Instructions for Contributors to *JM* on the Preparation of the Final Text

If you have questions please contact us at submissions@journalofmusicology.org.

Checklist of items to send
- The text of your finished article as a Microsoft Word file (.doc or .docx), with notes included as footnotes.
- Tables (information in rows and columns), each in a separate Word file
- Figures (drawings, facsimiles, diagrams, and other graphical material), each in its own file
- Examples (score excerpts, poems, etc.), each in its own graphic file (pdf, tiff, jpg, etc.), ideally with electronic versions of music examples using the most recent versions of Finale or Sibelius (if this proves impossible *JM* can set the examples for you)
- Captions for tables, figures and examples gathered together in one Word file
- Abstract and Keywords as a Word file
- Biographical statement as a Word file
- Author agreement and permission letters from owners of materials you will reproduce. These may be sent by email or postal mail.

Text
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- Formatting should be consistent and as simple as possible. Eliminate non-essential formatting: underlined words, lines in all-caps, extra indents, extra spacing "before" or "after" paragraphs and footnotes, etc.
- **Callouts.** For each table, figure, or example, include a callout in the main text, ideally in parentheses, as in:

  ...in Paris (fig. 2).   ...in measure 85 (ex. 3).   ...twenty concerts (table 2).
  Otherwise spell out, in lowercase: figure 2; example 3; table 1
- Use en-dashes for page and date ranges (e.g., 4–15 rather than 4-15).
- Follow the conventions of the most recent edition of the *Chicago Manual of Style*. See also the JM Style Guide.
- Spelling and usage should conform to Webster's *Third International Dictionary*, its abridgment, *Webster's Ninth New Collegiate Dictionary*, or *Webster's Dictionary of English Usage*.
- The text should be flush left with a ragged (unjustified) right margin.
- All section headings should be typed flush left in italics. (In rare cases where two levels of headings are needed, higher-level headings should be in bold italics, lower-level headings in italics only.)
- Use a single tab to indent each paragraph. Do not use spaces or style formatting for indenting.
- Do not put soft hyphens at ends of lines; do not manually hyphenate words.

- Delete extra spaces between paragraphs, notes, extracts, etc.
- Use one space after colons and periods.
- Accents and symbols. Most conventional accented characters (e.g., é, ä, and ß) transfer easily. For anything out of the ordinary, put the requested symbol or instructions in <angle brackets> for easy identification during typesetting (e.g., <sharp>, <natural>, <fermata>, <6/3 chord symbol>, <half note>=60, <Cut-O mensuration>)
- Provide a list of special characters (diacritics, unusual symbols, musical notation, etc.), showing how these should appear.

Tables (information in rows and columns)
- Number tables separately: table 1, table 2, etc.
- Format using Word's table function rather than with tabs or spaces. Footnotes to tables should be headed "Note" or "Notes" with specific notes referred to by letter (a, b, c, etc.).
- Align poetry extracts exactly as you want them to appear.
- Do not use hard returns except at the ends of paragraphs, titles, or items in a list.
- Put tables in separate files.

Figures (drawings, facsimiles, diagrams, and other graphical material)
- Number figures separately: figure 1, figure 2, etc.
- Figures may be sent either as camera-ready copy or electronically.
- Photographs should be black and white, with a label on each identifying the journal, author, title, and figure number. Do not write on the back of the photograph with a ballpoint pen.
- Electronic (scanned) images of line art (black and white, with no gradations of gray) must be scanned at **1200dpi.** Tone art (grayscale) must be scanned in black and white (not color) at **300dpi**. Images should be saved in JPEG, tiff, or pdf format.
- Material for diagrams to be typeset may be at any readable resolution.
- Put figures in separate files.

Examples (score excerpts, poems, etc.)
- Number examples separately: example 1, example 2, etc.
- Preparing musical examples in Finale or Sibelius will speed up production and reduce error. Otherwise provide paper copies, pdf files, or clearly scanned images.
- Carefully proofread examples against sources, as we do not have a music proofreader. Eliminate unnecessary notations. It is expensive and time-consuming to make corrections to typeset music examples, so please be certain to submit exactly what you want.
- Put examples in separate files.

Abstract and Keywords

- Aim for 200–300 words. Cast your abstract as a direct statement of the results of your study (e.g., "Copland began composing the symphony earlier than previously thought") rather than a description of your procedure ("In this article I examine").
- After the abstract list 4–6 keywords or very short phrases that can be used for indexing. Important topics, names, and titles of compositions are good candidates. List keywords in alphabetical order; capitalize proper nouns only. For example: Keywords: Leonard Bernstein, *Candide,* communism, Aaron Copland, *The Tender Land*
- Put the abstract in a separate file.

Biographical statement

- The statement should run 50–80 words and may include reference to your place of residence or current academic position, principal research interests, recent publications or conference presentations, and major awards, fellowships, or other professional distinctions.
- Put the biographical statement in a separate file.