

Guidelines for Contributors

The Journal *ONGAKUGAKU* [*Musicology*] is a peer-review based scholarly journal, published twice a year (in March and October) by the Musicological Society of Japan.

1 Eligibility

- Contributors must hold membership of The Musicological Society of Japan. In the case of a joint study, however, this rule applies only to the first author, not to the co-authors. Submissions from non-members may be considered if the Editorial Committee deems them to be of value to the Journal.
- No more than one submission by the same author may be accepted in a given volume year (April to March) in each of the categories of *Research Articles* and *Research Notes and Reports*, regardless of the result of peer-review. This applies also to co-authored articles.

2 The Categories of Articles

- In addition to *Research Articles*, the Journal invites *Research Notes and Reports*, *Book Reviews*, and *Comments* (see below).
- The Journal accepts submissions that have not previously been published elsewhere. However, conference abstracts are not considered previous publications.

3 Submission Guidelines

1) Format of manuscripts

- Manuscripts should be double-spaced and submitted in A4 (210mm x 297mm) format.
- Please consult the 16th edition of *The Chicago Manual of Style* (2010) for detailed formatting guidelines. Submissions in Japanese should be made in conformity with the guidelines that appear in the previous pages of this Journal.
- The membership will be notified in the newsletters and in general meetings whenever substantial changes are made to the guidelines.

2) *Research Articles*

- Articles written in Japanese, English, German or French are accepted. Articles must be accompanied by two versions of an abstract, one in Japanese, one in English, German or French.
- The maximum length for articles written in Japanese is 25,000 characters, and is 10,000 words in a language other than Japanese, including references, notes, illustrations, musical examples, tables, etc.
- The abstract should be a maximum of 300 words in a language other than Japanese, and of 800 characters in Japanese.
- The title of the article should be given in both Japanese and one of the languages specified above. The title should appear at the top of the first page using a larger font. The name of the author should appear below the title.
- Notes should be in the form of end-notes.
- The author is responsible for obtaining copyright clearance of any scores, photographs, illustrations, etc., used, and will be required to make a statement to that effect in the text.

3) *Research Notes and Reports*

- The Journal welcomes short scholarly research notes, surveys, and field reports.
- These items can be in Japanese, English, German or French.
- The maximum length is 8000 characters in Japanese, and 4,000 words in a language other than Japanese.

4) *Book Reviews*

- This category includes full book reviews, which are critical assessments of scholarly publications, and brief overviews of recent publications.
- The Journal publishes reviews of items published within the previous three years, including scholarly monographs, collected works, series, critical editions of scores and music theory, provided that they can be considered having high academic worth. This can include enlarged and revised editions, but in principle not reprints.
- The language of the review can be Japanese, English, German or French.
- The maximum length is 4,000 characters for a review and 2,000 for an overview in Japanese, and 1,600 words and 800 words, respectively, in a language other than Japanese.
- Full bibliographic data must be supplied. Refer to recent back issues of *Ongakugaku*. At the head of the review give the author and/or editor's name, and translator's name (if applicable), the title and subtitle, place of publication, publisher, publication date, the total number of pages, the price, and ISBN of the item reviewed. At the end of the review, write the reviewer's name in bold type, aligned to the right.

5) *Comments*

- This category is for rejoinders to articles or other items published in this Journal in the previous two years.
- The language of the comments can be Japanese, English, German or French.
- The maximum length is 4,000 characters in Japanese, and 1,600 words in a language other than Japanese.
- Replies to a published rejoinder are limited in principle to one time only.

6) Requirements for all categories of articles

- The following author data must be supplied on a separate sheet: (a) full name; (b) last degree earned and last school attended, with date; (c) institutional affiliation and position or title; (d) contact detail such as postal address, telephone number, and/or email address.
- Musical examples, illustrations, tables etc:
 - (1) Musical examples and other illustrative material are to be supplied in A4 format following the main body of the text. The author is asked to indicate in the main body of the text exactly where each item is to be inserted. Upon publication, they will be reduced to B5 size and inserted into the text as close as possible to the place indicated.
 - (2) Each page carrying musical examples and other illustrative material will be counted as one page and as part of the length of the article as specified above. One such page is treated as carrying 1,800 characters in Japanese and 700 words in a language other than Japanese; the author is asked to make sure that the entire manuscript including illustrative material does not exceed the volume limit.
 - (3) Special symbols, graphs, musical notes, etc. will be counted as illustrative material.
- Submissions written in a language other than the author's own must be checked for language proficiency. The Editorial Committee is not responsible for ascertaining it.

4 Method of submission

- Send five hard copies, including any illustrative material, for Research Articles and Research *Notes and Reports*. For *Book Reviews* and *Comments*, send two hard copies including any illustrative material. All submissions (including the abstract and author's data) should also be made via email as an attachment. The current postal and email addresses of the *Ongakugaku* Editorial Committee are found at the end of this section.
- The contributors are asked to use registered mail or courier delivery service to mail the hard copies. All submissions are considered officially received by the Editorial Committee once both the email attachment AND the hard copies have reached the Editorial office.
- Submitted material will not be returned.

5 Peer-Review Process

- The Editorial Committee will make the final decision on whether the article will be published, based on an all-over appraisal of its originality, logical argumentation, credibility and validity.
- Submissions are blind-reviewed by at least two anonymous referees, after which the Editorial Committee decides whether to accept the article for publication. The Committee may request that the article be revised before publication.
- The Committee decides in which issue of the Journal the article is to appear, and in which order. In general, *Research Articles* and *Research Notes and Reports* are arranged in the order in which the submissions are received, and Book Reviews in the order in which the item under review was published.
- Once the article is accepted for publication, the author will be asked to send the Editorial Committee two CD-ROMs containing the final version of the article and of the abstract, as well as the author data, together with two hard copies. The date of receiving the final version will appear at the end of the article as the official date of acceptance.
 - (1) The author is solely responsible to ascertain that the content of the CD-ROM and that of the hard copies are exactly the same. The illustrative material can be in a separate file.
 - (2) The CD-ROM shall bear the following information on it: (a) the author's name; (b) file name and type of content (e.g. main text; illustration...); (c) date; (d) name of the application used and its version.
 - (3) The submitted material will not be returned to the author.

6 Public Access and Copyright Issues

- *Ongakugaku* is a non-electronic journal. However, all of its contents (*Research Articles*, *Research Notes and Reports*, *Book Reviews*, and *Comment*) are registered and made available electronically through NII-ELS (National Institute of Informatics Electronic Library Service).
- The copyright of articles published in the Journal resides with the author. Upon confirmation of publication, the author is asked to sign a publishing agreement with the Society giving the Society the right to print and publish the article.
- The author is responsible for obtaining permission for reproducing all copyrighted material used in the article, including text, illustrations, musical notation, photographs. Upon confirmation of publication, the author is asked to submit to the Society a signed document confirming that copyright has been cleared.

7 Proof-reading

- The authors must check and make necessary corrections to the galley proofs of *Research Articles* and *Research Notes and Reports*. The Editorial Committee will be responsible for proofreading *Book Reviews* and *Comments*.
- Only minor corrections (such as of typographical errors) may be made at the galley proof stage. No changes in the content of the manuscript are permitted.

8 Submission dates

- Submissions are accepted throughout the year and forwarded for peer-review quarterly, on the last day of March, June, September, December.

(Revised 24 November, 2012)

(Updated 8 November, 2014)