

Journal of Singing Guidelines for Contributors

GENERAL INFORMATION

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.

Submission Information

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 nonscholarly 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 one hundred word abstract.

Use of Generative AI and AI-Assisted Technologies: In 2026, the *Journal of Singing* instituted a policy regarding the ethical use of artificial intelligence (AI) in scholarship and research. Please [click on this link](#) for the full JOS AI policy, which is housed on the NATS website.

Review Process: Articles submitted to the *Journal of Singing* are forwarded to the editorial review board for evaluation, who have thirty days to complete their review. A complete list of editorial review 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: (a) the article is accepted as submitted or with minor emendations; (b) the article is returned to its author for revision; or (c) 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. 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 Managing Editor/ScholarOne Administrator (cindy@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 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.

EDITORIAL MANUSCRIPT 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 (eighteenth) edition of *The Chicago Manual of Style*.** A more detailed style guide appears below in the *Journal of Singing* Editorial Style Guidelines section.

Required Elements

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.

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 at least three thousand words including endnotes, but not including the one hundred (100)–word concise abstract. Articles longer than six thousand (6,000) words may be edited down or split into multiple articles.

Title page: 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 physical correspondence address (for the complimentary printed copy of the journal) and email address for each author. ORCID identifiers should be supplied for each author whenever they are available.

Abstracts and keywords: A concise abstract must be supplied with every submission (under one hundred 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. The abstract should not merely be a copy of the article’s introduction, but encompass the content of the entire article. Up to three keywords can be selected and added from a drop-down list in ScholarOne.

Feature article anonymizing (“blinding”): All articles submitted for consideration must be anonymized for double-blind 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.

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 two hundred words. (Associate editors need not provide bios and head shots once they’ve published a column in the current volume.)

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. An email from the appropriate person will suffice and should be uploaded with the article files. When uploading this permission document, please choose the File Type “supplemental file NOT for review” in Step 5 of the ScholarOne article upload.

Optional Elements

Figures/examples (graphics):

- All submitted graphics should be directly related to the content in the article. In JOS, “examples” are typically music notation, while all other graphics are considered “figures.”
- There is a strict combined limit of ten figures and examples (in total) per article, not including author head shots.
- Contributors must supply each figure or example as an individual, separate file in high-resolution JPG, TIFF, EPS, SVG, or PDF format.
- Head shots must never be embedded within an article file, but should be supplied as separate graphic files.
- Figures and examples must have concise captions that will run below that graphic element. Those captions must be placed within the main article file in editable text format, and these captions must start with the figure or example number (e.g., Figure 1. Caption text.)
- Figures and examples must be visibly referenced/called out within a text paragraph, often within parentheses. For example:
 - This shows the most common style of referencing figures and tables (figure 1).
 - Table 1 shows that . . .
 - In example 2, Miller . . .
- File naming: Each graphic should be clearly named with the figure or example number and the lead author’s name (e.g., Baker_Figure 1.jpg), and head shots should be clearly named by author (e.g., Josephine_Baker_headshot.jpg).
- 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.
- Author head shots must be at least 600 pixels (width) × 780 pixels (height). Examples and figures should be at least 1500 to 2000 pixels wide.
- ScholarOne does not accept graphics over 25 MBs in size, so larger graphics should be saved in maximum quality JPG format or PDF format to reduce file size.

Tables: There is a strict three-table limit per article and a permission requirement if they are not the creation of the author; please see below. This limit includes all tables placed within appendixes. Use Arabic numerals for both tables and figures. Tables may be placed within the main article file or submitted as separate files and must have descriptive titles that will run at the top of the table. 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.

Video or audio examples: Video/audio files may be referenced within articles using URLs if such files have already been posted online. If actual short video or audio files are provided, each must be under 50 MBs. Supplied video files will be posted to YouTube on the NATS channel and supplied audio files will be posted on a platform like Soundcloud. Links to those files will then be posted on the NATS multimedia page.

Miscellaneous Style Points

Bibliographies: The journal generally does not print bibliographies; therefore, please do not send them with your submission unless they are essential to the article. In the *Journal of Singing*, the endnotes are, in effect, your bibliography.

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 a Consensus on Symbolic Notation of Harmonics, Resonances, and Formants in Vocalization,” *Journal of the Acoustical Society of America* 137, no. 5 (2015): 3005–7.

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 should be creating using a Unicode font (Segoe UI Symbol is preferred) and should appear as full-sized characters between the letter names and the octave number subscript (C₄[♯], B₅[♭]).

Honorifics: 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.”

JOURNAL OF SINGING EDITORIAL STYLE GUIDELINES

The *Journal of Singing* (“JOS”) adheres to the eighteenth edition of *The Chicago Manual Style* (“Chicago 18”). This edition was published in 2024. Writers are encouraged to consult the online version of Chicago 18 prior to submission; this version is easily searchable and can be accessed via subscription or via most

college and university libraries. Please note that Chicago 18 institutes several significant changes from the previous edition; the most important will be outlined below.

Additionally, JOS adheres to Merriam-Webster (“Webster”) for all matters related to spelling, hyphenation, and capitalization. Writers are encouraged to consult the free online version of Webster (<https://www.merriam-webster.com>) prior to submission. Writers should be sure to use the online Internet version of Webster as opposed to the app, which has a more limited repository of entries. When Webster lists multiple variants of word spellings, the first version listed should be applied; when capitalization is optional, the lowercase version of a word or term should be chosen.

Adherence to Chicago 18 and Webster comprises the entirety of JOS style guidelines with one “house exception” and some additional guidance for subject-specific matters not addressed by Chicago 18 and/or Webster. Please reach out to the editor in chief if you have any style-related questions not addressed below.

Notable Changes from Previous Editions of The Chicago Manual of Style

1. “Ibid” should no longer be used in sequential citations of the same resource. Please replace “ibid” with the short version of the endnote citation.
2. Cities of publishers are no longer required for books published in the year 1900 or later.
3. The month (or months) in which a journal is published is no longer required. The volume number, and issue number, and the year of publication are sufficient.

A complete list of changes for Chicago 18 can be found here:

<https://www.chicagomanualofstyle.org/help-tools/what-s-new.html>.

JOS “House Exception”: Endnotes with More Than Two Authors

There is only one “house exception” to Chicago 18: Even if an article has three or more authors, please list all names the first time the citation appears; do not use “et al.” The rationale for this is that JOS only uses endnotes; there is not a separate bibliography one can reference for the complete information. For subsequent short citations of the same article, “et al.” is then fine. (Note that initials should not replace first names in Chicago style; please use entire first names of all authors as published in the article itself.)

Subject-Specific Guidelines (for matters not addressed by Chicago 18/Webster)

1. All sharps (#), flats (b), and naturals (♮) should be inserted into your Word document in a Unicode font like Segoe UI Symbol. Authors are encouraged to begin inserting Unicode symbols

themselves now that they have become widely available rather than resorting to the previous practice of octothorpes (#) and superscript lowercase b's. *Please note that this is a revision from previous guidelines.* These symbols can be cut and pasted into an electronic notepad or Word document for easy access. These characters should appear in the same font size as the text (i.e., not superscripted).

2. When using IPA symbols, make a distinction between “phonetic” and “phonemic” transcription. Please use [brackets] for transcriptions of words and /slashes/ for abstract sounds divorced from actual words (acoustic explanations, vocalises, etc.). When referring to IPA symbols by name, please use the labels standardized by the International Phonetic Association: schwa [ə], upsilon [ʊ], script *a* [ɑ], *c* cedilla [ç], etc. When an article calls for the insertion of both phonemic and phonetic symbols, one may be chosen for consistency. In these instances, please consult the editor in chief for guidance.
3. Transliterations of foreign-language names (e.g., Russian Cyrillic, Chinese characters/pinyin, etc.) for terms not appearing in Webster should follow the version chosen by Oxford Music Online and/or *The Garland Encyclopedia of World Music*. Please reach out to the editor in chief with specific questions regarding transliterations.

Helpful Reminders (a checklist for authors)

The following represent frequently encountered errors that represent noncompliance with Chicago 18 and/or Webster. Please use the following as a checklist prior to submitting your article.

1. For page numbers, please follow Chicago-style “inclusive numbering.” Example: 114–27 (not “114–127”). See 9.63 of Chicago 18 for a helpful chart or reach out to the editor in chief if you have any questions about this convention.
2. Numbers in prose should generally be spelled out through the number one hundred, as well as spelled out when dealing with multiples of one hundred or one thousand.
3. DOIs are now required for articles if they exist. They should be placed at the end of the endnote citation, separated by a comma. All DOIs should begin with “https://doi.org/.”
4. Websites should be listed according their full address; most begin with “https://.”
5. “The” should be eliminated for journal titles in endnotes (e.g., *Journal of Singing*, *Journal of Voice*) but should be kept for books and other works (e.g., *The Chicago Manual of Style*, *The Phantom of the Opera*). In prose, “the” should be unitalicized and in lowercase for journals and other periodicals (e.g., “I like to read the *Journal of Singing* and the *New York Times*.”)
6. For the names of musical groups and bands (which are never italicized), keep “the” in the lowercase in prose (e.g., “I like to listen to the Beatles . . .” “I enjoyed the Rolling Stones concert

- . . .”). The same applies for the names of universities within prose (“I attended the Ohio State University . . .”).
7. The word “percent” should be written in prose: “For example, 88 percent of the data examined . . .”
 8. The words “table” and “figure” should be lowercase when referenced in prose: “The example shown in figure 1 . . .” Please note that this is change from previous iterations of the JOS style guidelines.
 9. In general, do not capitalize professional titles, positions, and academic majors in biographies: “Joe Smith is currently assistant professor of voice at Georgetown University; he received is DMA from Indiana University, where he majored in vocal performance and voice pedagogy.”
 10. In general, do not capitalize a word if Webster does not.
 11. In general, do not capitalize a word unless there is a compelling reason to do so (the first word of a sentence, a proper name, etc.).
 12. In general, do not hyphenate a word if Webster does not. Remember that “co-,” “non-,” “pre-,” “re-,” and “semi-” are hyphenless prefixes unless followed by a proper (capitalized) or open compound: “coworker,” “semioccluded,” “nonbinary,” “preprofessional,” “non-Western styles,” “non–master class settings,” etc.
 13. Please use en dashes when showing a span of years (or pages) and when linking to open compound nouns: “Mozart (1756–1791),” “Tony Award–winning,” etc.
 14. If a word is listed in Webster, it is considered to be an English-language word; there is, therefore (and for example), no reason to italicize “bel canto” or “adagio” unless intending to show emphasis.
 15. If a word is in a foreign language (and not in Webster), it should be italicized (*Fach*, *mélodie*, etc.).
 16. Ellipses should be three in number with one space between each: “The examples are numerous . . .”
 17. In endnotes, titles of articles should be written in title case even if the journal in which they appear utilizes sentence case. (e.g., “Voice Quality in Pediatric Dysphonia: Assessing Expert Rater Reliability Across Three Perceptual Methods,” *not* “Voice quality in pediatric dysphonia: assessing expert rater reliability across three perceptual methods.”) Prepositions should be in lowercase if they are four letters or fewer in length (“with,” “from,” etc.) and capitalized if they are five or more letters in length (e.g. “Throughout,” “During”). Verbs always should be capitalized regardless of length (e.g., “Is,” “Was”).

ADDITIONAL NOTES ON ENDNOTE REFERENCES

Endnote Generator in Microsoft Word

Authors must use the automatic endnote generator in Microsoft Word. Note: Do not enter citation numbers manually or use any other word processing program (i.e., Google Docs).

Citation Style

The *Journal of Singing* follows the latest (eighteenth) edition of *The Chicago Manual of Style* (revised 2024). Please note that Chicago uses two source citation systems: the “notes-and-bibliography” system and the “author-date” system.

The *Journal of Singing* uses the “notes and bibliography” system. A brief style guide covering the most common issues follows here. Complete information about *Chicago* “notes-and-bibliography” style is available at https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html.

Endnotes, Not Footnotes

The *Journal of Singing* places full citations in endnotes at the end of the article under the heading “Notes.” Do not place any citations in parentheses within the main body of the article, nor in footnotes, at the bottom of each page.

Citation Numerals and Placement

Citation references in the text must be indicated by superscript number, in Arabic (not Roman) numerals, i.e. 1, 2, 3 etc., not Roman numerals (i, ii, etc.). Citation references must be placed at the ends of sentences (not in the middle) and appear just after the sentence punctuation, not before, with no space. Here are some examples:

- It is important to practice each day.¹⁴
- How might gastroesophageal reflux disease affect singers?⁷

Multiple references must be indicated by a single citation number, grouped together in a single note, and separated in the endnote itself by semicolons.

There should be no reference citations in abstracts.

Citations for tables should be separate than citations for the main article and follow a letter scheme (endnote a, b, c, etc.). Tables with three or more references should be submitted as separate documents using the automatic endnote generator in Microsoft Word.

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