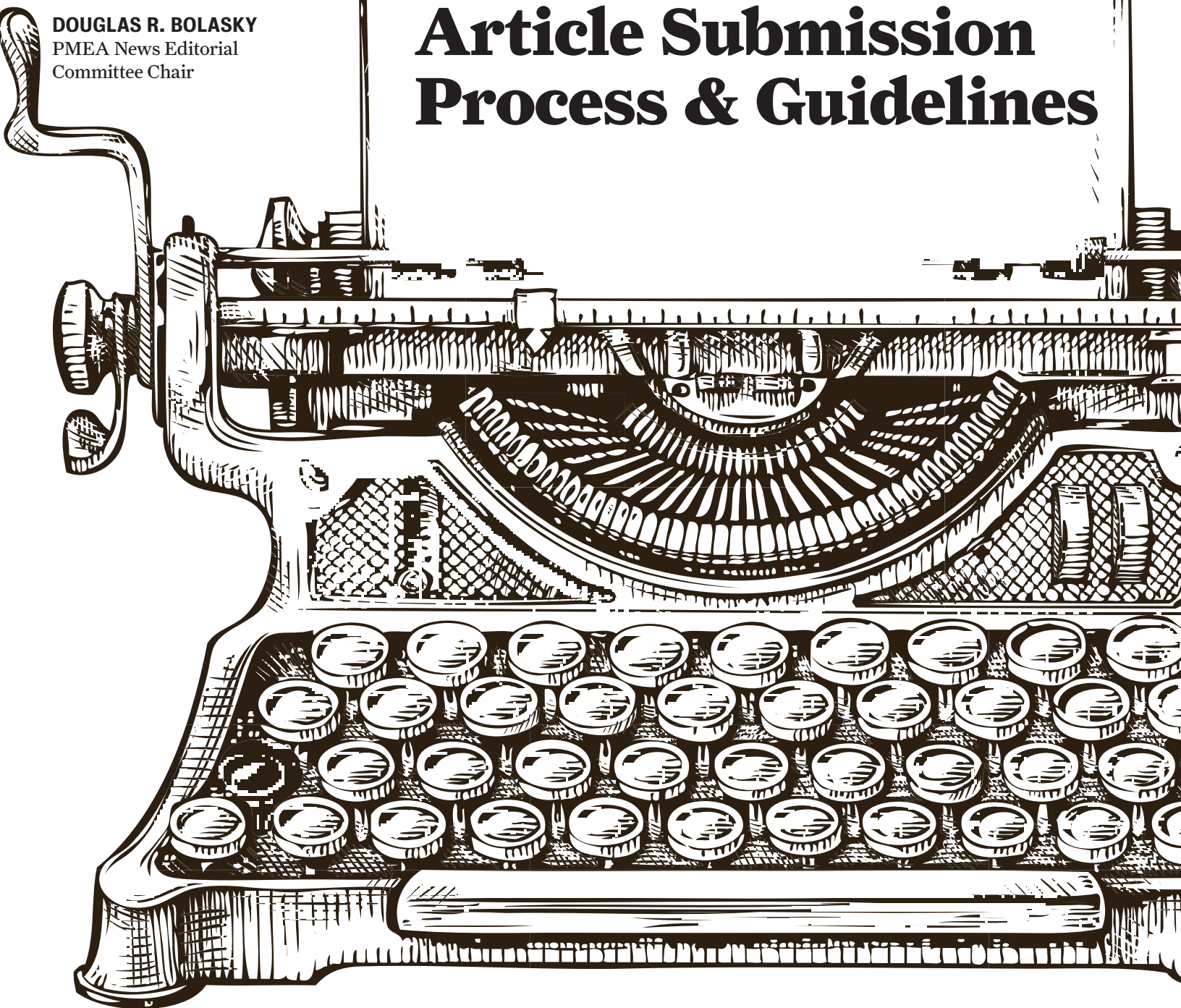




DOUGLAS R. BOLASKY
PMEA News Editorial
Committee Chair

PMEA News - Article Submission Process & Guidelines





Hello, and thank you for your interest in writing for the PMEA News! We are greatly interested in articles authored by our members who are still active in the classroom and rehearsal hall. Keep in mind that publication of submitted articles is NOT automatic; please read this document COMPLETELY. Following is some information to help you understand our procedure from the time an article arrives until it appears in print.

STEP 1: Decide which issue you would like to target for your article.

PMEA News is published four times per year. Each issue is approximately 80 pages; the summer issue is 64 pages. A portion of each issue is allotted to standard content (see below) and a number of pages are reserved for corporate sponsor advertising as well. Deadline dates and standard content are as follows:

FALL ISSUE

- **Deadline for Article Submissions:**
First Monday in August
- **In the mail:** Around September 15
- **Standard Content:** Summer Conference recap, Annual In-Service Conference preview; information & forms for All-State (jazz, vocal jazz, at-large instruments, etc.; Citation of Excellence, Outstanding Superintendent, etc.)

WINTER ISSUE

- **Deadline for Article Submissions:**
First Monday in October
- **In the mail:** Around November 15
- **Standard Content:** Annual In-Service Conference information and offerings (concerts, clinics, etc.)

SPRING ISSUE

- **Deadline for Article Submissions:**
Second Monday in January
- **In the mail:** Around March 1
- **Standard Content:** Additional information on the annual conference as required; preview of summer conference

SUMMER ISSUE

- **Deadline for Article Submissions:**
First Monday in April
- **In the mail:** Around May 15
- **Standard Content:** Annual In-Service Conference wrap-up; Summer Conference information

Deadline dates for submitting articles may be adjusted up to a few days later by the PMEA Office in Hamburg. Due to the fact that the Slate Group requires approximately 20 working days to complete all of their work (see Steps 5 & 6, below), please adhere to the dates above, just to be safe. Articles must be sent to pmeanews@pmea.net as an attachment to an email. Understand, too, that space constraints may compel us to delay the publication of an article to a later issue.

Files may be Word documents or Pages documents. Please do not send pdf's. For a file name, please use two or three words from the title of article, followed by your last name (Example: Submission Guidelines Bolasky). In your email include contact information - an email address (if different from sending address) and/or a telephone number, as there are several points in the process when we may need to get in touch with you.

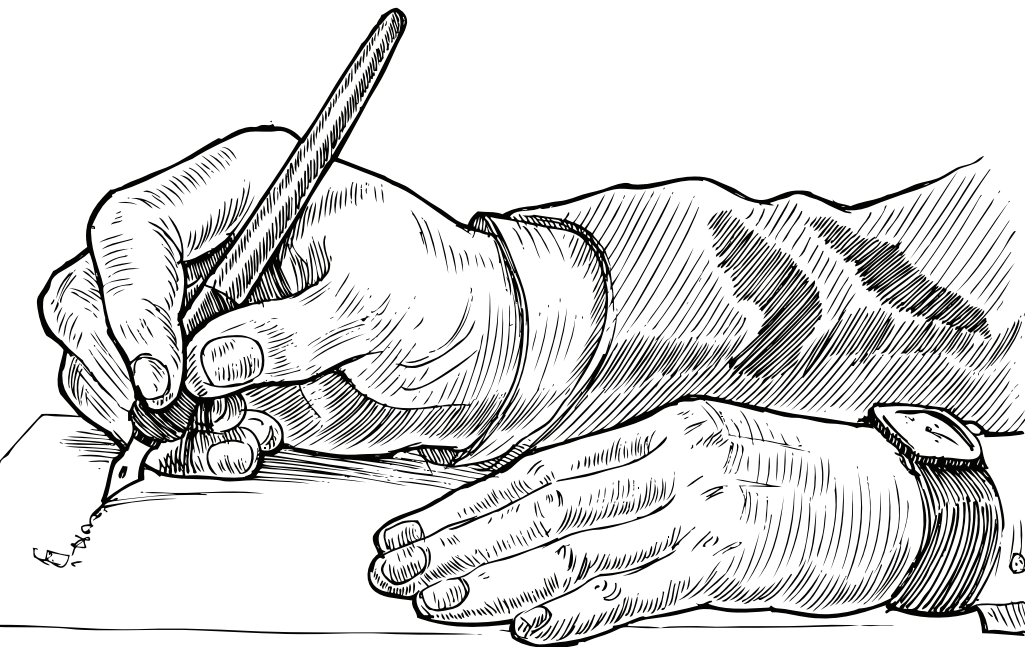
IMPORTANT: You will be asked to complete and sign PMEA's standard "PMEA News Copyright Assignment Form" which can be found at www.PMEA.net in the PMEA News section under the Resources menu option. Compliance with copyright law is essential, so be sure that the material you are submitting is your own original work. You **MUST** cite any material in your article drawn from another source.

STEP 2: Articles go to the Editorial Committee Chair (ECC) for proofreading. In general, you should see an email acknowledging receipt of your submission within 24 to 48 hours.

What will the proofreader do?

The principal task of the proofreader is to look for and correct spelling errors, grammar issues, punctuation or syntax errors, and the like. Word substitutions may be made at times to avoid redundancy. The order of words and sometimes clauses may be revised so the sentence "reads" better, but without altering the author's intent with respect to content. Run-on sentences will be broken in to smaller, more coherent phrases. Remember, *PMEA News* is distributed not only to PMEA membership, but also to Pennsylvania school officials and to MEA's across the nation.

There will be no edits to quotes, statistics, or any factual data or statements. **YOU** are the



expert on these topics! You may be contacted to verify facts and figures, or perhaps spelling if there is an uncommon term, title, or composer name. Occasionally we encounter a sentence that makes no sense whatsoever - a function of copy & paste in most cases. If what you are trying to say is not obvious you will be contacted directly.

Other things to keep in mind:

- Use correct and concise paragraph construction
- Use correct sentence structure
- Keep style consistent
- Avoid 1st person references where possible
- Avoid over-use of contractions and/or vernacular
- Avoid run-on sentences
- Check for typos/spelling
- Use correct grammar - verb/tense agreement, etc.
- Use correct punctuation
- Avoid redundancy
- Avoid overuse of individual words or phrases

In most cases articles are proofread three times, with successive readings taking place several days to a week apart.

STEP 3: Articles are sent by the ECC to members of the *PMEA News* Review Panel. The Review Panel consists of a group of volunteer PMEA members from all levels who, by virtue of their

careers, have been chosen to lend their time and expertise to the *News*.

What will the Review Panel do?

Peer review is essential to ensure integrity in the offerings of a professional journal. Article submissions go to the *PMEA News* Review Panel after being proofread. The task of the Review Panel then is to gauge the merit of each submission. Primarily, this means the subject matter of the article must be relevant and of value to the membership. Topics that are considered good candidates for publication must be relevant to music education and may include:

- K-12 Classroom Pedagogy
- Early Childhood
- Special Learners
- Vocal/Choral
- Instrumental
- Literature - Instrumental/Choral
- Pedagogy - Instrumental/Choral
- Music Theory/Sightsinging
- Advocacy
- Essays reviewing practical teaching experience
- Curriculum/Supervision
- Relevant research results

Philosophical or opinion/personal perspective submissions are welcome on a limited basis. Any such submissions **MUST** be based on and/or supported by work of others.

Articles are sent to individual Review Panel members based on their area(s) of expertise; not every panel member reads all articles.

Helpful hints to increase the likelihood of publication:

- Include clear ideas that can be implemented quickly and easily
- Writing should be concise, with clear and powerful purpose
- It is always helpful to include pictures, illustrations, diagrams or charts to enhance the content of the article; do not use "stock" pictures
- Include references and/or sources, or "For further reading" citations

STEP 4: Articles are returned to the Editorial Committee Chair.

Review Panel members return articles to the ECC with either a recommendation to proceed with publication or to withhold from publication. If the former, the Review Panel may recommend subtle edits and the author may be contacted to ensure that such revisions do not deviate from their intent. In the case of the latter, the Review Panel may suggest returning the article to the author for major revisions or a re-write.

The Review Panel may suggest edits if article submission is too long OR may ask for additional clarification if an article is too short or is not clear. It is also possible the Panel may ask for long articles to be broken in to two parts. **IMPORTANT NOTE:** Multi-installment articles are to be submitted in full, prior to publication of Part 1, to allow planning for future issues.

Articles that have been "green-lighted" by the Panel are usually proofed once more, either by the ECC or by the PMEA office. The author will be asked to provide a headshot (jpg/jpeg or similar file) and a 2- or 3-line bio outlining their education, current teaching position/location and preferred contact information. If in doubt, consult past issues for examples.

STEP 5: Articles chosen for publication are sent to the publisher.

During the summer of 2015, PMEA contracted with the Slate Group of Lubbock, TX to undertake the layout, printing, assembly and mailing of *PMEA News*. Articles selected for publication are transmitted electronically to the Slate Group and the task of laying out the issue begins. Articles that do not contain graphics, charts or photographs may have one or more of the same added by the team at the Slate Group. With very few exceptions these will be stock photos, graphics, or original artwork generated by them. They may also elect to choose one or more key statements – known as pull quotes – from an article to be printed in large type in the body of the article (see past issues for examples).

STEP 6: A pdf of the issue to be published is sent to both the PMEA office and the ECC for review, edits, and a final proofreading.

It is here that we get to see the complete journal for the first time, as it will appear in print. This includes all text, graphics, photos, artwork, advertisements, masthead, indices, and so forth. Once all suggested edits and changes are made, the issue is printed, assembled, and mailed by the Slate Group. Note that the Slate Group requires approximately 20 working days to do all of these things in Step 5 and Step 6.

The *PMEA News* Editorial Committee has established guidelines to help you in creating and formatting your document. Below are suggested parameters in formatting articles for the *PMEA News*. Publication of submitted articles is NOT automatic. If you still have any questions or need further clarification after reviewing this document, please contact the *PMEA News* Editorial Chair at pmeanews@pmea.net Thank you!

Length: Approximately 1-2 pages (a page in the *PMEA News* is about 1000-1200 words) Be concise - our typical reader is a very busy music educator, so get to the point!

Font: Times New Roman, 11 point; if Times New Roman is not available use a font that is close in appearance.

Spacing: Single spacing between lines, and single spacing after each sentence.

Margins: 1" left and right; 1" top & bottom

Margin Justify: Left justify; justify both margins if possible.

Title: Times New Roman, 12 point, bold, center justify

Author Name: Times New Roman, 10 point, italic, center justify

References/Footnotes: Times New Roman, 10 point, left margin justify

Acceptable Files: Word or Pages (no pdf's)
File Name: Two or three words from the title of article, followed by your last name

We look forward to receiving your work!
Send files to: pmeanews@pmea.net and abiyoung@pmea.net

THANK YOU!

PMEA News Editorial Committee



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