

Notes for Contributors

1. All contributions (3 copies) and correspondence should be sent to either Editor: Professor John Paynter, Department of Music, University of York, Heslington, York YO1 5DD, or Professor Keith Swanwick, Department of Music, University of London Institute of Education, 20 Bedford Way, London WC1H 0AL.

2. All material for review, and text of reviews, should be sent to the Review Editor, Andrew Pegg, 14 Colchester Avenue, Manor Park, London E12 5LE. Only one copy of the review need be sent.

3. Articles should be of interest to teachers of music, clearly written without unnecessary jargon and show evidence of careful and critical enquiry. Writers should avoid all forms of gender and racial stereotyping.

4. Articles should be normally within the range 3,000–10,000 words, although longer or shorter articles may be accepted by arrangements with the Editors.

5. Reviews and surveys will have their lengths prescribed by the Review Editor, at the time of commissioning.

6. Contributions (articles, review articles, reviews) should be clearly typed on one side of the paper only (preferably A4 size). All material should be typed double spaced with generous margins. In addition to the three copies submitted (one, in the case of reviews), contributors should keep a further copy of the typescript for correcting proofs.

7. Articles should be accompanied by a summary of approximately 100 words, together with information about the position/s held by the author/s and giving full details of any acknowledgements. In long articles, subheadings are encouraged.

8. All quotations and references should be identified in the text by author and date to link with the full references listed alphabetically at the end of the article. E.g. *in the text*, bracketed thus: (Self, 1976); *in the alphabetical reference list* thus: Self, G. 1976. *Make a New Sound*. London, Universal Edition.

9. The full list of references should be typed, *double spaced*, on a separate sheet of paper at the end of the article. They must include the names and initials of all the authors cited (arranged in alphabetical order of the authors' surnames) and followed by (in the case of *books*) the date of publication, the title (underscored), the place of publication and the name of the publisher, or (in the case of *articles* cited) the date of publication, the full title of the article (not underscored), the name of the journal in which the article appeared (underscored), the volume number, issue number, and page number/s. Reference to an article which appears in a book should be made thus: the author's name, date of publication (in brackets), title of the article (in inverted commas), 'In' followed by author/s name(s) and title of the book (underscored), place of publication and

name of publisher. E.g. Pollard, M. (1978). 'Folk Music in junior and middle schools'. In Leach, R. and Palmer, R., *Folk Music in School*. Cambridge, Cambridge University Press.

10. Notes *other than bibliographical references* should be given only when absolutely essential. These should be referred to in numerical order throughout the text and the number shown as superscript. The notes should then appear on a separate sheet of paper at the end of the article.

11. All necessary illustrations should accompany the typescript but should not be inserted in the text. All photographs, drawings and diagrams should be referred to as "figures" and should be numbered consecutively in the order in which they are referred to in the text. A list of captions should be provided on a separate sheet. Photographs should be well-contrasted prints with glossy finish (preferably 10" x 8"), if possible mounted on thin card. Each should have, *lightly* written on the back with felt-tipped pen, the author's name and the figure number. Authors to whom first-class photographic facilities are not available are encouraged to send both marked contact prints and the negatives under registered cover. Drawings and diagrams should be done in indian ink on strong paper, white card, or good-quality tracing paper.

12. A cassette tape of 40 minutes maximum duration will be available once a year, normally accompanying every third issue of the **British Journal of Music Education**. Contributors may wish to avail themselves of this opportunity to present musical examples, even if these refer to articles which have appeared in either of the two previous issues. Recorded material must be submitted in its final edited form (on cassette or open-reel). To facilitate transfer to the published tape, it will be helpful if contributors could ensure that the master tapes are of the highest possible quality. Individual items on the tape should be identified by aural cues which will correspond with a typewritten list. The author's name should be clearly written on each tape and tape box.

13. Proofs of all articles accepted will be sent to authors for correction of typographical errors only. Failure to return proofs within the specified deadline may lead to the Editors sending their own corrected proofs to the printer without further reference to the author.

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