

MASSACHUSETTS MUSIC NEWS

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Editorial Policy And Submission Guidelines

Editorial Policy

1. The *Music News* will publish solicited and non-solicited material. Solicited material will be given first priority, followed by unsolicited material by authors that are members of MMEA.
2. Articles and news items written to promote a non-affiliate organization or commercial enterprise will be treated as advertisement and redirected to the business manager.
3. All unsolicited manuscripts will be acknowledged in writing by the editor. Authors will be notified via E mail if their article will be included in the upcoming issue. All manuscripts not included in the current issue will be kept on file for future use. Authors will receive a complimentary copy of the *Massachusetts Music News* that contains their work.
4. Once an article is included in the *Massachusetts Music News*, copyright belongs to the *News*. Permission to reprint articles in other MEA journals and MENC journals and *Spotlight Series* books may be granted by the *News* editor.
5. Educators whose work is published can earn 45 PDPs for publishing an article in a journal.
6. Submitted articles may be edited for length, style, substance, structure, grammar, and spelling. A reasonable attempt will be made via E mail to allow each author final review. The editor of the *Massachusetts Music News* has the final authority on all editorial decisions.
7. The opinions expressed in articles, news items, and updates do not necessarily represent the views of the editor, the *Massachusetts Music News*, or the Massachusetts Music Educators' Association.

Submission Guidelines:

1. Submissions should be relevant to topics of music education at any level and of interest to music educators. Articles should be new, original work that has not been previously published.
2. Short news-type announcements are welcome, and will be placed in "Noteworthy" or "Spotlight" sections of the magazine.
3. Submitted manuscripts should be concise and well constructed. Articles should be approximately 1000 words in length (1800 word maximum). Authors wishing to submit significantly longer material should contact Editor to discuss splitting the article into multiple sections to be printed as a series.
4. Manuscripts should be submitted as a Word document file (e mail attachment) whenever possible.
5. Authors are encouraged to include images (photos) and illustrations with articles. Music examples can greatly enhance the effectiveness of an article, as can photography. Electronic images should be saved in .jpeg, .tiff, or .pict format at a high resolution. Images should not be placed directly into a word document. Please submit them as a separate file.
6. Manuscripts containing footnotes and/or quotations must contain a full bibliographic reference. Footnotes and references should be in MLA style, APA style for research articles.
7. Your primary goal as an author is to engage the reader. Address a limited, clearly stated topic. Write in the present tense, and speak to the reader in easy to understand language and terminology.