**african arts - Guidelines for Exhibition Reviews**

**Exhibition reviews for *African Arts* are assigned by reviews editors.** Please do not submit a review unless the editor has assigned it to you. Contact the *African Arts* editorial office at afriartsedit@international.ucla.edu if you are interested in writing a review and we will pass your information on to the appropriate editor, who will contact you directly and set a deadline.

**Submit your completed review to the assigning editor via email.** She will work with you on any revisions that must be made to the text. Once the editor informs you that the review is accepted, upload your article and captions as a single Word file and your images as individual files to our online system at https://africanarts.journals.publicknowledgeproject.org/index.php. Choose “Exhibition Review” as the submission type.

**You must provide or arrange for images in addition to the text of your review.** You may take your own pictures or arrange for the exhibition venue to transmit their own images to us. If you have the images, upload them along with your text; if the exhibition venue is transmitting them, they should send them to afriartsedit@international.ucla.edu by whatever means is easiest—via a shared Dropbox folder, a service such as YouSendIt, or by sending instructions on how to download them from an ftp server to the email above.

**Production** on *African Arts* issues begins on August 1 (spring issue), November 1 (summer issue), February 1 (fall issue), and May 1 (winter issue); production takes three months and issues reach subscribers three months after that. Reviews run in the order received, according to space availability. Usually a review will appear in print 6-12 months from submission.

You will receive pdf galleys with any copy editing queries 3-4 weeks before the issue goes to press; corrections and responses are requested within a week of receipt of the galleys.

**The Review**

In addition to describing the content of the exhibition, please consider:

* the exhibition's contribution to the current state of the discipline of African art
* the relative importance of the exhibition to the general public, specialist, student, collector, etc.
* the effectiveness of the exhibition's installation (design, lighting, text panels, maps, photographs, etc.)

**Top matter:**

Title of exhibition

Curated by <name(s)>

Venue being reviewed

Dates

reviewed by <your name>

Short (1-2 sentence) author bio of reviewer, including affiliation and email address

**Text:** Reviews run 1000-1250 words, but, on discussion with the editor, can run longer if the exhibition is especially large, important, or raises major theoretical issues (either explicitly and deliberately, or inadvertently). Write in the past tense—the exhibition will most likely have closed by the time the review runs. Keep your endnotes and bibliographic citations to a minimum (citations should be in author-date format with a list of References cited).

**Images:** We like to run 5-8 images, but again, can run more depending on space/availability and the size/importance of the exhibition. We like to have at least one installation shot. The reviewer is responsible for arranging for images.

**Captions:** We need descriptions of what's going on in installation shots; for objects, we need the standard identification information of title/descriptor, date; artist name or group identification, geographic location when appropriate; media, dimensions; accession number, collection name, permanent location as necessary; and PHOTO CREDIT FOR ALL IMAGES!!

If there is a catalogue for the exhibition, please include the basic information (author, date, publisher, number of pages and photos, price in soft and hard cover) in the last paragraph.

If the exhibition is accompanied by a symposium, film festival, or other significant educational programs, please include information about them in your review.

Updated November 27, 2023