Perfect Beat

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, which can also be found on our website as a PDF (Guidelines for the Submission of Final Manuscripts in Popular Music).

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 or book reviews/notices online. Please check in advance with the Review editor before submitting any review or report for the Resources section to ensure that the book or archive 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 supply various types of information alongside your article. You will also need to submit a 150 word abstract and three to five keywords as well as other 'metadata' including among other things a short biographical statement, your contact details and an appropriate Library of Congress subject classification code/s. This metadata is important because it facilitates the indexing of your article once it is published thus leading to more citations and greater readership.

You will be asked to upload your article. Your submission should be in MS Word and should be double spaced, including quotations and excerpts, notes, references, tables, and figure captions. Figures and tables should be integrated into the text. All pages of the manuscript should be numbered consecutively. attention of the Editor any particular features which will be required at the layout stage or to clarify font usage. There is a separate step in the

process to allow you to do this or to upload other supplementary material such as (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, or (e) audio/video material.

Permissions

The journal accepts only original articles which have not been previously published. You will need to clear copyright for any copyrighted material you quote or use, including artwork. Please refer to separate PDF (Permissions Guidelines for Authors)

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 from the 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. With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: 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.

Book Reviews

Book reviews do not require abstracts but do require keywords and other metadata referred to above.

Except for the title page they 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

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 single 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. 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; however, -ize spellings should be used (recognize, emphasize, organization, etc. BUT analyse, exercise etc.).

Referencing. 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)'.

A complete Bibliography should be included at the end of the article. Please use the following style:

Gray, H. 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*, eds Simon Frith and Andrew Goodwin, 127–39. New York: Pantheon.

Personal communication should be referenced: (p/c to the author, 17 June 2004)

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

Interviews should be referenced: (i/v with the author, 17 June 2004)

Website references should be referenced with full URL (Uniform Resource Locater – "http", for example) information and the date the site was accessed. For example: Evans, M (2008) 'Music', online at http://www.dcms.mq.edu/content/pbeat/default.htm (accessed 24 May 2005)

Recorded music (i.e. records, cassettes, CDs) and films, TV programmes and CD-Roms: put title in italics and follow with date of release (at first mention) in brackets – i.e. *The Delta's Tomorrow* (1996)

The arbiter in most cases is *The Chicago Manual of Style* (15th edn), which can be searched online: http://www.chicagomanualofstyle.org

Foreign languages. Words or phrases in languages other than the language of the article (usually but not necessarily always English) should be underlined or (preferably) in *italics* and accompanied by a translation between single quotes (e.g. *omukazi* 'woman').

Examples from languages other than the language of the article should be underlined or (preferably) 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 Microsoft Word's footnote facility. 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.

Figures*.* 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. Please refer to separate PDF Artwork Checklist for further specifications.

Miscellaneous*.* Examples should be numbered with Arabic numerals between parentheses and set apart from the main body of the text by leaving spaces before and after. Album titles should be set in *italics*. Song titles/compositions should be set out in roman enclosed within single quote marks. Band names and artists, however, should NOT be in italics.