



Music and Arts in Action

GUIDE FOR AUTHORS

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Is *Music and Arts in Action* the Right Place for Your Article?

Music and Arts in Action (*MAiA*) publishes work that describes, discusses and disseminates information about the many roles of music and the arts in social life. This includes the fine and performing arts, literary works and texts, popular and traditional artistic forms, new media, cultural institutions, amateur practices, and other aesthetic objects or activities. Please consider submitting your empirical work to *MAiA* if it focuses on individual and group encounters with the arts in a practical social context and discusses the lessons that can be drawn from these encounters for individuals, groups, and societies as wholes. *MAiA* is also interested in more abstract or theoretical work that is fundamentally concerned with artistic engagement as an active component of human experience.

Some non-exhaustive examples of the types of papers *MAiA* welcomes:

- Policy or practitioner-based studies describing the applied arts or artistic interventions, perhaps with an emphasis on questions of social change or conflict resolution.
- Ethnographic explorations of the arts in traditional or modern contexts.
- Sociological research examining artistic engagement, the arts in everyday life, media uses of the arts, taste preferences, and mediation in artistic contexts.
- Philosophical or theoretical work (drawing on empirical data, including reviews of related literature) outlining the role of the arts in social life, culture and the public sphere.
- Historical analysis of artistic controversy, the arts and nationalism, the role of the arts in social movements and arts and identity-formation.
- Psychological discussions of musical cognition, artistic appreciation and individual engagement with the arts.
- Medical findings regarding music and the arts in health or wellness situations.
- Economic investigations of cultural practices, institutions and patterns of consumption for artistic commodities.

**The editors are always delighted to informally discuss any potential contribution. Please contact us at: <http://musicandartsinaction.net/index.php/maia/about/contact>

Writing for *Music and Arts in Action*

MAiA accepts scholarly submissions between 5,000 and 7,000 words in length (excluding bibliography, figures and supplementary material). Manuscripts need not follow particular style conventions at the submission stage, but should be well-organised and easy to read (*e.g.*, in 12 pt. Times New Roman font, with 1.5 line spacing and footnotes). The full *MAiA* style guide can be found at the end of this document, and authors will be asked to adhere to these style conventions following acceptance of their manuscript for publication.

While MAiA is an English language publication, in some instances the MAiA Editorial Board can provide assistance to authors in translating their work from other languages. Where possible, we advise authors to first work with native English-speaking colleagues to ensure the language quality of their manuscripts.

MAiA also encourages prospective authors to take advantage of the multimedia potential of online publication by including images, audio and video to accompany the written submission, where appropriate (either embedded in the text, or submitted alongside the manuscript).

When preparing your work for submission to MAiA, please observe these editorial guidelines:

- The language is clear and specific. All claims and conclusions are supported directly and rigorously by citation and empirical evidence, not personal opinion.
- Prior research, theory and other background information is first presented at the beginning of the paper, and then woven into the discussion throughout as relevant.
- All quotes are referenced and discussed in the text. Long quotes without discussion are avoided.
- Concepts and discussions that are not part of the core argument are avoided.
- All references cited in the text are included in the References section, and vice versa. All references are complete in both locations.
- Terms and cultural references are detailed enough for unfamiliar readers (*e.g.*, change "the celebrations of 1977" to "the UK-wide celebrations of the Queen's 25th anniversary"). Similarly, terms, phrases and names that are culturally specific are defined in the text or footnotes.
- The MAiA Editorial Team suggests the following basic outline for authors: Introduction, Literature Review, Background, Methods, Presentation of Findings, Discussion, Conclusions. This outline is merely a suggestion, and sections may be renamed, reordered or eliminated as relevant.

Potential authors are asked to look at published MAiA articles for guidance. Articles that do not adhere to these guidelines will not be reviewed.

Hints and Tips for Arts Practitioners

MAiA welcomes reflective or documentary work from practising artists, composers, musicians, directors, performers, and other creators. If you wish to submit material about a project or event in which you have been involved, we would ask you to bear in mind that such papers should avoid evaluative statements regarding the success of the project/event to achieve a desired outcome, and rather explore the complex way in which artistic engagement unfolded in the context at hand. This could include a description of the inception and course of the project/event, and an extensive reflection on the process, outcome and experience of any participants involved. Such work is a valuable part of dialogues we hope to stimulate in MAiA, promoting future research and exchange with other authors.

Articles of this nature should be 4,000 to 5,000 words. A detailed bibliography is not necessary.

Submitting a New Article

NOTE: Please ensure that your manuscript for submission contains no identifying marks. (Consult the "remove document properties" tool of your word processing software for guidance.) For purposes of anonymity during the peer-review process, you will enter all author information separately.

1. Begin by logging in to the website. (If you are already logged in, click on "User Home").
2. [*User Home screen*] Click on your role as "Author".
 - (If you are only registered to use MAiA as a "Reader", please contact the editors to update your registration: <http://musicandartsinaction.net/index.php/maia/about/contact>).
3. [*Active Submissions screen*] Begin the submission process by selecting the "Click Here" link at the bottom of the page.

4. *[Submission Checklist screen]* Confirm and check each item in the checklist. You may add optional comments to the editor. Click “Save and Continue”. Enter the Metadata (fields with an asterisk are required). Use the “Add Author” button for multiple authors. Select “Save and Continue”.
5. Upload your file, and any optional supplementary files such as data sets, multimedia, etc. Click “Save and Continue” once the file(s) are uploaded.
6. Click “Finish Submission” to conclude. You will receive an email acknowledgement and will be able to track your submission’s progress through the editorial process.

Responding to Reviews/Making Revisions

1. You will be notified by the editor when a decision has been made as to the status of your submission. To view this, log in to your account and click on the title of your submission, which will take you to a summary of your submission details. Click on the “Review” link in the upper-middle of the page, where you may view the Editor’s Decision, and any notes from the Reviewers.
2. If revisions are required, you can read or submit comments using the “Notify Editor” envelope icon at the bottom of the page, and use the “Upload Author Version” tool beneath to submit any revised versions of your submission. You may also use the “Notify Editor” tool to discuss revisions or amendments to your article with the editor, uploading multiple files over the course of revision if necessary.
3. When making revisions, you should ensure that your manuscript adheres to all conventions in the *MAiA Style Guide* on the next page (e.g., bibliographic notation, punctuation, spelling and grammar).
4. When submitting a revised manuscript, please briefly describe how you have addressed the points raised by the reviewer and/or editor.

This is your last opportunity to make any major changes to your article.

Formatting Your Manuscript

Once your submission has been accepted (including ‘accepted with revisions’), you will be asked to format your submission. Please do the following:

1. We have prepared a basic article template which defines the layout of the article. You can download the template here:
for Microsoft Word - http://musicandartsinaction.net/info/maia_article_template.doc
for OpenOffice - http://musicandartsinaction.net/info/maia_article_template.odt
2. Fill in the material as indicated in the template by copying and pasting your work into the relevant sections. On the front page, please carefully copy/paste the front page elements from your original manuscript into the template one-by-one (i.e., title, author, affiliation, abstract, and address). Then, copy the remainder of your manuscript into page two of the MAiA template. Next, use the style formatting box to apply the appropriate MAiA styles to the article text. (In Word, locate and click “Apply Styles” from the styles toolbar; in OpenOffice, open the search dialogue box and select “search for styles”.) Use the style “MAiA Quote” for in-text quotations. **Please use the pre-made MAiA styles in the template to format the text in your article; do not manually apply fonts.**
3. If you are having trouble applying the MAiA styles, you may need to first remove any prior formatting in the text. (To do this, highlight the text and select “Clear formatting” from the drop-down style list or the formatting toolbar.) Note, however, that removing formatting may also remove italics and desired formatting from words in the text, and this specific formatting may need to be re-applied after broadly formatting the text with the MAiA styles.
4. If you have not done so already, ensure that your formatted manuscript (including bibliography) adheres to the *MAiA Style Guide* on the following page. We suggest that you examine past articles published in MAiA as well to ensure that you have included all necessary components.

The Copyediting and Proofreading Process

1. After your manuscript has been formatted, the Editor will send it into Copyediting. A MAiA Copyeditor will first review your manuscript closely and suggest changes using the tracked changes and commenting functions in word processing software. The Copyeditor will then email you to review these suggestions.
2. When you receive the Copyeditor's email, follow the instructions and review the suggestions. Please use the 'accept/reject' change function in your word processing software to clean the text completely. Please delete all comments after you have addressed them, but feel free to edit or add marginal comments to the editor as necessary.
3. When you have finished, log in to your Author account and select the “Queued For Editing” link. Please use the file upload tool in “Copyediting > Step 2” to upload your formatted text, and click on the “Complete” envelope icon to alert the Editor and Copyeditor.

This is your last opportunity to make any minor changes to your article.

Once article layout is complete and the PDF documents have been created, you will be asked to proofread them a final time before publication.

1. After logging in as an Author, and clicking on your submission, you will be able to view your Galley Proof and any supplementary files under Layout.
2. Please look for minor errors, including header/footer, spelling, formatting, spacing and references. Any addition or deletion of content should be carried out with an equal and opposite action so that layout is not affected. (*i.e.*, if you add 3 words to one line, delete 3 words from a neighbouring line).
3. Please also ensure at this time that all accompanying Metadata is correct. To do this, click on “Review Metadata” under the “Proofreading” headline at the bottom of the page.
4. Please use the “Proofreading Corrections” icon at the bottom of the page (to the left of the Proofreading Instructions) to report all necessary corrections to the editor.

This is your last opportunity to make any changes to your article.

Music and Arts in Action Style Guide

This document provides the required formatting and bibliographic information for publication in *Music and Arts in Action* (MAiA). These conventions must only be followed for manuscripts accepted for publication in MAiA. Please follow these instructions very carefully to ensure a timely and effective copyediting process.

1. Text, Typeface and Layout

1.1 MAiA Article Template

Please download and follow the prepared article template as described above under “Formatting Your Manuscript”. Please use the pre-set styles in the templates to format your manuscript; do not manually select fonts.

1.2 Spacing

Inter-word spaces should be single with only one space following punctuation and NO space before punctuation unless it is a dash. Use a single space between sentences.

1.3 Spelling and Grammar

Please follow either UK or U.S. English spelling and grammar, but be consistent. Some particular stylistic preferences follow: UK, U.S., Ph.D., MA

1.4 Capitalisation

Capitalise only proper nouns. *E.g.*, ‘the country’ BUT ‘the United Kingdom’. Capitalize ‘Western’ and the ‘West’ (or ‘Eastern’ or the ‘East’) when used to refer to a genre of art or the Western/Eastern world. Similarly names of groups (*e.g.*, musical ensembles such as Rolling Stones) should be capitalised. Other titles (*e.g.*, films, books, etc.) should be capitalised and italicised (*e.g.*, *The Sound of Music*).

1.5 Gender-biased Language

Language should be gender neutral when referring to an individual whose gender has not been specified. Alternative constructions such as “s/he” or “his or her” are also suggested.

1.6 Long Quotations

Place quotations totalling more than 40 words in separate paragraphs from the text around them surrounded by one-line spaces, using the style “MAiA Quote” in the article template. The reference for the quotation (which should include author, year and page number – see section 7) should be placed in parentheses immediately after the quote and its closing punctuation. Double quotation marks should be used for quotes within the long quotation, but not around the long quotation itself.

1.7 Numbers

Spell out all numbers less than 20.

1.8 Endnotes/Footnotes

In general footnotes will be easier to read in an electronic document than endnotes, so use footnotes on each page. Footnote markers should be superscript numbers and located in the text *directly following* punctuation, ideally at the end of a sentence. *E.g.*, More information is provided below.¹

1.9 Hyperlinks

Authors may insert hyperlinks into their text. Hyperlinks should only be used to refer to Web pages (*i.e.*, not online documents – which should be listed in the References), particularly Web pages with expected permanence. Hyperlinks should not be overused.

2. Punctuation

2.1 Quotation marks

Use double quotation marks only for direct quotations from other sources (*e.g.*, published work, interview text). Use single quotation marks inside double quotation marks to indicate a quotation within a quotation, *e.g.*, “I quote John as saying ‘the music was incredible’”. Place the closing punctuation outside the quotation marks unless the quotation itself ends with a close. Single quotation marks (or italics) can also be used to add emphasis to a key word or phrase by the author outside of direct quotations.

2.2 Ellipsis

Use three (3) dots with no surrounding spaces inside square brackets, *e.g.*, [...], to indicate omission of words from a quotation.

2.3 Dashes and Hyphens

Use hyphens to join compound words: for example, fig-tree, fish-hook. They should be placed immediately between the two words, without spaces. Dashes are longer and are used to indicate pauses in reading of the text. For this purpose, an n-dash should be used, surrounded by a space on each side (*e.g.*, X – Y).

2.4 Punctuation in Citations

See section 7 for citation punctuation.

2.5 Introduction of Technical Terms

Non-standard technical terms, or unusual usages of words particular to your work should be italicised on their first occurrence only.

2.6 Emphasis

Italics or single quotation marks may be used to emphasise passages in the text. Avoid extended emphasis.

2.7 Literary terms and abbreviations

Literary terms and abbreviations, such as *e.g.*, *i.e.*, should be italicised, full stops placed appropriately for abbreviations, and followed by a comma, as above.

2.8 Use of Underlining

Do NOT use underlining.

2.9 Slashes

Forward slashes may be used to link to interchangeable concepts. There should not be spaces on either side of the slash. *E.g.*, his/her

3. Figures, Tables and Other Illustrations

3.1 Figures and Illustrations

Number figures consecutively, starting from 1. Please mark the location of each figure with the marker

FIGURE X NEAR HERE

centred, in upper case, where X is the number of the figure.

Each figure and illustration should be submitted as a camera-ready document in a separate file.

Figure captions should be located in a Word document on a separate page.

3.2 Tables

Number tables consecutively, starting from 1. Please mark the location of each table with the marker

TABLE X NEAR HERE

centred, in upper case, where X is the number of the table.

Use your own word processor's table generation capabilities to create tables and submit them in a separate Word file. Please place a frame around each table, with a line below the heading.

Please do not include vertical lines other than the frame. These facilities are available in Word from the Table menu.

4. Author Biography

Articles should include a three-five sentence biography of the author directly following the References.

5. Acknowledgements

Any acknowledgements should follow the Author Biography in a section headed "Acknowledgements".

6. References

Bibliographic style and citations should generally follow the rules of the APA format. More specific guidance follows below.

6.1 Citations

There are two forms of citation: in-text and appended. In-text citations are of the form *John Doe (1989) holds that...*, and should always form part of the sense of the text. Appended citations appear at the end of a sentence, before the closing punctuation but after any closing quotation marks. For example “*Beethoven had purple hair*” (Lawrence, 1971). Use round () parentheses NOT square [] brackets. Use a comma to separate author name and publication year. Other guidelines for citation include:

- If a text has two authors, use the format: (Doe and Remi, 1990). If there are more than two authors, use the format: (Doe, *et al.*, 1990).
- If two or more authors in the References share the same family name, include initials like this: Remifa, C. D. (1990) for in-text, (Remifa, A. B., 1990) for appended.
- If you are using more than one publication by a given author(s) use consecutive letters to distinguish: Smith (1990a, 1990b). These letters should follow the appearance order of the sources in the paper.
- If you wish to cite pages (as required for quotes), place a comma after the date then “p.” for one page, or “pp.” for multiple pages: (Doremifa, 1980b, pp. 31-32, 34).
- If you wish to include multiple citations of multiple authors in the confines of one parentheses, separate them by semicolons: (Sola, 1831; Tido, 1842). If you are including multiple citations of a single author simply add dates separated by commas: (Mifasol, 1997, 1998a, 1998b, 2001). In the case of adding page numbers you will need to repeat the author’s name: (Clarendon, 1997, pp. 32-33; Clarendon, 2002, p. 2).
- If you wish to introduce parenthetical citations with ‘confer’, use cf.: (cf. Clarendon, 1997).

6.2 Secondary Citations

Secondary citations, that is, citations quoted or referred to in another author’s work should be included in the References. In the text, secondary citations can be presented as: (Doe, 1989, cited in Mifasol, 1990, p. 32).

6.3 References

Place the bibliography on a new page at the end of the article. Head the bibliography with “References”. References should be formatted according to the 6th Edition of the APA Style Guide (*Publication Manual of the American Psychological Association, 6th Edition* – see www.apa.org), following the specific examples below; see published MAiA articles for other examples:

- Doe, John. (2000) *Book Title in Capitals*. Location: Publisher.
- Doe, John and Jane Doe. (2000) Book chapter not capitalised. In Harvey Smith (ed.), *Book Title in Capitals*. Location: Publisher, pp. 10-20.
- Doe, John, Jane Doe, and Harvey Smith. (2000) Article title not capitalised. *Journal Title in Capitals*, 3(2): 10-20.
- Doe, John and Jane Doe (eds.) (2000) *Book Title in Capitals*. Location: Publisher.
- Author. (year) Title of online document not in capitals. [Additional information about document if available.] Accessed 4 May 2011 from: insert URL.

7. Supplementary Data, File Formats

As MAiA is an online multimedia journal, we invite submissions that include text, sound and video elements located in the text (*e.g.*, as Figures or Illustrations) or submitted as supplementary files. Once in receipt of submitted elements/files they will be converted to the smallest possible format for display on our website as follows: PDF for text, MP3 for sound and Flash (FLV) for video. All of these formats have free players/viewers available to facilitate free access for listening to and viewing the content. These players/viewers are available at the following sources:

PDF: <http://www.adobe.com/products/acrobat/readstep2.html>

OGG: <http://www.jcraft.com/jorbis/>

Flash: <http://www.adobe.com/flashplayer>

7.1 Text File Formats:

Word documents (*.doc)

OpenOffice (*.odt)

7.2 Sound File Formats:

MP3 (*.mp3)
Plain CD recordings/Wave format (*.wav)
OGG (*.ogg) (Open format smaller than MP3)

7.3 Video File Formats:

MPEG (*.mpg, *.mpeg)
DivX/AVI/XVid (*.avi)
Flash (*.flv)
VOB (DVD video object)

8. Copyright and Permissions

All unpublished multimedia material **MUST** be licensed under a Creative Commons license (see <http://creativecommons.org/license/>). Authors wishing to use or quote licensed/published material must obtain the required permissions. It is the **AUTHOR'S RESPONSIBILITY** to obtain consent to quote or reuse copyrighted. If the copyright permits "fair use" of the material, it is the **AUTHOR'S RESPONSIBILITY** to ensure that publication in *MAiA* falls within this "fair use" (NB: Authors must ensure that they have consent for this material to be posted permanently on the *MAiA* website and in the University of Exeter Digital Repository.)

In addition, if a manuscript includes any audio or visual material where people can be clearly recognised (*e.g.*, in a performance photograph), the author is responsible for securing formal permissions from these individuals for their image/audio to be placed online. In the case of children under the legal age of consent, specific permission must be granted by the school or parents for this use.