

Journal of Singing Submission Guidelines (revised May 2001)

Guidelines for Submitting Manuscripts: The *Journal of Singing* welcomes contributions on all subjects relating to the voice, such as--but not restricted to--structure and function, history and literature, scientific and laboratory research, performance, care and nurture, and current and historical pedagogy. All articles become the property of the National Association of Teachers of Singing, a non-profit organization. Authors receive no remuneration for their submissions. It is assumed that no article has been submitted simultaneously to or has appeared in another journal.

Articles submitted to the *Journal of Singing* are forwarded to the Editorial Board for evaluation, a process that may last up to six months. The Board is made up of five members of the Association chosen for their expertise in a variety of voice-related fields. Upon completion of the peer review, the Editor makes a final decision concerning publication. Three courses of action are possible: (1) the article is accepted as submitted or with minor emendations; (2) the article is returned to its author for revision; or (3) the article is rejected.

A submission should be of topical interest to a significant part of the widely varying constituency served by the periodical and advance the literature in its particular subject area. The latter criterion may be addressed by synthesis, amalgamation, or critical examination as well as by original research. The article should be well organized with a clear statement of purpose in its introduction. Where applicable, it should contain a review of the literature and should include a list of selected references appropriate to the subject area. Great care should be exercised with written style and form and in use of language. First-person pronouns should be avoided unless they are essential to the nature or content of the article.

Mechanical Requirements: Articles should conform to the guidelines delineated in the fourteenth edition of *The Chicago Manual of Style*. Submissions should be in English. Two high-quality typed, double-spaced, unstapled copies should be submitted along with a disk (IBM compatible, formatted in Microsoft Word or Word Perfect). Please include a 200-word bio (no longer) and a black-and-white photo of the author(s) along with the manuscript.

The submission should also include a signed, filled-out and dated hardcopy of the **Author Affiliation/Permission to Publish form** available on this web site **or** a separate title page with the name(s), degree(s), and affiliation(s) of the contributing authors and a correspondence address, telephone number, fax number, and e-mail address.

Length: The length of a typical *Journal of Singing* article ranges between twelve and twenty double-spaced pages, but articles may be longer or shorter as subject matter demands.

Spacing: The entire text, including endnotes and references, must be typed, double-spaced, with margins of at least two inches at the top and one inch at the sides and bottom. The first lines of paragraphs should be indented, and no additional space should separate the paragraphs. Text should appear in a plain typeface rather than in italic, script, or boldface.

Citation: References and bibliographic entries should conform to the guidelines found in the fourteenth edition of *The Chicago Manual of Style*. As a general rule, endnotes are preferred over footnotes.

Pitch Notation: The lowest C on the piano is called C₁. Thus, a bass low C is C₂, middle C is C₄, and a soprano high C is C₆. Octave designations should appear as subscripts after letter names. Chromatic signs should appear as superscripts between the letter names and the octave number subscript, as follows: C[#]₄, B^b₅.

Numbers: Numbers from one through one hundred should be spelled out except in scientific works or other articles that make frequent use of numbers. Century designations should also be spelled out: nineteenth century. When used as an adjective, such designations should be hyphenated: twentieth-century music. Decades may be spelled out or not, but consistency is a primary concern: the sixties or the 1960s. Note that no apostrophe is used in the latter case.

IPA: International Phonetic Alphabet (IPA) symbols should be employed to represent all language sounds. The symbols should be enclosed in slashes rather than brackets: /i/, /k/, not [i], [k].

Foreign Terms: As a rule, foreign words or phrases that are not in common use should be italicized. In art song repertoire, for example, the term *lied* is found in several dictionaries and does not need to be in italics or begin with a capital letter. The term *mélodie*, however, is not common and should be set in italics. The same criteria would apply to *sprechstimme*, but not to *crescendo*. Again, consistency is the guideline.

Titles: Titles of individual songs should appear within quotation marks, but titles of larger works should be italicized. For example, one writes about “Morgengruss” from Schubert’s *Die schöne Müllerin*, and “The Vagabond” from Vaughan Williams’s *Songs of Travel*.

Musical Examples: All musical examples and artwork should be included with the article. These should be submitted in high resolution; thus, actual photographs, line art, drawings, and music should be sent.

Tables and Figures: Tables and figures should be attached to each copy of the manuscript. Glossy or camera-ready prints of figures should be presented with the manuscript. Tables must be double-spaced on separate pages. When designing figures or tables, keep in mind the width of a column or page to prevent loss of clarity if reductions are necessary. Figures submitted on disk should be .EPS or .TIFF files with minimum 300 dpi. Use Arabic numerals for both tables and figures with concise captions.

Permissions. The author must obtain permission in writing for the use of musical examples, illustrations, and lengthy quotations that are not in the public domain. Permission forms are available online or from the Editor upon request.

All materials submitted for consideration should be sent to:
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