

# **GUIDELINES FOR SUBMITTING ARTICLES, REVIEWS AND ARTWORK FOR PUBLICATION IN**

## ***Journal of World Popular Music* (February 2015)**

Please follow Part I of the guidelines when you first submit your article or review for consideration for publication.

If accepted, please follow the more detailed instructions in part II of this document for preparation of your final manuscript.

If submitting artwork with your manuscript, please go to part III of the guidelines.

### **PART I: General Information**

#### **Language of Publication**

Submissions are welcome from all countries. The language of submission is English, and English is the language of publication.

#### **Online Submission**

Online submission is a five-stage process, and you may submit articles or reviews online. We normally accept only electronic submissions via the Equinox online submission interface. Please go to the journal's pages at <https://www.equinoxpub.com/journals/index.php/JWPM/about/submissions>. Please register on the website as an author and follow the instructions and guidelines for uploading your article or review. If you encounter problems with the online submission, please contact the editors: Simone Krüger ([s.kruger@ljmu.ac.uk](mailto:s.kruger@ljmu.ac.uk)) or Sarah Baker ([s.baker@griffith.edu.au](mailto:s.baker@griffith.edu.au)).

Please check in advance with the Reviews editor before submitting a review or report for the Resources section to ensure that the source you wish to cover has not already been assigned.

#### **Articles**

Articles may vary in length, but submissions should not normally exceed 8,000 words (inclusive of notes and bibliography).

Once you have begun the five-stage online submission process, you will be prompted to upload your article and supply additional information, including a 150 word abstract and three to five keywords, a short biographical statement, your contact details, and relevant (Library of Congress) subject classification code/s (e.g., so-called "metadata"). This metadata is important as it facilitates the indexing of your article once it is published, thus hopefully leading to more citations and greater readership.

Your article should be saved as a MS Word file (not pdf) and be double-spaced, including quotations and excerpts, notes, references, tables, and figure captions. Figures and tables should be integrated into the text. All pages should be numbered consecutively. Margins (top, bottom and both sides) should be at least one inch; the right margin should not be justified.

If you wish to bring to the attention of the Editor any particular features, which will be required at the layout stage or to clarify font usage, please upload a .pdf-version of the article or a .pdf file listing the diacritical symbols as a supplementary file. There is a separate step in the online submission process to allow you to upload supplementary material. This may also include: (a) research instruments, (b)

data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, or (d) figures or tables that cannot be integrated into the text itself, and (e) audio/video material.

## **Reviews**

Reviews should be between 1,000 – 2,500 words in length and do not require abstracts, but do require keywords and other metadata referred to above.

Except for the title page, reviews should be in the same format as articles.

The title page should include the title, author and bibliographic data (if relevant), as well as your name and contact details.

In reviews, page numbers of the book reviewed are given as e.g. '(58)', no p.

## **Permissions**

The journal normally accepts only original material, which has not been previously published.

When using copyrighted material (e.g., quotes, poems, lyrics, images, artwork, etc), you will need to clear copyright and gain written permission prior to publication.

Please refer to the separate file *Permission Guidelines for Equinox Authors and Editors*, available here: <https://www.equinoxpub.com/equinox/authors.asp>.

## **Ensuring a Blind Peer Review**

All articles are peer-reviewed. To insure the integrity of the blind peer-review, we need to make every effort to preserve the anonymity of authors and reviewers. Therefore, when preparing your article for submission please take the following steps:

1. Remove your name entirely from the text. If you cite your own publications, be sure to substitute the word "author" for your own personal details and for the actual title of your work cited.
2. Author identification should also be removed from the file properties: File>Save As>Tools (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.
3. On any PDF uploaded, remove author names from Document Properties found under File on Adobe.

## **PART II: Style Sheet for Articles and Reviews**

**Front page:** Title (Main Caps; centred)

The title page should include the title, author and biographic data, as well as your contact details. Please give university, city, county or state if necessary, zip code, *and* country (even for London or New York). You should also supply an Abstract and keywords (unless it is a review, where just keywords are required, no abstract)

**Abstracts:** Should not contain author-date refs or footnotes.

**Articles:** Always start articles with heading ‘Introduction’

**Headings:** Levels of heading, if more than one, should be distinguished by type style, e.g.

bold (left-aligned) for first-level head;

italics (left aligned) for second-level head;

roman (no italics) (left-aligned) for third-level head.

**Paragraphs:** First paragraph after heading: left-aligned. Subsequent paragraphs indented.

**Quotations:** Except for song/composition titles (see *Titles* below), use double quotation marks (“”), and single within quotations (‘’).

Quotes longer than three lines should be indented and set apart from the main body of the text by leaving spaces before and after. In quotations, spelling and punctuation should be reproduced exactly as in the original, with any additional material by someone other than the original writer in square brackets. In displayed quotations, the final full stop should precede the bibliographic information in parentheses.

Re ellipses [...]: please use the “three dot method”: i.e. no more than three points are used whether the omission occurs in the middle of the sentence or between sentences. Do not use before the first word or after the last word of a quotation.

**Spelling:** UK spelling throughout, including -ize endings (with the usual exceptions: analyse, improvise, exercise etc).

Do not capitalise genres of music, i.e. world music, rock ’n’ roll, hip hop etc.

**Referencing:** *JWPM* uses a modified author/date citation style as recommended by the *Chicago Manual of Style* (16th ed.) (see <http://www.chicagomanualofstyle.org>). Bibliographical references should be incorporated in the text using the author-date system. For instance:

as Gray (1988: 119) suggests

(Gray 1988: 119)

(DiMaggio and Hirsch 1976; Gray 1988) [List multiple in-text references chronologically; same author/different years should be separated by commas, but different authors should be separated by semi-colons.]

A list of references should be included at the end of the article. Please use the following style:

Gray, Herman. 1988. *Producing Jazz: The Experience of an Independent Record Company*. Philadelphia: Temple University Press.

DiMaggio, Paul and Paul M. Hirsch. 1976. “Production Organizations in the Arts”.

*American Behavioral Scientist* 19/6: 735–52.

Hirsch, Paul M. 1992. "Processing Fads and Fashions: An Organisation Set Analysis of Cultural Industry Systems". In *On Record: Rock Pop and the Written Word*, edited by Simon Frith and Andrew Goodwin, 127–39. New York: Pantheon.

Personal communications, emails and interviews should be listed as in-text citations, not in notes. For example:

Personal communication should be referenced: (p/c, New York, 17 June 2004) [Date and place location should be added where possible.]

Emails should be referenced: (email to author, 17 June 2004)

Interviews should be referenced: (i/v, New York, 17 June 2004) [Date and place location should be added where possible.]

Website references should be referenced with full URL information and the date the site was accessed. Website names in italics; webpage titles in quote marks. For example:

Evans, Mark. 2008. "Music". <http://www.dcms.mq.edu/content/pbeat/default.htm>, accessed 24 May 2005.

**Media citations and discography listings:** Try to list media by the performers or the name of the ensemble. Where this is not possible, list by the CD (DVD, etc.) title. Titles in italics. For example:

*Chabad Nigunim, Volume 1*. 2000. New York: Nichoach-Lubavitch CDNCC 01. Compact disc.

Klezematics. 2003. *Shteyt Oyf!: Rise Up!* Berlin: Piranha PIR1686. Compact disc.

Schwartz, Leon. 1993. *Like in a Different World: Leon Schwartz, a Traditional Klezmer Violinist From Ukraine*. New York: Global Village C109. Cassette tape.

Hirsch, Lee. 2002. *Amandla! A Revolution in Four-Part Harmony*. South Africa: Artisan. DVD.

**Non-English languages:** Words or phrases in languages other than the language of the article (usually, but not necessarily always, English) should be in *italics* and accompanied by a translation between single quotes, e.g., *Frau* ("woman").

Examples from languages other than the language of the article should be in *italics*, and there should be a translation between single quotes and, if necessary, a word-by-word gloss as well. Any abbreviations in the glosses should be listed and explained in a note at the end of the paper.

**Non-sexist language:** Submissions should adhere to accepted guidelines for non-sexist language. Sexist practices are those that contribute to demeaning or ignoring women (or men) or stereotyping either sex.

**Notes:** Notes should be footnotes using Word's footnote facility. Reference to notes in the text should be given with a superscripted Arabic numeral, which must be placed after a punctuation mark.

**Tables:** Number tables consecutively in the order in which they appear in the text. Each table should have a caption. The caption and body of the table should be double-spaced. All tables should be left in

place in the manuscript. Table captions should be inserted before the table. Tables must not contain tints in cells.

**Figures/artwork:** Artwork for figures must be camera-ready – that is, a photographic print of line art, such as a map, graph, drawing or a photograph. Xerographic copies are not sufficient. Label and details should be clear enough to remain legible after a 50% reduction. Further details are provided in part III of these guidelines.

**Miscellaneous:**

Capital letters

In the text, use upper case when referring to “Figure 3”, and lower case for “section 1.2”, “verse 2”, etc.

Abbreviations

No full points in abbreviations, e.g. UK, USA

Dashes

Unspaced en dash

Numerals and dates

Use elided numbers for pages and dates, e.g. 25–8, 136–42; but 12–16, 1980–81, 1914–18. Use numerals for percentages, measurement and for ages, e.g. 25%, 12km, 5m, 10 years old. For other numbers in text, write out in full between one and ten; thereafter use numerals (e.g., 11 and up).

1970s

In the nineteenth century

Nineteenth-century music

Non-English words in the main text

Use *italics* every time a non-English term/word appears.

Proper nouns (e.g. names of people, places, etc) in non-English languages are not italicised. Band names and artists should NOT be in italics.

Titles

Titles of compositions should be in single quotation marks, whatever the language. Titles of compilations (of compositions) should be in italics.

Titles of songs should be in single quotation marks. Titles of albums should be in italics.

Titles of book chapters should be in double quotation marks. Titles of books should be in italics. This includes book titles in ANY language, including English.

Titles of journal articles and chapters should be in double quotation marks but NOT italicised. This also applies to the references section.



### **PART III: Guidelines for the Preparation of Artwork**

Please supply 'camera-ready' art work (photographs, line drawings, tables and data examples) with your manuscript.

All figures must be supplied separately from the manuscript and in a digital format. Note that each figure will be reproduced exactly as you have created it.

Do not use colour in artwork, unless you have received confirmation from the editor that colour images will be allowed. All artwork must be supplied in greyscale, so please ensure that any tints used are sufficiently distinct. Do not use tints below 20% or above 80% and ensure that any tints used differ by at least 20%.

Do not embed any artwork in the Word file containing the manuscript or supply artwork in Word format. Each figure should be supplied as a separate file in PDF, ai (Illustrator), eps (Encapsulated Postscript), Tiff, or Jpeg format. Jpeg should be used only for photographs and should be compressed with a "High Quality" setting. All photographs should be supplied at a resolution which will allow reproduction at 300 dpi at the final size.

Each artwork file should be named according to its figure number (e.g., Figure 1), and use this number when showing where the figure is to appear in the manuscript, including a caption as follows:

<INSERT FIGURE 1 ABOUT HERE>

**Figure 1:** [insert a description]

Avoid 'screen grabs' to create artwork, as the resolution of a screen shot is typically 72 dpi and thus too low for normal reproduction in print.

For figures containing text or lines, avoid bitmap format. Where such a figure must be submitted in bitmap format (e.g. because it has been scanned from another work), it should be supplied at least 600 dpi in TIFF format. Never use jpeg format for figures containing lines and/or text.