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Information for Authors

Manuscript Submission

Note: Articles, in digital format (Word .doc or .docx), should be submitted to the editor, Frank Gunderson, at ethnomusicologyjournal@gmail.com. Please do not send hard copies. For any questions, please consult the editor.

1. Submit an electronic copy (see item 6 below) of all material related to the article, a brief biographical data sheet, and an abstract of no more than 100 words. Authors must obtain in writing all permissions for the publication of material under copyright and submit a copy of the permissions file when the manuscript is first sent to the editor. Authors hold the editor and the Society for Ethnomusicology harmless against copyright claims.

2. Manuscripts must be typed double-spaced (including endnotes, quotations, song texts, references cited, indented material, and captions for illustrations). Copies using single line or one and a half line spacing are not acceptable. Leave 1⅛ margins on all sides with only the left-hand margin justified.

3. Do not submit original artwork for review; submit copies. Original artwork may be requested upon acceptance for publication, in which case it must be of sufficient quality to permit direct reproduction.

4. All illustrations should be labeled and numbered consecutively. We use three labels: “Table,” “Music Example,” and “Figure,” for everything else, including photographs, maps, diagrams, line art, etc. Captions should be typed on a separate sheet. A callout, i.e., <PLACE FIGURE 1 HERE>, should indicate clearly where in the text the illustration should go.

5. Citations are carried within the text, as in (Rhodes 1955:262). References should be typed, double spaced on a separate sheet, alphabetically by author and chronologically for each author (most recent first). A recent issue of Ethnomusicology or Fig. 15.1, p. 894, of the Chicago Manual of Style, 17th ed. (Chicago and London: University of Chicago Press, 2017) will serve as a model. SEM style differs from the Chicago Manual example in the use of US postal codes for state abbreviations.

6. The electronic copy should be sent as a .doc or .docx file, with personal identification and copyright protection removed. Please do not send PDFs. Each file should be smaller than 1 MB. (If accepted for publication, high-quality photos or musical examples will be used.)

7. Acknowledgments are to be presented in a separate paragraph and labeled at the end of the text, preceding endnotes. (See also Manuscript Processing, item 2.) Authors whose articles are accepted for publication are encouraged to include their email addresses in the Acknowledgments.

8. Manuscripts submitted to Ethnomusicology should not have been published elsewhere—including in electronic form, other than on personal web pages—nor should they simultaneously be under review or scheduled for publication in another journal or in a book. Further, if an author submits a paper to Ethnomusicology that is based on material closely related to that in other published or submitted papers or books, the author should explain the relationships among them, in a cover letter to the editor.

9. Manuscripts must be in English and observe US conventions of usage, spelling, and punctuation. Ethnomusicology maintains the principles of gender-neutral discourse and the editors thus request authors and reviewers to adhere to these practices. A set of guidelines developed by the Society for Music Theory (SMT) has been adopted by the Society for Ethnomusicology and is posted on the SEM web site.
10. In principle, the journal prefers articles to be no longer than 10,000 words, including notes and references.

11. Book, record, and film reviews ordinarily are solicited by the respective review editors, from whom authors will receive instructions. Authors should try to work endnotes into the body of the review and limit references cited.

12. In order to preserve anonymity in the review process, authors should refrain from using headers or footers that include their name. When possible, authors should submit reviews electronically as e-mail attachments, or as directed by the review editor.

**Manuscript Processing**

1. A manuscript is read first by the editor, who determines if it is of sufficient interest to proceed further. If not, the editor notifies the author that this is the case. If the manuscript is of sufficient interest, it is sent to outside referees who send written evaluations and recommendations, sometimes with suggestions for revision, to the editor. The editor may reject the manuscript, delay a decision while encouraging revisions, or accept it substantially as is. Ordinarily, the editor will forward the referees’ evaluations (anonymously) along with their decisions. Authors of articles may suggest names of appropriate (and inappropriate) referees.

2. The review process is intended to be a “double blind” peer-review. Authors have the responsibility for removing information that might reveal their identity to reviewers, and may choose to omit or abbreviate acknowledgments or notes that contain personal information such as the names of advisors, institutions, or spouses / partners. (If the article is accepted for publication, this information can be reinserted.) Requests by authors or reviewers to have their names revealed to the other party will, of course, be honored.

3. The review process is generally completed within six months.

4. Articles and reviews are accepted for publication subject to editing for style. Authors of articles will have an opportunity to make final changes after copyediting, and to correct printer’s errors in page proofs.

5. Authors of articles will receive three copies of the journal free of charge; authors of reviews will receive one copy. Authors will also receive a .pdf file of their article or review.

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