



Music and Arts in Action

GUIDE FOR AUTHORS

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Is Music and Arts in Action the right place for your article?

Music and Arts in Action (MAiA) publishes work that describes, discusses and disseminates information about the many roles of music and the arts in social life. This includes the fine and performing arts, literary works and texts, popular and traditional artistic forms, new media, cultural institutions, amateur practices, and other aesthetic objects or activities. Please consider submitting your empirical work to *MAiA* if it focuses on individual and group encounters with the arts in a practical social context. *MAiA* is also interested in more abstract or theoretical work that is fundamentally concerned with artistic engagement as an active component of human experience. While *MAiA* is an English language publication, the *MAiA* Editorial Team will work closely with authors to translate or edit their work from other languages.

Some non-exhaustive examples of the types of papers *MAiA* welcomes:

- Policy or practitioner-based studies describing the applied arts or artistic interventions, perhaps with an emphasis on questions of social change or conflict resolution.
- Ethnographic exploration of the arts in traditional or modern contexts.
- Sociological research examining artistic engagement, the arts in everyday life, media uses of the arts, taste preferences, and mediation in artistic contexts.
- Philosophical or theoretical work outlining the role of the arts in social life, culture and the public sphere.
- Historical analysis of artistic controversy, the arts and nationalism, the role of the arts in social movements and arts and identity-formation.
- Psychological discussions of musical cognition, artistic appreciation and individual engagement with the arts.
- Medical findings regarding music and the arts in health or wellness situations.
- Economic investigation of cultural practices, institutions and patterns of consumption for artistic commodities.

**The editors are always delighted to informally discuss any potential contribution. Please contact us at: <http://musicandartsinaction.net/index.php/maia/about/contact>

MAiA accepts scholarly submissions between 5,000 and 7,000 words in length (excluding bibliography, figures and supplementary material). Manuscripts need not follow particular style guidelines at the submission stage, but should be well-organised and easy to read (e.g., in 12 pt. Times New Roman font, with 1.5 line spacing and footnotes). The full *MAiA* style guide can be found at the end of this document, and authors will be asked to adhere to the style conventions following acceptance of their manuscript for publication.

MAiA also encourages prospective authors to take advantage of the multimedia potential of online publication by including images, audio and video to accompany the written submission, where appropriate (either embedded in the text, or submitted alongside the manuscript).

Hints and tips for arts practitioners

MAiA welcomes reflective or documentary work from practicing artists, composers, musicians, directors, performers, and other creators. If you wish to submit material about a project or event in which you have been involved, we would ask you to bear in mind that such papers should avoid evaluative statements regarding the success of the project/event to achieve a desired outcome, and rather explore the complex way in which artistic engagement unfolded in the context at hand. This could include a description of the inception and course of the project/event, and an extensive reflection on the process, outcome and experience of any participants involved. Such work is a valuable part of dialogues we hope to stimulate in *MAiA*, promoting future research and exchange with other authors.

Articles of this nature should be 3,000 to 4,500 words. A detailed bibliography is not necessary.

Submitting a new article

NOTE: Please ensure that your manuscript for submission contains no identifying marks. For purposes of anonymity during the peer-review process, you will enter all author information separately.

1. Begin by logging in to the website. (If you are already logged in, click on “User Home”).
2. *[User Home screen]* Click on your role as “Author”.
 (If you are only registered to use *MAiA* as a “Reader”, please contact the editors to update your registration: <http://musicandartsinaction.net/index.php/maia/about/contact>).
3. *[Active Submissions screen]* Begin the submission process by selecting the “Click Here” link at the bottom of the page.
4. *[Submission Checklist screen]* Confirm each item in the checklist and check the box. You may add optional comments to the editor. Click “Save and Continue”. Enter the Metadata (fields with an asterisk are required). If there are multiple authors, use the “Add Author” button. Select “Save and Continue”.
5. Upload your file, and any optional supplementary files such as data sets, multimedia, etc. Click “Save and Continue” once the file(s) are uploaded.
6. Click “Finish Submission” to conclude. You will receive an email acknowledgement and will be able to track your submission’s progress through the editorial process.

Responding to Reviews/Making Revisions

1. You will be notified by the editor when a decision has been made as to the status of your submission. To view this, log in to your account and click on the title of your submission, which will take you to a summary of your submission details. Click on the “Review” link in the upper-middle of the page, where you may view the Editor’s Decision, and any notes from the Reviewer.
2. If revisions are required, you can read or submit comments using the “Notify Editor” envelope icon at the bottom of the page, and use the “Upload Author Version” tool beneath to submit any revised versions of your submission. You may also use the “Notify Editor” tool to discuss revisions or amendments to your article with the editor, uploading multiple files over the course of revision if necessary. You should use this stage to ensure that your manuscript adheres to all *MAiA* style conventions as listed at the end of this document (e.g., bibliographic notation, punctuation, spelling and grammar).

This is your last opportunity to make any major changes to your article.

The Copyediting Process

Once your submission has been accepted for publication, the finalized copy will be returned to you for formatting.

1. We have prepared a basic article template which defines the layout of the article. You can download the template here:
for Microsoft Word - http://musicandartsinaction.net/info/maia_article_template.doc
for OpenOffice - http://musicandartsinaction.net/info/maia_article_template.odt
2. Please fill in the material as indicated in the template by copying and pasting your work into the relevant sections. Use the style “MAiA Quote” for in-text quotations. Please do a final check that your formatted manuscript adheres to the *MAiA* style guide on the following page.
3. When you have finished, log in to your Author account and select the ‘Queued For Editing’ link. Please use the file upload tool in “Copyediting > Step 2” to upload your formatted text.

Once the HTML and PDF documents have been created, you will be asked to proofread them a final time before publication.

1. After logging in as an Author, and clicking on your submission, you will be able to view your Galley Proof and any supplementary files under Layout.
2. Please look for minor errors, including spelling, formatting, spacing, and references. Any addition or deletion of content should be carried out with an equal and opposite action so that layout is not affected. (i.e., if you add 3 words to one line, delete 3 words from a neighbouring line).
3. Please use the “Proofreading Corrections” icon at the bottom of the page (to the left of the Proofreading Instructions) to report all necessary corrections to the editor.

This is your last opportunity to make any changes to your article.

[Style Guide on next page](#)

Style Guide for submission to *Music and Arts in Action*

The following document will give you the required formatting and bibliographic information for publication in *MAiA*. **These conventions must only be followed for manuscripts accepted for publication in *MAiA*. Please read and follow these instructions very carefully to ensure a timely and effective revision and copyediting process. If you have any questions not answered within this document or require any clarification please contact us at <http://musicandartsinaction.net/index.php/maia/about/contact>.

1. Text, Typeface and Layout

1.1 General

Please download and follow the prepared article template:

for Microsoft Word - http://musicandartsinaction.net/info/maia_article_template.doc

for OpenOffice - http://musicandartsinaction.net/info/maia_article_template.odt

1.2 Spacing

Inter-word spaces should be single with only one space following punctuation and NO space before punctuation unless it is a dash. Use a single space between sentences.

1.3 Spelling and Grammar

Please follow either UK or US English spelling and grammar, but please be consistent.

1.4 Capitalisation

Capitalise only proper nouns. *E.g.* ‘the country’ BUT ‘the United Kingdom’.

1.5 Gender-biased language

Language should be gender neutral when referring to an individual whose gender has not been specified.

1.6 Block Quotations

Place quotations totalling more than 40 words in separate paragraphs from the text around them surrounded by one-line gaps, using the style “*MaiA Quote*” in the article template. The reference for the quotation (which should include author and year – see section 7 – and *also* the page reference) should be placed between brackets immediately after the quote.

2. Punctuation

2.1 Quotation marks

Use double quotation marks for quoted text and single quotation marks inside double quotation marks to indicate a quotation within a quotation, *e.g.* “I quote John as saying ‘the music was incredibly’”. Place the closing punctuation outside the quotation marks unless the quotation itself ends with a close.

2.2 Ellipsis

Use three (3) dots with no surrounding spaces inside square brackets, *e.g.* [...], to indicate omission of words from a quotation.

2.3 Dashes and Hyphens

Use hyphens to join compound words: for example, fig-tree, fish-hook. They should be placed immediately between the two words, without spaces. Dashes are longer and are used to indicate pauses in reading of the text. A dash in your text should be indicated by a space followed by a hyphen followed by a space - thusly.

2.4 Punctuation in Citations

See section 7 for citation punctuation.

2.5 Introduction of Technical Terms

Non-standard technical terms, or unusual usages of words particular to your work should be italicised on their first occurrence only.

2.6 Emphasis

Italics may be used to emphasise passages in the text. Avoid extended emphasis.

2.7 Literary terms and abbreviations

Literary terms and abbreviations, such as *e.g.*, *i.e.*, should be italicised, full stops placed appropriately for abbreviations, and followed by a comma, as above.

2.8 Use of Underlining

Do NOT use underlining.

3 Figures, Tables and Other Illustrations

3.1 Figures and Illustrations

Number figures consecutively, starting from 1. Please mark the location of each figure with the marker

FIGURE X NEAR HERE

centred, in upper case, where X is the number of the figure.

Each figure should be submitted as a camera-ready document. Figure captions should be a Word document on a separate page.

3.2 Tables

Number tables consecutively, starting from 1. Please mark the location of each table with the marker

TABLE X NEAR HERE

Figures and illustrations should be camera ready in separate files. Use your own word processor's table generation capabilities. Please place a frame around the table, with a line below the heading. Please do not include vertical lines other than the frame. These facilities are available in Word from the Table menu.

4 Endnote/Footnotes

In general footnotes will be easier to read in an electronic document than endnotes, so use footnotes on each page.

5 Acknowledgements

Any acknowledgments should go at the end in a section headed "Acknowledgements" immediately preceding any endnotes.

6 References

Bibliographic style and citations should follow the rules of the APA format.

6.1 Citations

There are two ways for citation: in-text and appended. In-text citations are of the form "John Doe (1989) holds that. . .", and should always form part of the sense of the text. Appended citations appear at the end of a sentence, before the closing punctuation. For example "Beethoven had purple hair (Lawrence, 1971)." Use round () NOT square [] brackets. Always use a comma after listed authors even when using the contraction *et al.* For two authors use the format "Doe and Remi". If there are more than two authors use the format "Doe, *et al.*" If two or more authors share the same family name include initials like this: Remifa, C. D. (1990) for in-text, (Remifa, A. B., 1990) for appended. If you are using more than one publication by a

given author(s) use consecutive letters to distinguish: Smith, A. B. (1990a). These letters should follow the appearance order of the sources in the paper. If you wish to cite pages, required for quotes, place a comma after the date then “p.” for one page, or “pp.” for multiple pages (Doremifa, C., 1980b, pp. 31-32)

If you wish to include multiple citations of multiple authors in the confines of one bracket separate them by semicolons NOT commas (Sola, 1831; Tido, 1842). If you are including multiple citations for a single author simply add dates with commas (Mifasol, 1997, 1998a, 1998b, 2001). In the case of adding page number you will need to repeat the author’s name (Clarendon, 1997, pp. 32-33; Clarendon, 2002, p. 2).

6.2 Secondary Citations

Secondary citations, that is, citations quoted or referred to in other author’s work should be included in the bibliography.

6.3 References

Place the bibliography at the end of the article following any endnotes and acknowledgments. Head the bibliography with “References”.

For further information on APA including examples of references several style guides are available online or for purchase. One particularly useful website is the Ohio State Library website:

<http://library.osu.edu/sites/guides/apagd.php>

7 File formats and Submission

As MAiA will be available as an online multimedia journal we invite submissions that include text, sound and video elements. Once in receipt of submitted files they will be converted to the smallest possible format for display on our website as follows: PDF for text, OGG for sound and Flash (FLV) for video. All of these formats have free players/viewers available to facilitate free access for listening to and viewing the content. These players/viewers are available at the following sources:

PDF: <http://www.adobe.com/products/acrobat/readstep2.html>

OGG: <http://www.jcraft.com/jorbis/>

Flash: <http://www.adobe.com/flashplayer>

All additional multimedia material MUST be licensed under the Creative Commons license (see <http://creativecommons.org/license/>). It is the SUBMITTER’S RESPONSIBILITY to get this clearance and inform us IN WRITING of permission to post the material on our website

7.1 Text File Formats:

Word documents (*.doc)

OpenOffice (*.odt)

7.2 Sound File Formats:

MP3 (*.mp3)

Plain CD recordings/Wave format (*.wav)

OGG (*.ogg) (Open format smaller than MP3)

7.3 Video File Formats:

MPEG (*.mpg, *.mpeg)

DivX/AVI/XVid (*.avi)

Flash (*.flv)