

Mission Statement

The *Journal of Singing* is a peer-reviewed journal that focuses on research in voice pedagogy, history, literature, diction, science, technology, medicine, and psychology. Submissions encompass an array of music genres and performance styles, including but not limited to Western classical music, world music, music theater, jazz, pop, and rock. The *Journal* also serves as an historical record of the National Association of Teachers of Singing.

Guidelines for Submission

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 nonprofit 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.

Feature articles submitted to the *Journal of Singing* are forwarded to the Editorial Board for evaluation. The Board is made up of members of the Association chosen for their expertise in a variety of voice-related fields. A complete list of Board members can always be found on the NATS website as well as in each issue of the *Journal of Singing*. Upon completion of the peer review, the Editor in Chief 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.

If an article is deemed to require an accelerated publication cycle it may be published online ahead of print. Such articles will later be assigned to a volume and issue and published traditionally, both print and online.

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 be documented with references appropriate to the subject area.

Great care should be exercised with written style and form and in the use of language. First-person pronouns should be avoided unless they are essential to the nature or content of the article.

Human Subjects Research. Authors submitting papers reporting research studies that involved interaction with subjects should include a statement in their manuscript confirming that the study was carried out with the approval of the appropriate Institutional Review Board.

Manuscript Submission through ScholarOne

All articles submitted for publication must be uploaded online through ScholarOne at <https://mc04.manuscriptcentral.com/natsjos>.

Detailed, step-by-step guidelines for submitting articles to JOS via the ScholarOne site can be read and downloaded at https://www.nats.org/_Library/JOS_Web_Page/ScholarOne_JOS_step-by-step.pdf.

All contributors should read through this ScholarOne guide before submitting a file.

If the step-by-step ScholarOne guidelines don't answer all questions, you may email the Journal Production Manager (laurac@nats.org).

Getting Started with ScholarOne

The submitting author and all co-authors must first create a ScholarOne user account. If you're a first-time user, click the **Create An Account** link and follow the on-screen instructions. Retain your username and password to use whenever you submit.

If you are unsure whether or not you have an account or have forgotten your password, follow the **Reset Password** instructions on the log-in screen.

Authors

Anyone submitting an article must click on the **Author** tab at the top of the home page to enter their Author Dashboard. From the Author Dashboard, one may start a new submission, check on the status of previously submitted manuscripts, and read or send journal messages. See the step-by-step guide for more information.

Editorial Board/Peer Reviewers

Peer Reviewers will find articles for review within their **Review Dashboard**. See basic

Submission Checklist

Use this list to make a final check of your submission before uploading articles through ScholarOne for review.

- Email address for every listed author, plus mailing address for corresponding author
- Bio and author photo for every author
- Main article file in word processing (a.k.a. "Word") format, *not* pdf.
- All figures/examples as separate 300 dpi graphics in JPG, TIFF, or PDF format. Be sure to provide captions for all figures.
- Video/audio files (must be under 50 MBs total; send links to larger files)
- All tables (in editable word processing format)
- Abstract & keywords (keywords can be selected from drop-down list)
- Cover letter (if desired)
- Anonymize (remove author name) from articles for peer review:*
 - Provide separate title page file with all author information
 - Eliminate author information within main article (no byline, running heads, or tracked comments with author name or initials)
 - Do not place author photo and bio within main article file; be sure they are separate files.

*Associate Editors submitting as author of their own column are not required to anonymize.

instructions for peer reviewers on the ScholarOne home page.

When Editorial Board members submit articles as authors they must enter their Author Dashboard (see **Authors** above).

Mechanical Requirements

Articles should conform to the guidelines delineated in the latest edition of *The Chicago Manual of Style*. Article files should be provided in word processing .doc or .docx format (*not* pdf). Submissions should be in English. Feature article submissions must include a title page in a separate file with the name(s), degree(s), and affiliation(s) of the contributing author(s), along with a correspondence address and email address.

Feature article blinding (anonymizing): All articles submitted for consideration must be

blinded for peer review unless written by an Associate Editor. All identifying information must be removed from the main article file. All author information should be confined to a separate title page file, and author bio(s) and photo(s) should be submitted as separate files. Avoid running heads or tracked comments that give any indication of an author's name or initials.

Departments and reviews written by an associate editor can include identifying information.

Abstracts, keywords, and ORCID identifier.

A concise abstract must be supplied with every submission (under 200 words). The abstract should be placed in both the body of the main article file, near the top, and will also be required during the ScholarOne upload. Up to three keywords can be selected and added from a drop-down list in ScholarOne. Authors should provide their ORCID ID if available (list on title page with other author info).

Word Count. For a feature article, 3,000–6,000 words including endnotes, but not including the 200-word concise abstract.

Document formatting. Use 12-point type in Times New Roman or similar standard font. Line spacing should be 1.5 or double-spaced.

Citation. References in the text must be indicated by superscript number, in Arabic (not Roman) numerals, and should be indicated in endnotes, not footnotes. Authors must not enter citation numbers manually, but use the automatic endnote generator on their word-processing program, or citation generator. References should conform to *The Chicago Manual of Style* (https://www.chicagomanualofstyle.org/tools_citationguide.html).

DOIs: Please include DOI hyperlinks in references whenever they are available.

Chicago Manual of Style Reference Guidelines

- References in the text must be indicated by superscript number, not by parenthetical author/date listing, and must appear at the end of the article as endnotes under the heading “Notes.”
- Authors must use Arabic numerals (1, 2, 3 etc.) not Roman Numerals (i, ii =, etc) for citations in endnotes.
- Authors must not enter citation numbers manually, but use the automatic endnote generator on their word-processing program, or citation generator.
- Multiple references must be indicated by a *single* citation number, not, for example, ¹⁻³.
- Periodical references must include volume number, issue number, month and year of publication.

Pitch Notation. The lowest C on the piano is called C₁; thus, middle C is C₄. Octave designations should appear as subscripts after letter names. Chromatic signs appear as superscripts between the letter names and the octave number subscript (C[#]₄, B^b₃).

IPA. International Phonetic Alphabet (IPA) symbols should be employed to represent all language sounds. Please use a Unicode font for all non-Latin characters.

Author bios and head shots. Bios and head shots are required for all authors. The absolute word count limit for all author bios is 200 words. Author head shots must be 600 × 780 pixels at minimum.

Graphics/figures. All submitted graphics should be directly related to the content in the article. Do not place graphics within article file, but supply as individual, separate files in maximum quality JPG, TIFF, PDF, or EPS format with a minimum resolution of 300 dpi for photos and a preferred resolution of 400–600 dpi for line art (such as music examples).

There is a strict 5-figure limit per article, not including author head shots. Graphics are limited to 25 MB per file, so larger graphics must be supplied as as download links.

Tables and Figures. There is a 3-table limit per article. Use Arabic numerals for both tables and figures with concise captions. Tables must be provided as editable text in Word format, not as embedded graphics. When designing figures or tables, keep in mind the width of a column or page to prevent loss of clarity if reductions are necessary.

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