

# NOTES FOR CONTRIBUTORS

## Submission details

Submissions to *IJCM* should be sent as an attachment to an e-mail message to the editors. The title of the paper should be written in bold and followed by a list of around six keywords and a brief abstract (c.100–150 words). The author will also need to submit a brief biographical note on him/herself. Each article should conclude with a list of references.

Contributions fall under three main categories. (1) Articles (c. 4000–8000 words): we would like to invite contributions that explore any aspect of the field. For example, we welcome papers in the following areas:

- Music and informal educational settings
- Music in areas of conflict and former conflict
- Music and youth
- Music in prisons and probation services
- Music in health settings
- Music and life-long learning
- Music and cultural policy
- Genres and musical styles e.g., improvisation, world music, singing, garage bands, music technology
- Music philosophy
- Music and faith

In addition to the scholarly contributions, the journal will give voice to the development of (2) professional practice (c.1000–3000 words). As such, we aim to include in each issue select contributions from recognized practitioners in the field, who may include freelance musicians, composers, arts and leisure workers, youth and social workers, policymakers etc. Each issue of the journal will also include a short compilation of (3) book, conference, and music project reviews relating to recently published or produced work. The electronic version of the journal affords contributors the opportunity to present MP3 and QuickTime video examples. Articles accepted become the copyright of the journal unless otherwise specifically agreed.

## Format of submitted articles, project reports, or reviews

### Metadata

Metadata consists of seven vital pieces of information that should accompany each article, project report, or review. No article can be accepted without the following information.

1. The title of the paper
2. The name of the author and affiliation
3. Abstract (c100–150 words)
4. Keywords (max. 6)
5. References (only works cited in the article)
6. Author biography (c50–150 words)
7. Author street and e-mail addresses

### Font

All submissions should be Times New Roman 12 point, one-and-a-half-spaces and left aligned, not justified.

### Margins

These should be 1 inch/2.5cm all round.

## Pagination

Pagination should be continuous with numbers applied top right.

## Images

High-resolution images can add clarity to a submission's purpose. This is especially true of a project report. We would like to encourage contributors to consider using images to aid the narrative. If including photographs, tables, graphs, and graphics, these should all be entitled 'Figure', be numbered consecutively, and be clearly legible. Images should not be embedded into the page: they are to be sent alongside the article or project report as a separate e-mail attachment. Please ensure that an indication has been given as to where they should be placed in the text, e.g. *Insert Figure 3 here*. Photographs should be high-resolution electronic images in JPEG, TIFF or PDF format (300 dpi or higher).

## Captions

All illustrations should be accompanied by a caption, which should include the figure number and an acknowledgement to the holder of the copyright. The author has the responsibility to ensure that the proper permissions are obtained.

## Quotations

These should be identified by 'single' quotation marks if they are embedded in the text. Double quote marks are used only if there is a quote within a quote. Longer quotations (i.e., longer than 40 words) should be indented on both sides, without quote marks. Both should be referenced using the Harvard system (see below). The page number(s) must be included. Foreign words and phrases inserted in the text should be in *italics*.

## Endnotes, References and Citations

'Explanatory notes' should be kept to a minimum: they will appear in the outside left or right margins of the text. They should not contain publication details; submit all these as references. Please ensure that they are submitted as endnotes, not footnotes.

Place endnote marks outside the punctuation (*after* the comma or full stop). The note mark must be in superscripted Arabic (1, 2, 3), not Roman (i, ii, iii).

Bibliographical references should use the 'Harvard system/style' (author + year: page), e.g., (Everitt 1997: 84) inserted into the text.

All references must identify an author (surname or institution name) for all documents, whether found in archives, newspapers, the Internet, etc. The 'author' for a law or bill will be the legislative body/parliament of a country, e.g., Arts Council of England. The author of a poll or survey is the polling organization. The author of a news item is the journalist (his/her byline) or the news agency, not the newspaper.

Each Harvard-style reference should be fully sourced in a list of 'references' at the end of the text.

## Format for citing a book

Author surname, Initial (year), *Title in italics*, Place of publication: Publisher. For example,

Everitt, A. (1997), *Joining In; An Investigation into Participatory Music*, London: Calouste Gulbenkian Foundation.

For citing a book section:

Author surname, Initial (year), 'Book Chapter/Article', in Editors name (eds), *Book Title in italics*, Place of publication: Publisher. For example,

Burton, B. J. (2003), 'Music', in K. Christensen and D. Levinson (eds), *Encyclopaedia of Community: From the Village to the Virtual World (Volume 3)*, California: Sage Publications.

## Citing an article

Author surname, Initial (year), 'Title in single quotation marks', *Name of journal in italics*, volume number: issue number (and/or month or quarter), page numbers (first and last of entire article). For example,

Harris, K. (2000), "'Roots?": The relationship between the global and the local within the Extreme Metal Scene', *Popular Music*, 19:1, pp.13–30.

## Citing a web publication or website item

Websites should be referenced as publishers of material: a separate author and the title of the information/document/PDF article should be supplied. For example,

Jones, J. (2002), 'Feeding Fury', *The Guardian*, <http://arts.guardian.co.uk/critic/feature/0,1169,931796,00.html#article>. Accessed 13 July 2007.

If it is a website news article with no byline, the day/month/year of its initial publication must be given, and the website becomes the author.

If the website is the 'home site' of an organization publishing its own material without a byline, the organization should appear as the author.

Always include the date the website was accessed.

## Citing personal communications and interviews

(a) Personal communications are what the informant said directly to the author, e.g., 'Pam loved the drums' (personal communication). This need have no citation in the references list. Equally the use of personal communications need not refer back to a named informant.

(b) A more formal research interview can be cited in the text (Jamieson 12/08/04 interview), and at the end of the reference list under 'Interviews'.

For further information on formatting and referencing we ask that you consult the Intellect Style Guide, <http://www.intellectbooks.co.uk/journals/page/index,name=journalstyleguide/>

## Referees

*IJCM* is a refereed journal. Strict anonymity is accorded to both authors and referees.

## Opinion

The views expressed in *IJCM* are those of the authors, and do not necessarily coincide with those of the editors or the editorial board.

**Further information** on the journal is available from the editors.