

Guidelines for Authors (full paper submissions)

<i>file format</i>	Please save your document Microsoft Word 97-2003 document (.doc) or (.docx).
<i>word-count</i>	Your submission must not exceed 3,000 words exclusive of list of references.
<i>spacing</i>	Double, throughout the document.
<i>font</i>	Times New Roman, 12 point
<i>title</i>	16 point, bold, centred
<i>authors</i>	Include no information that could identify the author(s) anywhere in the submission.
<i>abstract</i>	To be placed below the article title. Please style the 'Abstract' heading as 'Heading 1' (see below <i>Headings and subheadings</i>). Your abstract should not exceed 400 words.
<i>keywords</i>	To follow the abstract. Please style the 'Keywords' heading as 'Heading 2' (see below <i>Headings and subheadings</i>). You should provide at least three and no more than six keywords, separated by commas.
<i>headings and subheadings</i>	No more than 3 levels (Heading 1, Heading 2, Heading 3) Heading 1, 14 point, bold Heading 2, 12 point, bold Heading 3, 12 point, italics
<i>indentation</i>	Please do not use any indentation, manual or automatic.
<i>spaces</i>	Please do not use spaces to indent or align text. Insert only one space following the period at the end of a sentence.

<i>paragraphs & hard returns</i>	Please use two consecutive hard returns (¶¶) in order to begin a new paragraph.
<i>alignment - justification</i>	Please align the text on the left margin only.
<i>margins</i>	1 inch (or 2.5cm), all around (top, right, bottom, left).
<i>page size</i>	Although all submissions will be repaginated for the final published document, please use a page size of A4 or US Letter.
<i>columns</i>	Please maintain one column only.
<i>breaks</i>	Please do not insert manual page or section breaks in any part of your document.
<i>block capitals</i>	Please DO NOT USE BLOCK CAPITALS in any part of the document.
<i>boldface</i>	Please do not use boldface in any part of the document, besides the title, Heading 1 and Heading 2 (information provided above, see <i>headings & sub-headings</i>).
<i>underlining</i>	Please <u>do not underline</u> any part of the text.
<i>italics & emphasis</i>	<p>Italics should be used for titles of journals, newspapers, programs, books and trademarks (e.g., Niccolò Machiavelli's <i>The Prince</i>).</p> <p>Italics should also be used when terms appear in Latin (e.g., this particular practitioner's <i>modus operandi</i> was quite unique; The student had to sit a <i>viva voce</i> examination.</p> <p>Please emphasise using italics (e.g., <i>We are Musical!</i>)</p>
<i>headers & footers</i>	Please do not include headers and/or footers in your document.
<i>page numbers</i>	<p>You may insert page numbers on the right side of the bottom margin but please have in mind that these will change once your document has been accepted, edited and typeset. Please do not refer to particular page numbers inside your text.</p> <p>If you would like to refer to a particular section of your document, please use the terms <i>above</i> or <i>below</i>, or refer to a particular heading or sub-heading.</p>
<i>footnotes</i>	Footnotes should only be used if all other possibilities of incorporating the necessary information within the main body of the text have been exhausted. A

maximum of 3 footnotes may be used per submission.

quotations

Quotations longer than 40 words should start on a separate paragraph (i.e., as block quotations). Please indent the quotation paragraph by 1 inch (or 2.5cm), from the left margin only. Quotation marks should not be used with block quotations.

quotation marks

Double quotation marks should be used. 'Single' marks should be used only for quotations inside the main quotation. (example: John Doe said, "My core mantra is 'music is to be heard, not talked about', and this is what I want to speak about today").

period

Please place the period outside closing parentheses and quotation marks (see also *parentheses*, below)

ellipses...

Please do not type 3 consecutive period symbols (aka 'dots'). The correct ellipsis symbol can be inserted by using the *insert symbol* feature in your preferred word processing software.

parentheses()

A sentence containing an expression in parentheses is punctuated outside the last mark of parenthesis exactly as if the parenthetical expression were absent. The expression within the marks is punctuated as if it stood by itself, except that the final stop is omitted unless it is a question mark or an exclamation point.

Example 1: I went to her house yesterday (my third attempt to see her), but she had left town.

Example 2: He declares (and why should we doubt his good faith?) that he is now certain of success.

adopted from Strunk & White (2000). The elements of style. ISBN: 9780205309023

square brackets []

You should only use square brackets inside a quotation where you would like to point out a typing error, extra information and/or your own opinion.

hyphen-

Only use the hyphen for compounds (e.g., Pan-American conference) and for phrasal adjectives before a noun (e.g., she is a well-respected music educator).

En dash–

These are used primarily to connect numbers (e.g., 2003–2006, or pages 5–12). They are sometimes used to signify *up to, including, through* but also *between* (e.g., the New York–Thessaloniki flight, the East–West games). Again, this can be inserted by using the *insert symbol* feature in your preferred word processing software.

Em dash—

The Em–dash is used for amplifying or explanatory elements (e.g., The performing group musicians —having spent the whole day rehearsing under the hot sun— gave a somewhat mediocre performance. There should be no more than two Em–dashes in a sentence.

*bibliography -vs-
list of references
&
citations*

Only works that have been cited inside the body of the text should be included in the list of references. Please use the American Psychological Association's (APA) 6th Edition guidelines for formatting both your list of references as well as the citations inside the main body of text.

A quick overview is available on wikipedia at:
http://en.wikipedia.org/wiki/APA_style#Reference_list

and also at:

<https://owl.english.purdue.edu/owl/section/2/10/>

tables

Tables should have the caption above them. Example:

Table 1. A table that contains some prime numbers

order	number
1	2
2	3
3	5

Please do not change the alignment of tables. They should appear on the left.

figures

Please note that the figures that you place inside the text will be used for the peer-review of your document only. If your document is accepted for publication, you will be required to submit print-ready, high-resolution graphics files.

File specifications:

at least 300 DPI (dots per inch) resolution at full size

maximum width of 6 inches (or 15.24cm)

Your graphics may be in colour but please note that it is your responsibility to assess whether there is a risk of losing meaningful, colour specific, information if your article is printed in greyscale for a hard-copy version.

file format: high resolution bitmaps JPEG, TIFF, PNG or scalable vector graphics SVG

file naming: FirstauthorSurname_TitleFirstWord_FigureXX.jpg

(example: If the first author's name is John Smith and the article titled 'Understanding Music Harmony' contains 3 figures, the submitted graphics files should be titled:

smith_understanding_figure01.jpg

smith_understanding_figure02.jpg

smith_understanding_figure03.jpg

Figures should have the caption below them. Example:

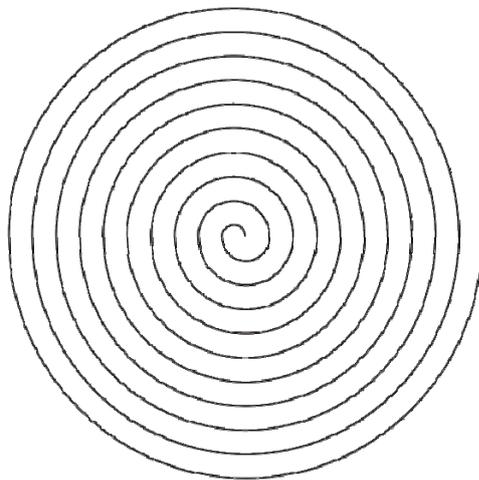


Figure 1. A spiral

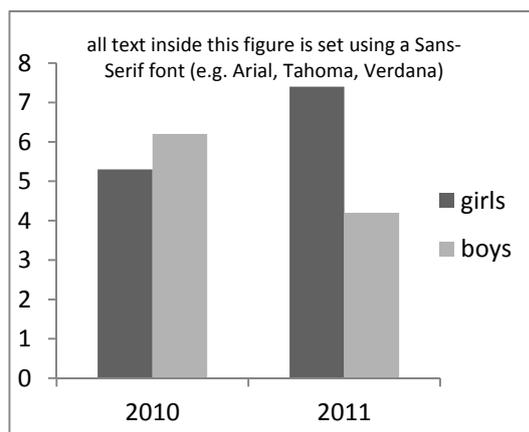


Figure 2. A chart inside which all text is Sans-Serif (e.g. Arial, Verdana, Tahoma)

Please ensure that the figure caption is normal text. The caption should never be part of the actual graphic file (i.e. inside the image).

Please use a Sans-Serif font inside your figures (e.g. Arial, Verdana, Tahoma, etc.) for your axis titles, legends, labels etc.

GIMP is a free and very powerful image manipulation software that you can use in order to prepare your graphics files. Please visit: <http://www.gimp.org/>

You can use either English or American spelling as long as you maintain consistency (do not use both in the same submission).

Furthermore, same words need to be spelled the same way throughout the document (e.g., esthetics, aesthetics, æsthetics)

spelling

Special terms: always spell these terms like so:

email (not e-mail or E-mail)

computer programs (not programmes)

database (not data base)

acknowledgements Appear immediately before the reference list.
