

Template for Computing in Musicology/H1

ALL AUTHORS NAMES
AND FULL POSTAL ADDRESSES
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Articles are judged by quality, timeliness, clarity of expression, and suitability of content.

Abstract/H3

The abstract should tell readers what the article is about. What contribution does it make to existing literature on the subject.? How did the work come about? How was the project designed? What are the results? What follow-up is intended?

Author's estimated word count (please do not submit articles with word-counts > 5,000 words without prior consultation):

Date of submission:

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Under US law (and under the Berne convention, which is widely accepted elsewhere) authors automatically own their works. However, they are usually required to assign their rights to the publisher in order for publication to occur. CM includes full bibliographical references at the bottom of this page so that authors' names will not become detached in photocopies.

1 Introduction /Heading 2

1.1 General [Subhead/Heading 3]

The body of the text should be expressed clearly and succinctly. Use headings and subheadings to help the reader find what he/she needs.

CM “prefers headings which do not sound generic (as “introduction” and “conclusion do). If your article is related to cognition, for example, why not say something more specific, like “Recent Work in Melodic Cognition,” etc.

1.2 Style

The style used in CM is not negotiable. The author will receive proofs in PDF to check the final composition and call attention to errors of placement (wrong caption with illustration, etc.) and of course spelling and grammar.

2 Body of Article

2.1 Main text

The description of what was done, how it was done, and what was learned belong in the body of the article. Remember, though, that readers want to find out what you did with as little effort as possible. Thesis chapters almost always required extensive revision before submission. What suits a thesis committee is likely to be too long and detailed for readers.

When describing your work, do not assume that all readers know as much about the subject as you do. Explain technical terms and acronyms (once is enough). Give definitions for unusual words.

CM readers come from many disciplines: music analysis, theory, and cognition; music and cultural history; information management (including libraries); computer science, engineering, robotics, and artificial intelligence; perception, cognition, and pedagogy.

2.2 Graphics, Tables, Equations, and Footnotes

Graphics are essential. Our readers and contributors speak, read, and write in many languages but illustrations help to bridge language gaps. They also enable readers to grasp what you want to say more quickly.

When submitting copy to CM, please include the following:

- (1) a PDF file showing the fully composed article as it appears on your own computer. It is preferable to the author's name NOT to appear in this file, because it is the file used for reviewing purposes.
- (2) a draft of the text only, with citations for numbered graphics files; this should be in *.doc or *.rtf and follow this template as nearly as possible. TeX and LaTeX are unacceptable. Please convert the text to *.rtf before submission.
- (3) a library of graphics files (with names matching the citations) in a common graphics format such as *.bmp, *.jpg, *.gif, *.tif etc. Raw *.ps sometimes works but often does not display correctly (except in a PS viewer, which plays no role in the CM production process). In the past year *.png files have caused many problems and we prefer to avoid them.

CM does not normally publish flow charts or computer code (excluding short examples related to new representation schemes or data-conversion tools). It does not publish long lists of unix options, but such material may be cited as being available at the author's website.

Equations may be included in articles with two provisos:

- (1) they must be fully explained, so that non-mathematicians understand what their purpose is.
- (2) they must NOT be submitted in TeX. Please use standard unix macros to convert TeX.
- (3) Do not use TeX math symbols (e.g., α) in running text. Word processors provide these symbols while leaving the line-spacing intact.

Tables can normally be left incorporated in the text, but please make sure that tables are scalable. The simpler the style, the better. This is one example, but others are possible.

When required, explanatory footnotes should appear in a box.

	Field 1	Field 2
1		
2		
3		

Table 1. This table shows three columns and four rows.

Tables and graphics can, when necessary, exceed the left margin as shown. Illustrations cannot normally be rotated 90 degrees without loss or distortion of content.

Scanned material should be submitted already squared to the page. However, very large files (>4 MB) are discouraged and should not be integrated with text. If high resolution is important to your subject, please crop the object to show only what is essential.

Musical examples are often reset by the CM staff. We need a draft of what is required, but please make sure that the content is accurate and complete.

3 Fonts and Setup Used Here

3.1 Font types and measurements

This draft happens to be set in Times New Roman, because it is almost universal on PC platforms. Please use this or another widely available font in your submission. The text size is 11 pt (10 pt in tables and captions). The three headings sizes are 16, 14, and 12.

Captions are normally italicized in CM, but left/right placement depends on the size and shape of the illustration. Captions do not have to be submitted on a separate list, although if the number of illustrations exceeds 10, it is probably a good idea to make such a list.

The footnotes shown here are in 9 pt type and are formatted with the FN_Box style of this template (which will show up in *Word* but is likely to be butchered in other word processing software).

3.2 Page and margin measurements

The size of a CM printed page is 7.5" W by 10" H. The page margins are 2.75" (Left), 0.75" (Right), 0.8" (top), 1.8" (bottom). Body text is indented from the left by a further 0.5". These can be adapted to a centimeter *equivalent* if your software does not have inches or if the measurement seems too "foreign" to use.

The footnote box is positioned at -1" (one inch to the left) of the 2.75" basic margin. In submissions, footnotes can be listed at the end of the article, but please keep them short enough to fit in boxes.

Headers and footers can be omitted from the submission, but in planning space for illustrations, do not forget that they exist and take up space.

4 Conclusions

Conclusions do not normally have to be lengthy and do not need to repeat what has already been said. If the article comes from the social sciences, in which a "discussion" section is common, keep it separate from the conclusions [which can be called whatever you wish].

Acknowledgments

If any, they go here.

References

Jones, Fred (1988). "How to Scan Music," *Journal Title*. (IX/3), 114-121.

Jones, Fred, and Mary Smith (1994). "A New Strategy for Converting Scanned Music to MPG" in the *Proceedings of the Music Scanning Society*, ed. John Smith and Marian Turner (Nashville: MSS Press), 220-235.

Smith, John. (1992). *Music Scanning on any Platform* (Nashville: MSS Press).

Turner, Marian (2001). "Tips for Scanning Music":
<http://www.musicscanning.org/tips/>

NB. References normally use "full" justification and "hanging" indentation, but please DO NOT use hard returns in the text to simulate the effect. If your software does not have hooks for this kind of formatting, please leave the text plain.

For references to websites, we generally use "left" justification to avoid ugly "wall-to-wall" spacing in URLs.

Only works cited in your article should be given in the list of references. Do not append the entire bibliography from your thesis.

Be sure to include the page numbers and volume numbers in references. When citing multiple authors, the first author's name is Last-name, First-name. Subsequent authors are given First-name Last-name.