

Journal of Film Music

Guidelines for Submitting Articles for Publication

Updated August 2015

Language of Publication

Submissions are welcome from all countries. The language of submission is English, and English is the language of publication. Please follow these guidelines when you first submit your article for consideration for publication. If accepted, we will send you more detailed instructions for preparation of your final manuscript.

Online vs. Paper Submission

We normally accept only electronic submissions. If you are unable to submit electronically, contact the Editor who will assist you.

Online submission is a five-stage process and you may submit articles, reviews or notices online, though please check in advance with the Review Editor before submitting any review to ensure that the material; you wish to cover has not already been assigned. To submit electronically, visit the "[For authors](#)" tab on the journals website.

Articles

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

Your submission should be in MS Word and should be single-spaced. Any images (including music examples), figures and tables should **not** be embedded within the text but should be uploaded as separate individual supplementary files (stage four of the submission process). Please mark in your manuscript where images, tables and figures should be inserted. All pages of your manuscript should be numbered consecutively. Margins throughout the manuscript (top, bottom and both sides) must be at least one inch; the right margin should not be justified.

PDFs are not acceptable for submission of articles, although supplementary files can be uploaded as PDFs if necessary.

Once you have begun the five-stage online submission process you will be asked to complete a checklist about your manuscript before being prompted to submit the main body of your article (i.e. without images, tables or figures). You will then be asked to supply various types of information alongside your article, known as metadata: a 150 word abstract and three to five keywords as well as, among other things, a short biographical statement, your contact details, university affiliation and an appropriate Library of Congress subject classification code/s (to which a link is provided). This metadata is important because it facilitates the indexing of your article once it is published, thus leading to more citations and greater readership.

Permissions

The journal accepts only original articles which have not been previously published. It is the author's responsibility to clear copyright for any copyrighted material you quote or use, including musical examples or images. Any questions you have concerning permissions should be directed to Val Hall: vhall@equinoxpub.com

Ensuring a Blind Review

All articles are blind peer reviewed. To ensure 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 and email entirely from the manuscript and from any supplementary files
2. With Microsoft Office documents, author identification should also be removed from the "Properties" of the file by selecting the following: File>Save As>Tools (or Options)> Security>Remove personal information from the file properties>Save. For Word '97, please use Help and search for "document properties" for instructions.

Please note that any biographical information you provide in the metadata of your work will not be accessed by the reviewers.

Reviews

Reviews do not require abstracts but do require keywords and other metadata (as referred to above). With the exception of the title page, reviews should be in the same form as articles. The title page should include the title, author, and all relevant bibliographic data about the book under review as well as your own name and contact details.

Style Sheet

The arbiter in most cases is *The Chicago Manual of Style* (15th ed.). All articles must be accompanied by footnote references and a separate reference list.

Headings: Levels of heading, if more than one, should be distinguished by type style, e.g. roman (centred) for first-level head; italics (left aligned) for a second-level head.

Quotations: Quotations should be given between double quotation marks. 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. For 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: “-ize” spellings should be used (e.g. recognize, organization, etc. BUT analyse, exercise etc.)

Referencing: Footnote references should be used in all instances. A Reference List should be included at the end of the article. Please refer to *The Chicago Manual of Style*.

Foreign Languages: Words or phrases in languages other than English should be italicized and accompanied by a translation between double quotes (e.g. *omukazi* “woman”).

Notes: Notes should be footnotes using Word’s footnote function. Reference to notes in the text should be given with a superscripted Arabic numeral.

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.

Musical Examples and Images: to be submitted separately and camera-ready. Resolution must be 1200 dpi, TIFF format. Please include notes in the text as to appropriate placement. All examples must have permissions secured by the author. If you have trouble submitting images due to their size, please contact Eve Hooper for assistance:

ehooper@equinoxpub.com