

EDITORIAL GUIDELINES AND LICENSING PROVISIONS

The ReviewBoard is a digital publishing platform supporting Australian art and critical writing. It's real-time. Our contributors are visiting and engaging with current exhibitions, physically seeing the presentations. It's timely. We publish promptly so readers have time to get there. It's independent, we don't have commercial interests and do not publish advertorial commentary.

Our purpose is to foster, develop and elevate discourse and the discipline of critical art writing. We know it is the best way to encourage dialogue, build audiences and encourage visitation to Australian presentations, both nationally and internationally.

We value diverse opinions. We thrive on it. The ReviewBoard publishes work from an expanding global network of writers at various stages of their careers, while providing a space for lively, respectful debate. We invite you to join in.

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GENERAL

- Original, thoughtful critical art reviews and creative written responses from both experienced writers and those at the early stage of their careers are accepted.
- Commissioned pieces (specially commissioned reviews by Invited Contributors) will be paid for from the TRB writer's fee budget. Submitted pieces do not qualify for payment, but if selected for publication will be supported and promoted as per all contributing writers.
- Reviews are required to be at least 350 words, with a maximum length of 600 words.
- Reviewers must have physically visited and seen the exhibition in situ.
- Australian art books published within the last 2 years and currently available are eligible for review.
- We will publish one review per exhibition / body of work, unless counterpoint reviews are deemed appropriate by the Managing Editor.
- Original photographs must be submitted by the reviewer. The Managing Editor will choose 4—6 images for publishing. At least one image should be an installation view.
- Images must be clear, representative, engaging and framed well for digital publication.
- Image file size to be determined (web designers will have specifications).
- Images will be cropped for social media formats.
- Images supplied in square format for Instagram are preferred.
- The author's name will be published with their review.
- The artist, gallery, location and dates must accompany each review.
- Reviews must be timely and will be published as soon as possible after the opening date. As a guide, we will aim for publishing within the first three weeks of a long duration show. If it is a short-term show, the review must be received within the first few days, *E.g.* For a 2-week show the review must be written and published in the first few days. A weekend show will see the review required and published on day 1 or at preview.
- The Managing Editor will edit text as required for correction, clarity and word count.
- The writer's original voice / style will be respected and will not be altered.

**GENERAL
CONTINUED**

- Scheduling of review publication will be managed by the Managing Editor.
- To support Australian artists nationally and internationally we will seek writers and submissions from every state and territory, with particular interest in Australian artists exhibiting abroad.
- Our emphasis is to support Australian writers, artists and content. However, foreign writers are encouraged to submit reviews of Australian artists exhibiting internationally.
- Diversity of opinion, practice, background and location are prime factors in communicating Australian creative content to our readers.
- Review to be exclusively published with The ReviewBoard, *i.e.* has not been previously published or submitted elsewhere.
- Reviews will appear publicly on The ReviewBoard website and move to the Archive section after the close of the exhibition date.
- Reviews must be independent, please declare any potential conflicts of interest. We do not accept reviews by the curator, artist, director, publicist etc of the exhibition nor familial or intimate relations of the artists. Contact the Managing Editor if you require clarity.
- If your submitted review is accepted for publication or you have accepted an invitation to contribute a review (commission) you are agreeing to the terms and conditions outlined within these Editorial Guidelines.
- These criteria act as guidelines for general reviews. Other publishing projects by TRB may require separate guidelines dependent upon the type of publication.
- The Managing Editor may approve some exceptions to the general criteria determined by unique individual circumstances.

**COMMISSIONED
CONTENT
BY INVITED
CONTRIBUTORS**

- The ReviewBoard commissions writers in-line with the TRB writer's fees fund.
- Reviews are required to be at least 350 words, with a maximum length of 600 words.
- Reviewers must have physically visited and seen the exhibition in situ.
- A minimum flat fee of \$150 plus GST per review is paid depending on annual budget.
- The ReviewBoard aims to budget for commissioning at least two reviews per week over 10 months of the year with aspiration to increase this as funding allows.
- The Managing Editor may commission a review of a specific exhibition or invite the reviewer to respond to a show of their choice in a particular region.
- Writers must submit their by-line for listing on our contributors' page.
- Writers must provide their social media handles if they wish to be tagged on social media platforms.
- On social media platforms the Initials of authors will be utilised on reviews if space restrictions become restrictive. *E.g.—MS.*
- Writers can suggest specific hashtags when submitting text for posting, for e.g.: artist name, art style, pertinent descriptions, mediums, quip, etc., but the Managing Editor will ultimately be responsible for final selection.
- Photography must be original. Please use your own photos.
- Images must be clear, representative, engaging, and framed well for Instagram format. We recommend using the square format on your phone.
- All content to be supplied in one email / or via online portal.
- Managing Editor will edit text as required for correction, clarity, word count. The writer's original voice / style will be respected and will not be altered.
- Not all reviews will automatically be published on Instagram nor other social media platforms.
- By providing your material to TRB you licence us to publish it on our website, social media platforms, E-bulletins and short list it for potential inclusion in other TRB publications and programs.

PAYMENT

TRB takes effort to pay as many writers as possible. We make payment for all commissioned pieces with aspiration to increase the amount of commissioned reviews as funding allows. Commissioned writers will be required to provide a tax invoice inclusive of GST status and ABN (if applicable).

**SUBMISSIONS
BY OPEN
SUBMISSION
CONTRIBUTORS**

- Reviews submitted through the open submission process are required to be at least 350 words, with a maximum length of 600 words.
- We encourage a broad range of submissions but cannot guarantee every submission will be published.
- Published submissions do not qualify for financial payment.
- Reviewers must have physically visited and seen the exhibition in situ.
- Australian art books published within the last 2 years and currently available are eligible for review.
- No advertorial, media release, promotional content to be submitted as a review. Conflicts of interests must be declared. We will not publish reviews written by the artist, author, curator of the reviewed exhibition/book. Personal and professional relationships relating to the subjects reviewed must be adequately disclosed.
- How to submit? Via a submission page online—online portal or email. As Word or Notes and JPG attachments. (Note: to be finalised in web design process).
- Please include a by-line for listing on our contributors' page.
- Writers must provide their social media handles if they wish to be tagged on social media platforms.
- On social media platforms the Initials of authors will be utilised on reviews if space restrictions become restrictive. *E.g.*—MS.
- Writers can suggest specific hashtags when submitting text for posting, for *e.g.*: artist name, art style, pertinent descriptions, mediums, quip, etc., but the Managing Editor will ultimately be responsible for final selection.
- Photography must be original. Please use your own photos.
- Images must be clear, representative, engaging, and framed well for Instagram format. We recommend using the square format on your phone.
- Managing Editor will edit text as required for correction, clarity, word count. The writer's original voice / style will be respected and will not be altered.
- By submitting your work (and accompanying images) to TRB you licence us to publish it on our website, social media platforms, E-bulletins and short list it for potential inclusion in other TRB publications and programs.
- Due to the volume received we are unable to commit to providing detailed editorial feedback for every submission.

**LICENSING
PROVISIONS**

By submitting reviews to The ReviewBoard through email, online writer's portal or other method, the reviewer is agreeing:

- to grant the ReviewBoard an irrevocable, exclusive licence to publish the Review (text and accompanying images) digitally (on The ReviewBoard website), including within the archive subscription section, on social media channels, promotional material and in hard copy ReviewBoard publications such as anthologies
- to seek the written agreement of the ReviewBoard if you wish to cause or effect the publication or posting of the Review in any format
- that your Review may be selected for reproduction in hard copy publications released by the ReviewBoard
- that you are not entitled to any further payment or royalty in the event that the review is published or distributed in hard copy
- Reviews selected for reproduction in hard copy publications such as The ReviewBoard Anthology or similar may be eligible for extra payment, depending on the budget achieved for the project
- you understand the nature of this irrevocable, perpetual license which is granted to the ReviewBoard by submitting material through the writer's portal and acknowledge that you have had an opportunity to raise any questions or queries with the ReviewBoard directly prior to that submission by contacting The ReviewBoard
- that the license granted is for the purpose of publication by The ReviewBoard only and if The ReviewBoard determines not to publish a review, that license is non-operative.

**DISCUSSION
BOARDS:
READERS SPACE
FOR PUBLIC
RESPONSE**

- Readers of The ReviewBoard are encouraged to respond to published pieces via our online 'Response' comment portals.
- The 'Response' section provides an important forum for lively, respectful reader debate and discussion.
- Opposing well-formulated viewpoints are welcomed.
- Comments will be moderated.
- Commentary must meet our guidelines of respectful dialogue.
- The ReviewBoard is not obliged to publish every comment or response.
- No personal information, inappropriate language, vilification, threats or breaches of privacy will be published.

**SOCIAL MEDIA
PLATFORMS
INSTAGRAM
POSTING**

- The ReviewBoard’s handle is @the_reviewboard.
- Not all reviews will automatically be published on Instagram. Scheduling will be managed by Managing Editor.
- One post per exhibition / body of work will appear on Instagram.
- Instagram allows a maximum of 10 images, but TRB will determine the quantity of images utilised for the post.
- Managing Editor will extract text to use in Instagram caption.
- Initials of authors will appear on reviews. *E.g.*—MS.
- Include artist, gallery, dates in first line of caption.
- Put geographical location on for Location field.
- Use tags—tag the gallery, artist/s, business, etc.
- Hashtags are essential to reach new readers, but they take up space. Managing Editor will select hashtags in caption using 6—11 hashtags per post. Instagram allows a maximum of 30 hashtags.
- Recurring hashtags:
#TheReviewBoard #AustralianArt #ContemporaryArt.
- Unique hashtags: Writers can suggest specific hashtags when submitting text for posting, for *e.g.*: artist name, art style, pertinent descriptions, mediums, quip, etc., but the Managing Editor will ultimately be responsible for final selection.
- Must be original photography. Please provide your own photos. We recommend using the square format on your phone in order to control the framing / composition ideal for Instagram.
- Images must be clear, representative, engaging, and framed well for Instagram square use. If the images are portrait / landscape, then ALL of the images in that post will be configured the same way.

LINKEDIN POSTING

- The ReviewBoard’s company page is The-Reviewboard.
- Not all reviews will automatically be published on Linked-In. Scheduling will be determined by the Managing Editor.
- Managing Editor will extract text to use in post and the link will lead back to the full review on the TRB website.
- Include artist, gallery, dates in first line of caption.
- Use tags—tag the gallery, artist/s, business, etc. Managing Editor will ultimately be responsible for final selection.

FACEBOOK POSTING

- The ReviewBoard’s Facebook page is The ReviewBoard.
- Not all reviews will automatically be published on Facebook. Scheduling will be managed by Managing Editor.
- One post per exhibition / body of work.
- The Managing Editor will extract text to use in the caption, and the post will directly lead back to the full review on the TRB website.
- Managing Editor will select hashtags to use in caption.

TWITTER POSTING

- The ReviewBoard’s Twitter handle is @the_reviewboard.
- Not all reviews will automatically be published on Twitter. Scheduling will be managed by Managing Editor.
- One post per exhibition / body of work.
- The Managing Editor will extract text to use in the caption, and the post will directly lead back to the full review on the TRB website.
- Managing Editor will select hashtags to use in caption.