

Theory and Practice

Formatting Guidelines for Accepted Articles

Rev. 2019 by Christopher Winders, Production Manager

Manuscript layout

- Double-space everything: text, indented (block) quotations, captions, notes, etc.
- Separate paragraphs with an additional line break; there is no need to indent the first sentence of any paragraph.
- For block quotations, do not add tabs to each line. Use the indent function to move the entire paragraph(s) over to indicate the quotation.
- Do not justify margins.
- Number all pages consecutively.
- Leave one (1) blank space following periods, colons, or semicolons.
- Do not split or hyphenate words at the ends of lines.
- Use spell-check prior to final submission.
- Do not embed your examples/figures/artwork/graphics in the word-processing file. Include these in separate files as described under the **File types** section at the end of these instructions.
- All illustrations (what are otherwise called an example, figure, table, plate, etc.), should be numbered consecutively and referred to as **examples** (Example 1, Example 2, etc.).
- Tables may be included in the body text but in most cases will need to be formatted during typesetting to fall into the print size and margins. Please refer to the **Examples** section at the end of the guide for specific measurements.

Punctuation

- For **scale degrees** place a caret (^) preceding the number: e.g., ^{^3} or ^{^5}.
- Use the **hyphen** symbol (-) only for hyphenated compounds.
- Use the **en dash** (–) for spans (e.g., pp. 3–5, mm. 41–56, 1997–98), groupings or sequential groupings (e.g., pc 5–6–8, B–E–F, I–V–I), and Forte numbers (e.g., 4–17).
- Use the **em dash** (—) only for sudden breaks in thought—like this—or end-of-sentence explanations, clarifications, or elaborations. No space goes before or after the em dash.
- Punctuation **placement**: (See *Chicago*, 17th edition, 6.9–11):
 - “text.”
 - “text,”
 - “text”;
 - “text”:
- Question mark inside quotes only when part of what is being quoted.
- For **inline quotations**: “lorem ipsum” (00). (Punctuation after parenthetical reference.)
- **Commas** in listed elements, use the serial (Oxford) comma: A, B, and C; *not* A, B and C.
- “Respectively” not set off by a comma: X, Y, and Z respectively.

- Hyphens are not used for “dominant seventh chord,” “diminished seventh chord,” “augmented sixth chord,” etc. when functioning as a noun phrase. A hyphen is used for “half-diminished seventh chord.”
- **Ellipses** (See *Chicago*, 17th edition, 13.50–58):
 - Use three periods separated by spaces (. . .)
 - Separate from surrounding text with one space: lorem . . . ipsum.
 - Do not use ellipses at the beginning or the end of a quoted passage.
 - Use three periods for omissions within sentences. Use four periods for omissions that elide a sentence ending with subsequent text; the first period in the group functions as the terminal punctuation.
- Do not use nested parentheses. Use brackets inside parentheses: (like [this]).

Other

- Use lowercase style for capitalization in most cases, e.g., “chapter 1,” “part III,” “roman numerals” (see *Chicago*, 17th edition, 8.1 and 8.46).
- Use *italics* to indicate italicization. Underlining will be typeset as underlined unless you specify otherwise. **Bold** will be typeset as bold unless you specify otherwise.
- Use the same font for everything (including title, subtitles, notes, etc.) unless you require special formatting, in which case indicate as much.
- In your body text, indicate sharp signs with a “f” character (option-F on a Mac; on PC use “Insert: Symbol”).
- In your body text, indicate natural signs with a “ø” character (option-D on a Mac; on PC use “Insert: Symbol”).
- In your body text, indicate flat signs with a “ß” character (option-S on a Mac; on PC use “Insert: Symbol”).
- In each of the above “Insert: Symbol,” one may also copy and paste any required characters from the Windows *Character Map* application.

Musical issues

- Octave designations are made according to ASA methods using subscripted numerals: C₁ C₂ C₃ C₄ [= middle C] C₅ C₆ C₇ C₈.
- Use “m.” and “mm.” (never bar[s]), except at the beginning of a sentence (in which case do not abbreviate). Use only one space after the period in both abbreviations. Do not begin a sentence with an abbreviation.
- T_n T_nl (“n” = standard subscript treatment).
- In form labels (e.g., A A´), distinguish between apostrophe (´) and prime (´), this character can be found as the accidentals above.
- Use superscript for a single figured-bass symbol (I⁶). If a more complex symbol is needed, it may be indicated as “IV⁶/5 of V⁶” and will be addressed in typesetting for proper appearance.
- “A” and “B” (uppercase) for PCs 10 and 11.

- Tempo indications: Initial capital, roman: Allegro, Andante, etc.
- Italicize titles, except generic titles of musical works (Sonata in C Major) and songs (“Der Erlkönig”).
- Sonata op. 10 [predicate...] (no comma); Sonata op. 10, no. 1, [predicate...] (set off no. with commas); Sonata in D Major, op. 10 no. 1, (set off op. with commas). (See *Chicago*, 17th edition, 8.193–97.)
- Italicize most foreign musical terms when used as in a score (“the *allegro* at m. 12,” but “the Allegro of the Eighth Symphony”) in addition to any other German, French, or Italian borrowings.
- Italicize titles of paintings and recordings.
- In the body text, footnotes, etc., set dynamic markings in italics and bold: ***ff***, ***pp***, etc.

Examples

- Please obtain clearance to reproduce copyrighted materials and forward permission letter(s) to the editors as soon as possible.
- No examples should be embedded in the body text of the article; they must be submitted as individual files for each example. Full captions for each example should be included in the main body text and called out as indicated below.
- All examples must have unique captions, even if they refer to the same piece. This can be measure indications or a brief phrase describing the example content.
- Use **bold underline** to call out the *first* instance of each example to assist in typesetting (e.g., “As shown in **Example 6** . . .”).
- All illustrations are labeled “Example” without exception (always capitalized, no “Figure” or “Table” or “Chart,” etc.).
- References to examples in text: Example 00 (not example 00 or Ex. 00 or ex. 00).
- Number the examples consecutively.
- Examples can have subdivisions (Example 4a, Example 4b, etc.) as long as they relate to one another and need to be placed together (such as a comparison of two short excerpts).
- If an example needs to be broken across multiple pages the caption will include (cont’d).
- Use lowercase references to examples in text without number (e.g., “As we see in the example”).
- In summary, please make every caption conform to the following format:
 - **Example 00** Liszt, “Das Veilchen,” mm. 1–17.
 - Capitalize only first letter, proper names, and titles of musical works in caption text (sentence-style capitalization).

Citation style

- *Theory and Practice* now uses author-date references with footnotes. Standard MS Word footnote formatting is acceptable.
- Please standardize note citation formats. The system is explained thoroughly in the *Chicago Manual of Style*, 17th edition, chapter 15.
- *Always* place the date of publication in parentheses for in-text parenthetical citations: e.g., “see Smith (2017)” and never “see Smith 2017.”

File types and formatting for article submission

- Final article versions should be emailed to the editors in MS Word format (.doc or .docx). If another program is being used simply export into one of the Word compatible file types. Font selection in the main body text will be overridden by our house style and the use of the default fonts for text in Sibelius or other notation programs should be sufficient. We also have access to the Adobe Fontkit bundle if there is a special circumstance that requires it.
- **N.B.** Ideally all examples should be emailed in PDF format using a notation program’s “Export as” or “Save as” function. This will create a vector PDF file with all fonts included and will maintain its appearance in the final article. We can also accept *Sibelius* or *Dorico* files. We have phased out *Finale* so those examples can be exported as MusicXML, however this process may affect the appearance as they are brought into the typesetting software.
- Example layout as follows:
 - Portrait page size: 7” x 9”
 - Portrait margins: L/R: 1”, T/B: .75”
 - Landscape page size: 9” x 7”
 - Portrait margins: L/R: .75”, T/B: 1”
 - Staff size: 5 mm
- Any examples that are **scans**, such as paintings or charts, should be sent at the highest possible resolution, *but with a minimum of 1200dpi in TIFF format*. In some cases certain types of charts can be recreated in Adobe Illustrator before inclusion in the body text.
- If there are any questions on example formatting and submission, please do not hesitate to contact the editors or the production manager and we will provide any additional guidance as needed.