

MISSION STATEMENT

The *Journal of Singing* is a refereed 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 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 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.

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 several members of the Association chosen for their expertise in a variety of voice-related fields. 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.

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 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 latest edition of *The Chicago Manual of Style*. Submissions should be in English, and

include a separate title page with the name(s), degree(s), and affiliation(s) of the contributing author(s), along with a correspondence address, telephone number, fax number, and email address.

Article files should be provided in Microsoft Word .doc or .docx format. Please use a Unicode font for all non-Latin characters.

Articles should be submitted via email when possible. If electronic file transfer is not practical due to file size or other constraints, articles and any accompanying files (tables, graphics) may be sent on a CD. See *IPA*, *Musical Examples*, and *Tables and Figures* below for more technical specifications.

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 all paragraphs should be indented, and no additional space should separate the paragraphs. Text should appear in a plain typeface rather than italic, script, or boldface.

Citation. Endnotes are preferred over footnotes. References and bibliographic entries should conform to the guidelines found in *The Chicago Manual of Style*. (See www.chicagomanualofstyle.org, click on “Tools,” then choose “Chicago-Style Citation Quick Guide.”) References in the text are indicated by superscript number, not by parenthetical author/date listing. Some models for various kinds of endnote citations can be found in the expanded Submission Guidelines pdf available at <http://www.nats.org/article-submission.html>.

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 (C₄[#], B₅^b).

Numbers. Single digit numbers normally should be spelled out except in scientific works or other articles that make frequent use of numbers. Century designations may also use numbers: 19th century. Decades may be spelled out or not, but consistency is a primary concern: the sixties, the '60s, 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 distinction between phonemic notation, /i/, /k/, and phonetic notation, [i], [k], should be uniformly observed. If IPA characters are used please provide a pdf of the article for reference *in addition* to the Word file. Please use a Unicode font for all non-Latin characters.

Foreign Terms. As a rule, foreign words or phrases that are not in common usage 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 criterion 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*.

Graphic Format (musical examples, figures, author photos, etc). All graphics should be submitted in TIFF, maximum quality JPG, EPS, or PDF 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. Author head shots must be at least 1.5 inches (450 pixels) wide at 300 dpi. If graphics are placed within the Word file authors must also supply separate non-embedded graphic files.

Tables and Figures. Use Arabic numerals for both tables and figures with concise captions. Tables must be double spaced on separate pages, and 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. Printouts of all tables and figures should be attached to each copy of the manuscript. If tables are used please provide a pdf of all tables for reference *in addition* to the Word file.

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.

All materials submitted for consideration should be sent to:

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