

Guidance for Authors (*GSJ* 2010)

THE GALPIN SOCIETY JOURNAL [*GSJ*] welcomes contributions from members and non-members of the Galpin Society, although it is hoped that all contributors will join the Society if they are not already members.

Potential contributors should read this guidance carefully and follow it closely. It provides detailed advice which will save a lot of time and work for both author and editor if the article is accepted.

SUBJECT MATTER

Articles must conform to the objects of the Society and should therefore be: ORIGINAL RESEARCH INTO THE HISTORY, CONSTRUCTION AND FUNCTIONS OF MUSICAL INSTRUMENTS.

Judgements about suitability are often difficult, but a key requirement is that musical instruments are the principal focus of the article. Articles whose main focus is on music or aspects of performance would usually be better placed elsewhere. Originality is crucial. The readership of *GSJ* does not generally require or value summaries or surveys of published material, though exceptions to this may occur when instruments are very little known within scholarly literature and where such matter provides essential background or context for new facts or analysis.

DEADLINE FOR SUBMISSIONS

The deadline for articles for the next issue of *GSJ* (Volume LXIII, 2010) is **1 June 2009**.

Material for 2010 will be accepted after this date only in exceptional circumstances, if the editor has had no prior notification. Authors are strongly encouraged to contact the editor as soon as they consider they may have something to publish, and to send their material as soon as possible. Submissions for future issues may be sent immediately.

THE FIRST STEP

Intending contributors should discuss the subject matter of their article with the Editor (whose contact details will be found on the inside front cover of this Journal). The Editor can advise authors on *GSJ* house style and practice.

When submitting an article, the author must inform the editor whether the work has been

submitted for publication elsewhere or in another format (e.g. spoken at a conference).

REFEREES (PEER REVIEW)

In order that the *GSJ* should maintain the highest standards of scholarship, every article (including those intended for *Notes & Queries*, which may be shorter or less formal) will be sent to at least one referee with relevant expertise; their comments are taken into account when deciding whether it will be accepted.

STYLE AND FORMAT

Articles must be submitted in English. Authors should consult a recent volume of this journal for examples of acceptable style.

The recommended guide for style is **R.M. Ritter, *The Oxford Guide to Style*, (Oxford: Oxford University Press, 2002)**. This supersedes all editions of *Hart's Rules for Compositors and Readers*, (Oxford: Oxford University Press, first published 1983). *Hart's Rules* may be used if *The Oxford Guide* is unavailable, but authors should avoid using any version printed before 1990. Authors who are not accustomed to publishing in a journal of this nature are also recommended to read Trevor Herbert, *Music in Words*, (London: ABRSM, 2001).

Authors' drafts should use a standard font such as Times New Roman and minimal text formatting. Texts should be submitted in a recent version of Microsoft Word or similar, in either PC or Apple Mac format (*GSJ* is edited on a Mac), but please consult the editor before submitting text in any file format other than Microsoft Word (.doc).

Notes will appear as footnotes in the published version of the Journal but will be accepted as either footnotes or endnotes in the author's first draft. Authors should avoid referring to footnotes or pages by number because these numbers may change during successive drafts. Lengthy footnotes should be avoided; such matter should be incorporated in the main text, or presented in a table or appendix.

Authors may give their sources for references either in footnotes or in a separate bibliography at the end of the article. *The Oxford Guide to Style*

(see above), provides detailed guidance about the formatting of reference sources.

INFORMATION FROM THE INTERNET

A large amount of useful information exists on the World Wide Web, but the stability of URLs is highly variable. Even institutionally-maintained websites are routinely re-organised, and it is very common for web addresses to be obsolete and invalid by the time they are published. Authors should therefore avoid giving web addresses as sources unless this is unavoidable. Drafts must not include any active hyperlinks, so please ensure there are none.

SUBMITTING AN ARTICLE

Articles that cannot be submitted in any electronic form will not normally be accepted.

Email is used for most *GSJ* communications so article files are best submitted this way (please notify the editor if your system has any size limits for email attachments). N.B. for internet security reasons, any attachments received *without prior agreement* may be deleted unopened. Alternatively, drafts may be sent on a CD or DVD which should bear the author's name, address, and precise details of software used. If you receive no acknowledgement within 2 weeks of sending a first draft, it has probably not arrived, so enquiries should be made.

The article text, captions and any figures or illustrations should be submitted as separate files.

Authors whose articles are accepted will be asked to provide a personal profile and an abstract, both of which will be printed in the journal (each should use fewer than 200 words). The abstract will be sent to *RILM*, whose website (www.rilm.org) should be consulted for guidance on style and content.

ILLUSTRATIONS - CAPTIONS - COLOUR

Authors should discuss any proposed illustrations with the editor at an early stage.

All sources of illustrations must be stated, and a copy of the permission to reproduce the material must be sent with the illustration. The author is responsible for arranging this permission and for the payment of any copyright/reproduction fees. Even if permission is granted, Figures should not be reproduced directly from other publications as the quality will be poor.

All figures, including diagrams, tables, graphs, charts and photographs, should have filenames that include their Figure number and should be sent separately from the text in a file or files which should be listed at the end of the text. The position where each illustration would be most usefully placed should be marked clearly within the text (for example, 'Fig. 3. *Broken mouthpiece...* near

here'). A full explanatory caption must be supplied for each illustration. Captions should indicate the content and relevance of the figure, its source, and any reproduction authorisation.

Images may be sent as camera-ready copy, as photographic prints, negatives or transparencies, or in an electronic format (tiff, psd, pdf or jpg file; 600dpi CMYK tiff is best for colour but grayscale should be used for monochrome images). Graphs or tables created in Excel should be sent as Excel files, not embedded in a Word document. Diagrams generated by AutoCad are often problematic and best avoided, they are best sent as hard copy, which will be scanned. If requested, photographs and original illustrations will be returned to authors.

A section of the journal is devoted to high quality colour illustrations, but tables and graphs should not use colour or have any coloured or shaded areas. Any colour other than black should be eliminated from all text, captions, footnotes, lists, tables, graphs and web addresses before submitting the draft.

OFFPRINTS

Authors of full articles will receive a copy of the Journal and eight offprints (a greater number may be available if requested from the editor at an early stage; this may require payment for the cost of producing extra copies). Authors will also receive their article and any colour illustrations in electronic format (pdf); these are the publication-quality source files used by the printer. Authors of short Notes & Queries pieces will just receive the pdf.

BOOK REVIEWS

THE REVIEWS EDITOR (see the inside of the front cover for contact details) is always pleased to receive books which are about musical instruments or have sections devoted to them. She is also pleased to accept offers to review books, though an offer to review a specific work will not necessarily be accepted. Reviews should not normally be longer than 1,000 words, though a longer review may be accepted by agreement with the Reviews Editor.

Reviews that are intended for publication in 2010 should be received by the Reviews Editor by 1 September 2009. Reviewers who are not members of the Society will receive a free copy of the Journal in which their review appears. Those who are members will receive their own copy of the Journal, but no further copy unless this has been agreed with the Reviews Editor. All reviewers will be allowed to retain the copy of the book that they have reviewed. A reviewer who has not reviewed a book by the deadline agreed with the Reviews Editor may be asked to return the book so that it may be reviewed by another person.