

# Guidelines for Contributors

*ONGAKUGAKU* [Musicology] is a peer-review based scholarly journal, published twice a year by the Musicological Society of Japan.

## 1 Eligibility

- Contributors must be members of the Musicological Society of Japan. In the case of a co-authored article, however, only one of the contributing authors need be a member. Submissions from non-members may be considered in exceptional circumstances if the Editorial Committee deems them to be of special merit to the Journal.
- No more than one submission by the same author may be accepted in a given volume year (April to March) in each of the categories of *Research Articles* and *Research Notes and Reports*, regardless of the result of peer-review. This applies also to co-authored articles.

## 2 The Categories of Articles

- In addition to *Research Articles*, the Journal invites *Research Notes and Reports*, *Book Reviews*, and *Comments* (see below).
- The Journal only accepts submissions that have not been previously published elsewhere. Please note that conference abstracts are not considered previous publications.

## 3 Submission Guidelines

### 1 ) Format of manuscripts

- Manuscripts should be double-spaced and submitted in A4 (210mm × 297mm) format.
- Please consult the 16th edition of *The Chicago Manual of Style* (2010) for detailed formatting guidelines. Submissions in Japanese should be made in conformity with the guidelines that appear in the previous pages of this Journal.
- Notification will be made in the newsletters and general meetings of the Musicological Society of Japan whenever substantial changes are made to the guidelines.

### 2 ) *Research Articles*

- The Journal accepts articles written in English, French, German or Japanese. Articles must be accompanied by two versions of an abstract: one in English, French or German; and one in Japanese.
- The maximum length for articles is 10,000 words (or 25,000 Japanese characters), including references, notes, illustrations, musical examples, tables, etc.
- The abstract should be a maximum of 300 words (or 800 Japanese characters).
- The title of the article should be given in both Japanese and one of the European languages specified above. The title should appear at the top of the first page using a larger font. The name of the author should appear below the title.

- All notes should appear as end-notes.
- The author is responsible for obtaining permissions for any copyrighted materials reproduced, such as scores, photographs, illustrations, etc., and will be required to make a statement to that effect in the text.

### 3 ) *Research Notes and Reports*

- The Journal welcomes short scholarly research notes, surveys, and field reports.
- These items may be submitted in English, French, German or Japanese.
- The maximum length is 4,000 words (or 8000 Japanese characters).

### 4 ) *Book Reviews*

- This category includes full book reviews in the form of critical assessments of scholarly publications as well as brief overviews of recent publications.
- The Journal accepts reviews of items published within the previous three years, including scholarly monographs, collected works, series, critical editions of scores and music theory, provided they exhibit a high degree of academic merit. This can include enlarged and revised editions, but in principle not reprints.
- Reviews may be submitted in English, French, German or Japanese.
- The maximum length is 1,600 words (or 4,000 Japanese characters) for a review and 800 words (or 2,000 Japanese characters) for an overview.
- Full bibliographic information must be supplied. Refer to recent back issues of *Ongakugaku*. At the head of the review give the author and/or editor's name, and translator's name (if applicable), the title and subtitle, place of publication, publisher, year of publication, the total number of pages, the price, and ISBN of the item reviewed. At the end of the review, write the reviewer's name in bold type, aligned to the right.

### 5 ) *Comments*

- This category is for responses to articles or other items published in this Journal in the previous two years.
- Comments may be submitted in English, French, German or Japanese.
- The maximum length is 1,600 words (or 4,000 Japanese characters).
- Responses-to-a-response are limited in principle to one time only.

### 6 ) Requirements for all categories of articles

- The following author information must be supplied on a separate sheet: (a) full name; (b) academic credentials (last degree earned, year and institution of award); (c) institutional affiliation and position or title; (d) contact detail such as postal address, telephone number, and/or e-mail address.
- Musical examples, illustrations, tables etc:
  - (1) Musical examples and other illustrative material are to be supplied in A4 (210 × 297mm) format following the main body of the text. The author is asked to indicate in the main body of the text exactly where each item is to be inserted. Upon publication, they will be reduced to B5 (182 × 257mm) size and inserted into the text as close as possible to the place indicated.
  - (2) Each page carrying musical examples and other illustrative material will be counted as one page and as part of the length of the article as specified above. One such page is treated as carrying 700 words (or 1,800 Japanese characters); the author is asked to make sure that the entire manuscript including illustrative material does not exceed the word-count limit.
  - (3) Special symbols, graphs, musical notes, etc. will be counted as illustrative material.
- Manuscripts should be proofread by a native speaker of the language used prior to submitting. The editorial committee does not assume responsibility for correcting language deficiencies.

## 4 Method of submission

- Send all submission materials – text with integrated illustrative materials, abstract, and author information – as e-mail attachments. For *Research Articles*, *Research Notes and Reports*, and *Comments*, send also four

hard copies (single-side printing) of the text with illustrative materials and abstract, and two hard copies of the author information. (For *Book Reviews*, hard copies are not required.) The current postal and e-mail addresses of the *Ongakugaku* Editorial Committee are found at the end of this section.

- Submissions of hard copies should be sent by registered mail or courier delivery service. Ideally, these should arrive at the Editorial office around the same time as the electronically submitted materials. All submissions are considered officially received by the Editorial Committee once the e-mail attachments have reached the Editorial office.
- Submitted material will not be returned.

## 5 Peer-Review Process

- The Editorial Committee will make the final decision on whether the article will be published, based on an all-over appraisal of its originality, logical argumentation, credibility and validity.
- Submissions are blind-reviewed by at least two anonymous referees, after which the Editorial Committee decides whether to accept the article for publication. The Committee may request that the article be revised before publication.
- The Committee decides in which issue of the Journal articles are to appear, and in which order. In general, *Research Articles* and *Research Notes and Reports* are arranged in the order in which the final version of the articles are received, and *Book Reviews* in the order in which the items under review were published.
- Electronic files are sent for printing. Once the article is accepted for publication, the author will be asked to send the final version of the article (with abstract and author information in the case of the *Research Article*), as electronic files to the Editorial Committee. The illustrative material may be in a separate file. For *Research Articles*, *Research Notes and Reports*, and *Comments*, send also two hard copies (single-side printing). The date of receiving the final version will appear at the end of the article as the official date of acceptance. The author is solely responsible to ascertain that the content of the file and that of the hard copies are exactly the same.
- When the final version of the article is sent for printing, a part of the author information (name and address) will be disclosed to the publisher.

## 6 Public Access and Copyright Issues

- *Ongakugaku* is published as a paper journal. However, all content of each volume (including *Research Articles*, *Research Notes and Reports*, *Book Reviews*, and *Comments*) is registered and made available electronically through J-STAGE (Japan Science and Technology Information Aggregator, Electronic) one year after the publication.
- The copyright of articles published in the Journal resides with the author. Upon confirmation of publication, the author is asked to sign a publishing agreement with the Society giving the Society the right to print and publish the article.
- The author is responsible for obtaining permission for reproducing all copyrighted material used in the article, including text, illustrations, musical notation, and photographs. Upon notification of acceptance for publication, the author is asked to submit to the Society a signed document confirming that all copyright permissions have been granted.

## 7 Proof-reading

- The authors must check and make necessary corrections to the galley proofs of *Research Articles* and *Research Notes and Reports*. The Editorial Committee will be responsible for proofreading *Book Reviews* and *Comments*.
- Only minor corrections (such as of typographical errors) may be made at the galley proof stage. No changes

in the content of the manuscript are permitted.

## **8 Submission dates**

- Submissions are accepted throughout the year and forwarded for peer-review quarterly, on the last day of March, June, September, and December.

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