

The logo for the College Music Symposium is set against a dark blue background with a subtle pattern of concentric circles. At the top, the words "COLLEGE MUSIC" are written in a small, white, sans-serif font. Below this, the word "SYMPOSIUM" is written in a large, bold, white, sans-serif font. The letter "S" in "SYMPOSIUM" is stylized with a musical staff and a treble clef integrated into its left side. At the bottom, the words "JOURNAL OF THE COLLEGE MUSIC SOCIETY" are written in a small, white, sans-serif font.

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– Preparing Article Text –

In preparing articles for submission to *College Music Symposium*, kindly note the following guidelines.

Format and Layout for the Article Text

The text of articles is transmitted to CMS in an MS Word file in .doc or .docx format.

The page set-up is 8.5 x 11 inches, double-spaced throughout, including block quotations and endnotes, with one-inch margins. The text size should be 12 point.

Please indent all paragraphs, and justify only the left-hand margin.

Bibliographical citations should appear in the same font and size as the text. See below for style guidelines.

Graphics Files within Articles

All supporting image files that illustrate points in the article – whether tables, notation, music score fragments, figures, drawings, photos, and other graphic representations – should be referenced in the body of the article *but not placed within the text*. Please use conventions in your text such as “Please see Figure 1,” “See Example 12,” and “Please see Table 8.” Graphics files are transmitted to *Symposium* separately from the article .doc or .docx text file via the section [Article Images](#) on the online form. Please review the Help file for guidelines for preparing and transmitting article images.

Audio and Video Files within Articles

Audio and video files may be included in *Symposium* articles. Audio and video files are especially effective when combined with notated music examples or other graphics files in articles. Audio and video files are placed within the text of the article. Conventions within the text such as “As the following audio file demonstrates, ...” or “A video example will underscore this point.” will direct the reader to the audio or video that will immediately follow and be available for listening or viewing. Audio and video files are transmitted to *Symposium* separately from the article .doc or .docx text file via the sections [Audio Files](#) and [Video Files](#) on the online form. Please review the Help file for guidelines for preparing and transmitting supporting audio and video files.

Citations and Bibliography

Citation references and discursive notes should be formatted as endnotes beginning on a separate page under the heading "Notes." Complete bibliographic citations follow the endnotes, beginning on a separate page under the heading "Bibliography."

The editorial format of the *College Music Symposium* conforms in all respects with guidelines suggested in the *Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press) (see <http://www.chicagomanualofstyle.org>). The citation and reference style of the American Psychological Association (APA) is also acceptable. Please refer to the latest edition of the APA Publications Manual.

For notes and bibliographical citations using the *Chicago Manual of Style*, authors are referred to Ch. 16 of *Manual*. The following are examples of this style for the citation of secondary sources. Consult the *Manual* for other cases.

Endnote citations, including the first citation:

1. Grout and Palisca, *Western Music*, 465.
2. Lang, *Western Civilization*, 750.
3. Botstein, "Listening to Shostakovich," 367.
4. Braun, "Double Meaning," 75.
5. Clark, "The importance of instructor-guided revision"

Bibliography citations:

1. Grout, Donald Jay and Claude V. Palisca. *A History of Western Music*. 6th ed. New York: W.W. Norton, 2001.
2. Lang, Paul Henry. *Music in Western Civilization*. New York: W.W. Norton, 1941.
3. Botstein, Leon. "Listening to Shostakovich." In *Shostakovich and his World*, edited by Laurel E. Fay, 355-84. Princeton: Princeton University Press, 2004.
4. Braun, Joachim. "The Double Meaning of Jewish Elements in Dmitri Shostakovich's Music." *Musical Quarterly* 71 (1985): 68-80.
5. Clark, Ruth A. "The importance of instructor-guided revision in a public speaking course." Paper presented at the 88th Annual Meeting of the National Communication Association, November 2002. http://www.eric.ed.gov/ERICDocs/data/ericdocs2sql/content_storage_01/0000019b/80/1a/a9/65.pdf.

By using the shortened form of citation, the use of such older abbreviations as *loc. cit.* and *op. cit.* is discontinued. The abbreviation *ibid.* is used only when the immediately preceding footnote reference is identical in all details, or differs only in the citation of page numbers. Examples of this practice are as follows:

1. Grout and Palisca, *Western Music*, 465.
2. *Ibid.* [same source; same page number]
3. *Ibid.*, 603. [same source; different page number]
4. Lang, *Western Civilization*, 750.
5. Grout and Palisca, *Western Music*, 465.