

# GUIDELINES FOR CONTRIBUTORS

## 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.

A submission should be of topical interest to a significant part of the journal's readership and advance the literature in its particular subject area. The article should be well organized with a clear statement of purpose in its introduction. It should be documented with scholarly primary or secondary source citations. Wikipedia, personal blogposts, and other non-scholarly citations are not acceptable. First-person pronouns should be avoided unless they are essential to the article.

**Human Subjects Research.** Authors submitting papers reporting research studies that involved interaction with human subjects must include a statement in their manuscript confirming that the study was carried out with the approval of the appropriate Institutional Review Board (IRB). Include this statement in the 100 word abstract.

**Review Process.** Articles submitted to the *Journal of Singing* are forwarded to the Editorial Board for evaluation, who have 60 days to do so. A complete list of Board members can be found on the NATS website and 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. All accepted articles become the property of the National Association of Teachers of Singing, a nonprofit organization. Authors receive no remuneration for their submissions.

**Advance Online Publishing.** Articles on timely topics may be published online ahead

of print. Such articles will be assigned a DOI number as well as a volume and issue and published both print and online.

## 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](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](mailto:laurac@nats.org)).

### Getting Started with ScholarOne

The submitting author and all co-authors must first create a ScholarOne user account. If you are 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.

### Submitting an Article

To submit an article, go to the JOS ScholarOne page (<https://mc04.manuscriptcentral.com/natsjos>) and 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.

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.

## Mechanical Requirements

Articles should conform to the following requirements. Manuscripts that do not follow these requirements will be returned to the author for correction before being posted for peer review. **The *Journal of Singing* follows the latest edition of *The Chicago Manual of Style*.** Note: Chicago uses two source citation systems: 1) the "Notes and Bibliography"

## 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 (200 words maximum) and author photo for every author\*
- Main article file in Microsoft Word format.
- Endnotes generated using *automatic* endnote generator.
- All figures/examples as separate 300 dpi graphics in JPG, TIFF, EPS, SVG, or PDF format. Be sure to provide captions for all figures.
- Video/audio files (must be under 50 MBs total; send download links to larger files)
- All tables (in editable word processing format)
- Abstract (100 words maximum) & keywords (keywords can be selected from drop-down list)
- Human Subject Research (IRB) statement, if appropriate.
- 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.

System and 2) the "Author-Date" System. The *Journal of Singing* uses 1. "Notes and Bibliography" System.

**Microsoft Word.** Article files should be provided in Microsoft Word format only. Files sent in any other format (e.g. pdfs, Google docs., Apple Pages) will be returned to the author for reformatting.

**Feature article blinding (anonymizing):** All articles submitted for consideration must be blinded for peer review by removing identifying information. 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.

**Abstracts, keywords, and ORCID identifier.**

A concise abstract must be supplied with every submission (under 100 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. Do not cite references within the abstract or place citation numbers within the abstract; all such articles will be returned to the author for correction.

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).

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

**Word Count.** For a feature article, a range of 3,000–6,000 words including endnotes, but not including the 100-word concise abstract.

**Bibliographies.** The journal generally does not print bibliographies; therefore, please do not send them with your submission unless they are essential to the article.

**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 in Microsoft Word. References should conform to the “Notes and Bibliography” System of *The Chicago Manual of Style*. More info about Chicago “Notes and Bibliography” style is available at [https://www.chicagomanualofstyle.org/tools\\_citationguide.html](https://www.chicagomanualofstyle.org/tools_citationguide.html).

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

**Gender-Neutral Language.** Where possible, the following designations should be used for voice types: instead of female voice and male voice, use *treble voice* (for sopranos and countertenors) and *TBB voice* (for tenors, baritones and basses).

**Notation of Harmonics, Formants, et al.** Authors should employ notation in keeping with the following article: Titze, et al, “Toward

## 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 in Microsoft Word.
- Multiple references must be indicated by a *single* citation number (not, for example, <sup>1-3</sup>), and separated in the endnote itself by semi-colons.
- Reference citations (superscript Arabic numerals) must be placed at the end of the sentence, not in the middle. Do not place citations in abstracts, nor in Tables or Figures.
- Periodical references must include volume number, issue number, month and year of publication.

a consensus on symbolic notation of harmonics, resonances, and formants in vocalization,” *The Journal of the Acoustical Society of America* 137, no. 5 (2015): 3005–3007.

**Pitch Notation.** The lowest C on the piano is called C<sub>1</sub>; thus, middle C is C<sub>4</sub>. Octave designations should appear as subscripts after letter names. Chromatic signs appear as superscripts between the letter names and the octave number subscript (C<sub>4</sub><sup>#</sup>, B<sub>5</sub><sup>b</sup>).

**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 photos (“head shots”).** Bios and author photos are required for all authors.

The absolute word count limit for all author bios is 200 words. Please do not use honorifics, but delete all titles and letters before and after author names, such as Doctor/Dr., Professor/Prof.; degrees such as MM, DMA; or special licensure such as MD, CCC-SLP. However, it is acceptable to write about such affiliations in prose; for example “is a laryngologist in Atlanta” or “is assistant professor of voice at Wesleyan University.”

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 the article file, but supply as individual, separate files in maximum quality JPG, TIFF, EPS, SVG, or PDF format with a minimum resolution of

300 dpi. All graphics will be published in black and white in both print and digital editions, so authors must supply figures and examples that are comprehensible in black and white, and captions must not use words indicating color.

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 download links.

**Tables.** There is a strict 3-table limit per article and a permission requirement if they are not the creation of the author; please see below. 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.

**Permissions.** The author must obtain permission in writing for the use of music examples, illustrations, and lengthy quotations that are not in the public domain. These permissions should be uploaded with the article files. Please choose the File Type “supplemental file NOT for review” in Step 5 of the ScholarOne article upload.

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