

## Guidelines for Authors

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Authors are invited by the editors or guest editor to contribute articles to *the world of music (new series)*. Each volume has a special topic that is developed by the editors, guest editor and authors.

The following are general guidelines for those submitting articles to be considered for publication in *the world of music (new series)*.

### 1. Article Texts

Manuscripts are to be submitted to the editors/guest editors, who reserve the right to have them refereed by specialists and to copy-edit them in cooperation with the author. Only research data not published elsewhere will be accepted for publication in the journal. The average article should contain between 10 and 15 or 20 and 24 printed pages (if writing for a guest editor, please confer with him or her as to special requirements), which include space for the abstract, pictures/illustrations/ musical examples and their captions, footnotes and bibliography. We estimate approximately 2,800 characters (i.e. 550 words) per printed page. Please submit final manuscripts in .doc format by e-mail, indicating which word processing software was used. The publishers have their own formatting template, so manuscripts should be kept simple: no hyphenation, no special fonts (not even for titles or headings) and marking only with italics--for foreign words--and bold print (where necessary).

### 2. Illustrations and audio-visual material

Authors are encouraged to submit photographs (black-and-white, or color with good contrast) diagrams, illustrations and/or musical examples (high resolution and .jpg or .tif format). Such illustration material should be submitted together with the manuscript and in digital, camera-ready form, and numbered according to the position in the text. The position of each illustration and audio-visual example should be clearly marked in the text, and captions and credits provided.

Audio-visual materials referenced in the articles can be hosted on the journal's website. They will need to be submitted either on a CD/DVD, or via file transfer in consultation with the editors.

### 3. Footnotes and References

Footnotes appear at the end of each article as part of the text. Do not insert them using footnote or endnote tools. Also, do not use full bibliographic references in the article text, footnotes, or captions, but instead refer to the author, year of publication and, when appropriate, page numbers. Example:

This is also a kind of historicism (Kojak 1996:129).

Complete bibliographical information should then appear in a special section after the "Notes," under "References." Examples:

For an article—

Kojak, Edward 1996 "The Shepherd in European Art Music." *Musical Pastoralism* 38(1):95-138. (name of journal in italics)

For an article within a book—

Schoenborn, Frederick 1979 "Great Baroque Houses in Franconia." In *Franconia Has It All*. Peter Schlenkerla, ed. Bamberg: Görres Press, 29-44. (title in italics) For a book—

Grundy, Solomon 1988 *Living on Mondays*. Paris: University of Paris Press.

Please give the full name of the author and, for books, the publisher, year and place of publication.

#### **4. Deadlines**

Confer with your guest editor regarding the deadline for the submission of your contribution.

You will receive a set of galleys for a final check. Upon correction, these are to be returned to the editors for final proofreading. Corrections should be sent back within 10 days. Once these ten days have passed, the editors are entitled to edit the article (if necessary) and release it for print. In this case, objection is debarred.

Each author receives his article as .pdf-file and one free copy of the print issue. All authors also have the right to order additional copies at a 30% discount.

#### **5. Checklist**

All submissions should be sent by e-mail. In case of technical problems (e.g. due to file size), please contact us in time.

Here is a short checklist you might want to use before sending your manuscript to us:

1. Manuscript as .pdf and .doc: submit by e-mail, indicating which word processing program was used. The text includes:

- a. Abstract of about 10 lines
- b. Footnotes (if necessary)
- c. References

2. Photos, diagrams, illustrations and/or audio-visual material: numbered and complete with captions and credits. (Permissions for use must also be obtained whenever necessary.) Position of each illustration and audio-visual material is clearly marked in text.

3. Biographical information about yourself (up to 5 lines).

4. Are all your addresses included? (postal, fax, e-mail)

#### **6. Conditions for the acceptance of articles**

The author grants to the publisher the following rights:

a. the right to publish and distribute his/her article exclusively for a time of two calendar years (printed and electronic/digital version)

b. the unlimited, non-exclusive right to publish and distribute an electronic/digital version (via JSTOR, databases, as .pdf-file)

When an author offers an article for publication, guest editor, editor and publisher regard this as an explicit declaration of consent with these conditions. Do not forget to obtain all rights for illustrations and audio-visual materials.

Should you still have questions regarding the submission of your article, feel free to contact your guest editor, and, if needed, editor. The (guest) editors of *the world of music (new series)* look forward to working with you!

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