

Empirical Musicology Review: Style Template for Submitted Articles

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ABSTRACT: This document describes and also illustrates the style and format for research articles and commentaries published in *Empirical Musicology Review*. All submitted articles and commentaries must conform to this style. This template should not be used for book reviews or editorials. Like the main body of the text, the abstract is written in 10 point Times Roman font. The abstract begins with the upper-case word "ABSTRACT" followed by a colon. The abstract should be no longer than 200 words in length. The abstract text is block indented 4.5 centimeters (1.75 inches) from both the left and right margins. Translations of the abstract are welcome: at the discretion of the author, the English language abstract may be followed by one or two translated abstracts. Each abstract should begin with an upper-case translation equivalent to "ABSTRACT" (such as RESUMÉ for French abstracts). The abstracts are followed by a submission/accepted line such as shown below. Dates follow the international convention of year, month, date. For submitted articles and commentaries the date of acceptance should be replaced by X's as in the example. The keyword list begins with the word "KEYWORDS" followed by a list of terms set in *italics* with each term separated by a comma, and without final punctuation. The list of keywords should be limited to a single line of text.

Submitted 2005 July 1; accepted 2005 XXXX X.

KEYWORDS: *style guide, template, format, article, Empirical Musicology Review*

THE first word in the body of the article or commentary should appear in upper-case letters, with the initial letter appearing in 12 point. The main text appears in 10 point Times Roman font. The first paragraph and the first paragraph following each new heading is not indented. All other paragraphs are indented.

When a paragraph is indented, it is indented 1.2 centimeters (0.5 inches) from the left-most text. The vertical spacing between paragraphs is the same as between successive lines.

PAPER SIZE AND MARGINS

As a journal serving an international readership, all articles appearing in *Empirical Musicology Review* should be formatted so that they can be conveniently printed on both metric "A4" paper and American "letter" paper. A4 paper is 29.5 x 21 centimeters (11.7 x 8.3 inches) in size. Letter paper is 28 x 21.7 centimeters (11 x 8.5 inches) in size. Compared with A4 paper, American letter paper is shorter and wider.

Submissions on A4 paper should have left and right margins of 3.2 centimeters in width. For American letter paper, submissions should have left and right margins of 1.25 inches width. For A4 paper, text should not appear higher than 2.0 centimeters (0.8 inches) from the top of the page, nor should text appear lower than 2.0 centimeters (0.8 inches) from the bottom of the page. For American letter paper, text should not appear higher than 0.5 inches (1.2 centimeters) from the top of the page, nor should text appear lower than 0.5 inches (1.2 centimeters) from the bottom of the page. These dimensions provide a text area that is suitable for both A4 and American letter paper sizes.

SECTION HEADINGS

Section headings help to clarify the structure of an article or commentary. Three levels of section headings are distinguished: *primary*, *secondary*, and *tertiary*. Primary headings (like the one shown above) are set in 11-point Times Roman bold upper-case font and centered. Only primary headings are centered; both secondary and tertiary headings are left justified as shown below. Primary, secondary or tertiary headings may be numbered in order to increase structural clarity.

Secondary Headings

Secondary headings are used to delineate sub-sections within a larger (primary) section. Secondary headings are set in 11-point Times Roman bold mixed upper- and lower-case.

TERTIARY HEADINGS

Tertiary headings are set in a smaller 9-point Times Roman upper-case – but not bold. Not all articles or commentaries will require the use of tertiary headings. They are often useful in separating sections in a description of research methods.

Headers and Footers

Each page should contain a header: the left header should read “*Empirical Musicology Review*” set in 9-point Times Roman italic font. The right header should read “Vol. X, No. X, 200X” set in 9-point Times Roman font (not italics).

In addition to the header, a centered footer should specify the page numbering. Page numbers should be set in 9-point Times Roman font. Numbers should be consecutive beginning with page 1. The page numbers should appear without leading or trailing dashes (see example at the bottom of this page). If an article or commentary is accepted for publication in *Empirical Musicology Review* the Editor will provide the actual Volume, Number, and Page range for the accepted submission.

TITLE AND AUTHORSHIP

The title of the article or commentary is set in 16-point Times Roman bold font. Titles should not exceed four lines in length. Each author is identified on a separate line. Names are set in 10-point Times Roman using upper-case letters. Where appropriate, lower-case letters may be used for “von,” “de,” etc. Institutional affiliations follow on a separate line, set in 10-point Times Roman italic font with mixed upper- and lower-case. Only a single line should be used for institutional affiliation. Unaffiliated or private scholars are free to indicate “Private Scholar,” identify a city of residence, or omit the affiliation line. For authors who wish to provide address or correspondence information, this should be done using an end-note (see below) as illustrated for the “second author” in this sample document.

LANGUAGE AND STYLE

While *Empirical Musicology Review* is published in English, it remains an international journal intended for an international audience. Authors should avoid local idioms and not assume that readers will be familiar with local practices or references. National colloquialisms and idiomatic use of language should be avoided and gender-neutral language used.

Submissions should use American spellings. Quotations should retain the spelling of the original. Otherwise, mixed spellings are discouraged. Quotation marks should follow American usage with “double quotes used first and ‘single quotes’ embedded within if necessary.”

In order to cater to an interdisciplinary readership specialized scientific and music terminology should be explained in the text. In addition, many abbreviations may require explanation.

Musical pitches are indicated following the international letter-digit convention where the octave is indicated by a number and the pitch-class indicated by a letter, e.g. C4 for middle C, or A4 for the nominal tuning A of 440 Hz. Do not set the digit as a subscript.

Citations

Citations to other works follow the APA “in-line” style. Examples include:

Singh (2004) has argued ...
 For a review of the pertinent literature, see Feldman (1999a, 1999b) ...
 ... as well as other notable research (Repp, 1993; 1994a, 1994b; Sloboda, 2001) ...
 Deng (in press) provides important evidence ...
 Jones (personal communication) has identified a problem ...

Tables and Figures

Tables and Figures can contribute significantly to the clarity of a research article. Authors are encouraged to refer to a recent edition of the *APA Publication Manual* for useful guidance. References to a figure or table within the text use an upper-case letter “F” or “T” and are not abbreviated: for example, see Figure 12; refer to Table 6. Images should be inserted into the text and also submitted with the article/commentary as supplementary material. Image files should be high quality (minimum 300 dpi) and file format should be .jpg or .tiff.

Table headings should be placed immediately above tables, while figure captions are placed below figures. Tables, table captions and figure captions are in the same font as regular text. Tables and figures are followed by an empty line. Tables are created using the ‘insert table’ function in word, and should not be created using tabs. Information necessary for understanding the table and definitions of abbreviations used within the table appear in a table note immediately below the table.

Figures should have clearly labeled axes, including the unit of measurement.

Captions

All figures must include a figure caption that provides a brief summary description of the format and significance of the figure. E.g.,

Fig. 1. An illustration of Lerdahl’s “chordal space” showing the relationship between diatonic chords. From Lerdahl (1988, p. 326).

Format of statistical measures

References to statistical measures should be in italic as in $F(2,36) = 3.45$. Values are given in two decimals. If values range between -1 and 1, the 0 is omitted as in $p = .05$.

END MATTER

Acknowledgements

Place your acknowledgements before the end notes.

End Notes

Empirical Musicology Review uses Endnotes rather than Footnotes. Endnotes are numbered consecutively beginning with the number 1 and are indicated in the text using square brackets.[2] Endnotes follow the main body of the text before the bibliographic references.

Footnotes

Footnotes are not used in *Empirical Musicology Review*. Notes should appear as End Notes.

References

References to cited works are assembled in the “References” section at the end of the document. At the end of this style guide, sample references are provided for (1) journal articles, (2) books, (3) edited book chapters, (4) dissertations, (5) conference proceedings, (6) conference presentations, and (7) web documents.

NOTES

[1] Correspondence can be addressed to: Title, Name, Affiliation, Postal Address, E-mail. This endnote should be used to provide address or correspondence information for the corresponding author.

[2] This is a typical example of an endnote. Endnotes are numbered consecutively beginning with the number 1. The endnote is indicated in the corresponding text using square brackets.

[3] This is another example of an endnote.

REFERENCES

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- References should include only works that are cited in the main text of the article or commentary. Do not include uncited works. All works cited in the text should appear in the references with the exception of personal communications.

APPENDIX

If any appendices are required, they follow after the list of references. Authors may wish to supplement an article or commentary with additional matter such as data files, source code, software binaries, or other materials. These materials may be hosted at the *Empirical Musicology Review* web site. If so, it may be appropriate to include descriptions of this material in the Appendix section. Contact the Editor for further information.