NOTES FOR CONTRIBUTORS

AIMS AND SCOPE
The *Journal of Music, Technology and Education* (JMTE) explores the issues concerning the use of technology in music education. It examines pedagogy at all levels and across genres such as composition, musicology, performance, music production, and pedagogical perspectives including informal/formal learning, creativity, curricula design, community music, socio-cultural issues, and assessment. It is the only journal specifically dedicated to the educational aspects of music technology and the technological aspects of music. Double-blind peer-reviewed, with an international editorial board, JMTE aims to draw its contributions from a broad community of educators, researchers and practitioners who are working closely with new technologies in the fields of music education and music technology education.

ILLUSTRATIONS
We welcome images illustrating an article. All images need a resolution of at least 300 dpi. All images should be supplied independently of the article, not embedded into the text itself. The files should be clearly labelled and an indication given as to where they should be placed in the text. Reproduction will normally be in black-and-white. Images sent in as e-mail attachments should accordingly be in greyscale.

The image should always be accompanied by a suitable caption (the omission of a caption is only acceptable if you feel that the impact of the image would be reduced by the provision of written context). The following is the agreed style for captions: Figure 1: Artist, *Title of Artwork*, Year. Medium. Dimensions. Location. Copyright holder information [use of Courtesy of or © should be consistent]. Please note the colon after the number and the terminating full point, even if the caption is not a full sentence. Copyright clearance should be indicated by the contributor and is always the responsibility of the contributor.

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The journal follows standard British English. Use ‘ize’ endings instead of ‘ise’.

LENGTH OF ARTICLES
Articles must not exceed 8,000 words including notes and references – but not including the author biography, keywords or abstract.

METADATA
Contributors must check that each of the following have been supplied correctly:

- Article title.
- Author name.
- Author addresses – the submitted material should include details of the full postal and e-mail addresses of the contributor for correspondence purposes.
- Author biography – authors should include a short biography of around 200 words, specifying the institution with which they are affiliated.
- Copyright consent form giving us your permission to publish your article should it be accepted by our peer review panel. An electronic template is available from the journal office, address above.
- Abstract of 150-200 words; this will go on to the Intellect website.
- Keywords – six words, or two-word phrases. There is a serious reduction in an article’s ability to be searched for if the keywords are missing.
- References – Intellect requires the use of Harvard references embedded in the main text in the following format (Harper 1999: 27).
- Bibliography – titled ‘References’.

NOTES
In general, we discourage the use of extensive notes – if something is worth saying, it is worth saying in the text itself. A note will divert the reader’s attention away from your argument. If a note is necessary, please use Word’s note-making facility, and ensure that these are endnotes, not footnotes. Place note calls outside the punctuation, after the comma, full stop, colon etc. The note call must be in superscripted Arabic (١, ٢, ٣).

OPINION
The views expressed in JMTE are those of the authors, and do not necessarily coincide with those of the Editors or the Editorial or Advisory Boards.

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All articles should be written in Word. The font should be Times New Roman, 12 point. The title of your article should be in bold at the beginning of the file, but not enclosed in quote marks. Bold is also used for headings and subheadings (which should also be in Times New Roman, 12 point) in the article. Italics may be used (sparingly) to indicate key concepts.

Any matters concerning the format and presentation of articles not covered by the above notes should be addressed to the Editor.
QUOTATIONS
Intellect’s style for quotations embedded into a paragraph is single quote marks, with double quote marks for a second quotation contained within the first. All long quotations (i.e. over 40 words long) should be ‘displayed’—i.e. set into a separate indented paragraph with an additional one-line space above and below, and without quote marks at the beginning or end. Please note that for quotations within the text, the punctuation should follow the bracketed reference. For a displayed quotation the bracketed reference appears after the full stop.

All omissions in a quotation are indicated thus: [...] Note that there are no spaces between the suspension points.

When italics are used for emphasis within quotations, please ensure that you indicate whether the emphasis is from the original text or whether you are adding it to make a point.

REFEREES
JMTE is a refereed journal. Strict anonymity is accorded to both authors and referees.

REFERENCES
All references in the text should be according to the Harvard system, e.g. (Bordwell 1989: 9). The default term used for this list is ‘References’. Please do not group films together under separate a ‘Films cited’ heading. Instead, incorporate all films into the main body of references and list them alphabetically by director. The same rule applies to television programmes/music/new media: identify the director/composer and list alphabetically alongside books, journals and papers.

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• ‘Anon.’ for items for which you do not have an author (because all items must be referenced with an author within the text)
• A blank line is entered between references
• Year date of publication in brackets
• Commas, not full stops, between parts of each reference
• Absence of ‘in’ after the title of a chapter if the reference relates to an article in a journal or newspaper
• Name of translator of a book within brackets after reference (because all items must be referenced with an author even if an article, the item should read something like this:


Woolley, E. and Muncey, T. (forthcoming), ‘Demons or diamonds: a study to ascertain the range of attitudes present in health professionals to children with conduct disorder’, Journal of Adolescent Psychiatric Nursing.

Zhang, Zimou (2004), Shi mian mai fu (House of Flying Daggers), China: Beijing New Picture Film Co.

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Unless an informal conversation, interviews can be cited in text and included in the references. In the references, the name of interviewer/interviewee, type of communication, location, day and month should be included [if available].


Branson, Richard and Doe, John (2014), in person interview, Birmingham City University, 4 July.

WEBSITE REFERENCES
Website references are similar to other references.

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The following samples indicate conventions for the most common types of reference:


Woolley, E. and Muncey, T. (forthcoming), ‘Demons or diamonds: a study to ascertain the range of attitudes present in health professionals to children with conduct disorder’, Journal of Adolescent Psychiatric Nursing.

Zhang, Zimou (2004), Shi mian mai fu (House of Flying Daggers), China: Beijing New Picture Film Co.
SUBMISSION PROCEDURES
Articles submitted to *JMTE* should be original and not under consideration by any other publication. Contributions should be submitted electronically as an e-mail attachment in Microsoft Word format. Books for review should be sent to the Reviews Editor: Dr. Rowan Oliver, University of Hull, Music Department, Cottingham Road, Hull. HU6 7RX. United Kingdom. Email: r.a.oliver@hull.ac.uk

TRANSLATIONS
If readers are unlikely to understand the title of a non-English-language work in your text (and references), the title in the original language may be accompanied by an English translation by the author, especially if its sense is not implied by the surrounding text. This applies to all types of work (journal article, book, film etc.).

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