

Journal of the International Conductors Guild

GUIDELINES FOR CONTRIBUTORS

**Please read all information below.*

1. The manuscript should be for readers who have expertise in diverse areas of music and conducting and are interested in broadening their knowledge of current research and writing in the field.
2. The body of the manuscript must be a minimum of 3,000 words, not including footnotes.
3. The manuscript must be double-spaced with 1” margins on the top, bottom, and sides, and set in black, Times New Roman, 12-point font.
4. Citations must conform to style recommendations in the Chicago Manual of Style, footnote format, with bibliography and discography, as appropriate.
5. Graphs, musical examples and pictures should be high resolution (minimum 300 dpi) and accompanied by texts and captions as they are to appear in the articles. These items must be submitted as separate files (a photo embedded in a Word document is not acceptable). Files in the jpg format are preferred.
6. The author is responsible for determining whether any examples, figures, etc. from other sources are still under copyright. The author is responsible for obtaining all necessary permissions to reproduce these items in the *Journal* as part of their article and providing the editor with documentation of these permissions.
7. Prior to publication the author will sign a standard publication agreement with the International Conductors Guild.
8. Manuscripts submitted simultaneously to other journals will not be considered.

THE PUBLICATION PROCESS

1. Submit an electronic, 100-word abstract of the article via the form indicated on the Call for Articles webpage.
2. The editor reviews the submitted materials and may:
 - a. accept the article for publication;
 - b. forward the article to members of the peer review committee;
 - c. recommend revisions before submitting the article to the peer review committee;
 - d. determine that the article is not appropriate for publication in the *Journal*.
3. The peer review of submitted manuscripts is a double-blind process. As part of the peer review process, each article will be evaluated by 2-3 members of the peer review committee. The editor will communicate feedback from the peer review process, as appropriate, to the author.

4. Once an article is accepted, the editor will initiate the revision process, as necessary, and work with the author to arrive at a final version for publication.
5. The publications coordinator will format the final article with pictures, graphs, musical examples, etc., and send to the editor for final approval.
6. The formatted proofs are sent back to the author for final approval.
7. The manuscript is then published in the *Journal of the International Conductors Guild*.