also call to the editor's attention any substantial similarity or overlap between manuscripts under consideration and any other published paper of which they have personal knowledge and advocate for *The Textile Museum Journal's* needs and interests to the scholarly community and general public.

The Textile Museum Journal peer-review process is double blind. A designated member of the editorial board or the editor will make an initial assessment about the quality and suitability of a submission in terms of scope, originality, and appropriate citation practice. Once the suitability of a submission is decided, the manuscript is sent to two anonymous peer reviewers for their comments.

The peer reviewers receive anonymous manuscripts from the editorial team and comment on the following five categories:

1. The originality of the research and its contribution to textile scholarship.
2. The value of the research question and research gap.
3. The soundness of the conceptual and technical or methodological framework.
4. An insightful discussion in the results section.
5. The academic writing quality.

Once the final comments of the peer reviewers are received, a decision is made about a submission and reviews are sent to the authors for revisions.