

Journal of Music Theory Pedagogy

Production Specifications for Authors

Limit text fonts to ONE commonly used: e.g. Palatino, Times, Bookman, Arial.

Special music characters such as flats and sharps embedded in the text must use one of the following fonts: Sonata, Maestro, or CSTimes.

Be sure to format footnotes as per the *Chicago Manual of Style*.

To put your article into production the editor will need the following:

1. Complete article, in Microsoft Word, with figures and examples embedded in the text at their appropriate locations. This file is for the reference of our production editor.
2. Complete article of all text, including figure headings, in Rich Text Format (RTF), without graphics, but instructions indicating, "Insert graphic 5 here" bounded by double line breaks before and after. This is the text that will be used in production, so proofread carefully. If your Examples contain text, then the texted (non graphic) portion of the example **MUST** be included in the RTF, with clear instructions as to how it interfaces with non-texted items in the example). It is preferable for all figures and examples to be in a graphic format, with no ancillary text other than the figure heading. You should also indicate if the example is to be displayed right side up or sideways.
3. Each graphic as a separate file in TIFF or PDF format. If scans are used, they must be of high resolution, 600 DPI or better. Each file must be clearly identified as to its position in the text. It is always best for graphic file names to be identical to their place-markers in the RTF file. If a graphic, reduced to 4"x6" dimensions proves to be unreadable, it is your responsibility to recast the graphic in a readable format.
4. A statement indicating that you have permission to use copyrighted material, or that your use of such material conforms to fair use.
5. A short biography statement, maximum of 350 characters (with spaces), with your name (plus rank if you wish) as they should appear in the journal.

Please mail the above files, on a CD, to: Tim Smith, 3353 S. Carol Dr. Flagstaff, Az 86001. Before mailing the CD, and as soon as possible, please email your name and definitive article title as you wish them to appear in the journal. This information is needed in order to send you a contract to publish your work. The email should be sent to fugueman@gmail.com.