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 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 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.

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 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 now be uploaded online through ScholarOne at https://mc04.manuscript-central.com/natsjos. This applies to feature articles, departments, and reviews.

Log-in: All listed authors must 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 user name and password to use whenever you submit.

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After log-in, click on the **Author** tab at the top of the home page to enter your Author Dashboard. From the Author Dashboard you may start a new submission, check on the status of previously submitted manuscripts, and read or send journal messages.

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Incomplete submissions will be returned to the author with a request for the full materials, **so do not click "Submit" until your submission is complete**. However, you may suspend a submission at any phase before clicking "Submit" by clicking **Save** to submit later.

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accounts are created, so notify Laura Carter (laurac@nats.org) if you do not see the **Review** tab upon log-in.

When Editorial Board members submit articles as authors they must visit their Author Dashboard (see **Author** instructions above) and follow the **New Submission** instructions for authors.

Getting help with your submission

For technical support, contact the Journal Production Manager at laurac@nats.org.

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. Submissions should be in English. Feature article submissions must 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. See *IPA*, *Graphics*, and *Tables and Figures* (below) for more technical specifications.

Feature article blinding: All feature articles submitted for consideration must be blinded for peer review. 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 are not peer reviewed and should include bylines.

Abstracts, keywords, and ORCID identifier for article metadata (online edition). A concise abstract must be supplied with every feature article column contribution (under 300 words). Up to three keywords can be selected and added from a drop-down list in ScholarOne. Authors should provide their ORCID ID if available.

Document formatting. The entire text, including endnotes and references, must be double-spaced, with 1-inch margins on all sides. The first lines of all paragraphs should be indented, and no additional space should separate the paragraphs.

Citation. References and bibliographic entries should conform to the guidelines found in *The Chicago Manual of Style*, following the Notes and Bibliography style (https://www.chicago-manualofstyle.org/tools_citationguide.html). More examples are shown in the "Chicago Manual of Style Reference Guidelines" box at right.

DOIs: Please include DOI hyperlinks in references whenever they are available. References in the text are indicated by superscript number, not by parenthetic author/date listing. Some models for various kinds of endnote citations can be found in the sidebar at right.

Pitch Notation. The lowest C on the piano is called C_1; thus, middle C is C_4. Octave designations should appear as subscripts after letter names. Chromatic signs appear as superscripts between the letter names and the octave number subscript ($C^\sharp_4$, $B^\flat_5$).

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.

Graphics (musical examples, figures, author photos, etc.). 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). Author head shots must be 600 × 780 pixels at minimum.

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Tables and Figures. Use Arabic numerals for both tables and figures with concise captions.

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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.

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Richard Dale Sjoerdsma, PhD
Editor in Chief, Journal of Singing
rsjoerdsma@carthage.edu

Laura Carter
Journal Production Manager
laurac@nats.org

Chicago Manual of Style Reference Guidelines

- References in the text are indicated by superscript number, not by parenthetic author/date listing.
- Citations appear at the end of the article under the heading Notes, but a bibliography also may appear if deemed appropriate.
- Multiple references are indicated by a *single* citation number, not, for example, [1-3].
- Periodical references must include volume number, issue number, month and year of publication.

MODELS FOR VARIOUS KINDS OF CITATIONS:

Notes

[**book**]
Robert T. Sataloff, *Professional Voice: The Science and Art of Clinical Care* (New York: Raven Press, 1991), 245.

[**journal**]
Lynn Helding, "Master Class Syndrome," *Journal of Singing* 67, no. 1 (September/October 2010): 73.

[**coauthor — same for journal and book**]
Robert T. Sataloff and Yolanda D. Heman-Akah, "Blunt Trauma to the Larynx and Trachea: Considerations for the Professional Voice User," *Journal of Singing* 59, no. 1 (September/October 2002): 41.

[**multiple authors — same for journal and book**]
Robert T. Sataloff, Yolanda D. Heman-Akah, and Mary J. Hawkshaw, "Who Takes Care of Voice Problems? A Guide to Voice Care Providers," *Journal of Singing* 59, no. 2 (November/December 2002): 139.

Bibliography

[**book**}
Sataloff, Robert T. *Professional Voice: The Science and Art of Clinical Care*. New York: Raven Press, 1991.

[**journal**]
Helding, Lynn. "Master Class Syndrome." *Journal of Singing* 67, no. 1 (September/October 2010): 73.

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Sataloff, Robert T., and Yolanda D. Heman-Akah. "Blunt Trauma." [etc.]

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Sataloff, Robert T., Yolanda D. Heman-Akah, and Mary J. Hawkshaw. "Who Takes Care?" [etc.]