

Guidelines for Intending Contributors

- 1 All contributions should be presented on disc (readable on Apple computers) or in typescript (double-spaced with margins of at least two centimetres) by the published deadline. If accepted, contributors who have not already done so will be required to submit their articles or compositions on disc.
- 2 References to be set out according to the footnote system contained in the MLA Style Manual, which should be consulted for references not covered by any of the points below. Footnote numbers should appear in the text immediately following the material which is borrowed or cited, not after the author's name (if it is mentioned).
 - a) Book and pamphlet references:

Standard format:
Author, *Title of book* (Place: Publisher, Year), p. number.

If other kinds of information need to be included:
Author [or editor, compiler, organisation etc. as applicable],
Title of book, Title of series and volume number in arabic numerals, Name of editor/translator/compiler,
number of edition, number of vols (Place: year [of first publication, if either differs from the edition you are using]; Place: Publisher, Year),
volume in upper case Roman numerals, p. number.
 - b) Article references:

Author, 'Title of article', *Journal*, Volume number and/or No. of Series (Date), number of page.

OR

Author, 'Title of article', in *Title of book*, ed./comp. Name [if different from author of article] (Place: Publisher, Year), p.number.
 - N.B. Articles in daily, weekly and monthly newspapers and magazines require no volume or series number, only the exact date and time of issue (e.g. *The Herald*, 4 July 1989, Late edition)
 - c) Commonly-used reference texts like *The New Grove* or the *Harvard Dictionary* require no editor or publication details, but should include year if there is more than one edition.
 - d) Dissertation references:

Author, 'Title', Degree University Year [no commas], p.number.
 - e) References to primary sources (manuscripts or typescripts):

Geographical location, Library's name (preferably abbreviated), Manuscript/Typescript Number, folio number.
 - f) References to musical editions:

Composer, *Title of work* [no italics needed if identified only by genre, key and number], ed. name of editor, Title of publication & volume number in arabic numerals, (Place: Publisher, Year).
 - g) A personal or telephone interview:

Type of interview, name of person making the statement, date of interview.
 - h) Conference Proceedings:

Title of Conference, Proceedings of the Name of Organisation, dates of conference (Place: Publisher, Year), p.number.
 - i) Recordings:

Composer, *Title of recording or works* [see e) above], artist(s), manufacturer, catalogue number, year.
- 3 Single quotation marks only should be used, unless double quotations marks are used within a direct quotation.
- 4 The abbreviations used for editions, libraries and journals are those employed in *The New Grove Dictionary of Music and Musicians*.
- 5 Musical examples, tables and diagrams to be set out with proper captions and with locations and sources of examples carefully indicated.
- 6 Glossy positive photographs (preferably black-and-white) should be supplied for all half tone plates.
- 7 All details of content and style should be carefully checked before any article is submitted .
- 8 Except where Western European composers have anglicised the spellings of their names (e.g. Handel, Schoenberg), the original tongue should be used.
- 9 Contributors of substantial items should include a two-line biography for inclusion in the journal.