

Journal of Sonic Studies

Instructions for writing articles for the Journal of Sonic Studies

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Contents

1	Introduction	2
2	Writing the article.....	2
3	Word document containing the text	2
3.1	Length of papers	2
3.2	Using Microsoft Word	3
3.2.1	General	3
3.2.2	Specific Word functionality	3
4	Multimedia content	3
4.1	Audio.....	3
4.1.1	Referencing audio content.....	4
4.2	Video.....	4
4.2.1	Referencing video content.....	4
4.3	Images	5
4.3.1	Referencing images	5
5	The article in PDF format.....	5
6	Style.....	5
6.1	Spelling.....	5
6.2	References	6
6.2.1	<i>Journal articles</i>	6
6.2.2	<i>Books</i>	6
6.2.3	<i>Chapters in edited books</i>	6
6.3	Copyrights	7
6.4	Language	7

1 Introduction

This document contains instructions for the author writing an article that is to appear in the *Journal of Sonic Studies*. Submission of an article will be taken to imply that it represents original, unpublished work not under consideration for publication elsewhere. By submitting a manuscript, the author agrees that the exclusive rights to reproduce and distribute the article rest with the *Journal of Sonic Studies*.

All manuscripts will be sent out by an editor for anonymous editorial review by members of the *Journal of Sonic Studies* editorial board and/or invited reviewers. To preserve anonymity in the process, the manuscript and abstract should contain no clues to the author's identity or institutional affiliation.

Contributors can usually expect a decision concerning the acceptability of a manuscript for publication within three months after receipt. If accepted, the corresponding author will receive page proofs for checking.

This document also gives instructions regarding the format of the text. It is important that these instructions are followed, because the delivered text will be processed in a semi-automatic way. The document containing the article is transformed into an XML document that is suitable for presentation on the web.

2 Writing the article

The article to be published must be written using Microsoft Word. Depending on the material that is referenced in the article, a submission may consist of the following components:

1. Word document containing the text [required]
2. Multimedia content – audio/video (or references to audio/video) [optional]
3. Multimedia content – images (or references to images) [optional]
4. Other referenced material (e.g. datasets) [optional]
5. The article in PDF format [optional]

For each of these types of files an explanation is given below.

3 Word document containing the text

3.1 Length of papers

- Articles: The upper limit for submissions, including the abstract and any figures, tables, drawings and references, is generally 10,000 words. An abstract of about 150 words and 5-8 keywords for searching online is required.
- Discussion papers: 1000-3000 words.
- Reviews: 1500-3000 words.

3.2 Using Microsoft Word

3.2.1 General

- Word documents should be based on Word 2003 or newer.
- Word documents should be made using the normal document template (normal.dot).

3.2.2 Specific Word functionality

Spacing	<ul style="list-style-type: none">• Any superfluous spacing, tabs, indentation and empty lines are not considered to be part of the semantics of the text and will be removed
Notes	<ul style="list-style-type: none">• If using footnotes and/or endnotes they should be inserted using the Word menu (for example menu "Insert" → "Footnote"). Footnotes and endnotes will be treated the same way in the online article, the note will be shown as a hyperlink.
Tables	Tables can be quite complex. To ensure a clean transformation please consider: <ul style="list-style-type: none">• not merging cells or splitting cells• not using spaces nor line breaks (for indentation you may apply a ' . ' before the word, i.e. a dot followed by one space)• not making your table look better by applying colors, thicker lines, etc. (these looks will be lost upon transformation)• if your table is too large and/or complex to fit into these rules you may deliver your table as an image (JPG file)
Headings	<ul style="list-style-type: none">• The hierarchical structure is best kept if you apply the appropriate style for your headings using the style selector on the formatting toolbar.
Colors	<ul style="list-style-type: none">• Any color styling information applied to the text (colors of the text and background colors) will be ignored in the transformation process
Special characters	<ul style="list-style-type: none">• Any special characters that cannot be typed using the keyboard should be inserted using the Word menu "Insert" → "Symbol"
Columns	<ul style="list-style-type: none">• Please do not use columns. As an alternative, you may consider using a table with two or more columns without any borders or shading

4 Multimedia content

The article may contain references to multimedia content. There are two ways to make references, the content can be hosted on *sonicstudies.org* or it can be externally hosted. In the first case, the content must be part of the submission as separate files so they can be placed on the web server.

To make references in the text, a special marker must be placed in the text. The marker dictates the location of the reference in the article. To easily recognize markers as references, they should be **highlighted**. Making references is explained in further detail in the following sections.

4.1 Audio

We recommend authors to deliver audio content as part of the submission. This way, the audio can be hosted by *sonicstudies.org*. For best results in the online article we recommend encoding the audio in either MP3 or AAC format. If you prefer, the editors can do this for you.

The audio content will be presented online within the article text, depending on the location of the reference to the audio (see Section 4.1.1). For the reader, two ways of listening to the audio are presented:

- A play button on the webpage – the audio is played on the reader’s computer using streaming techniques, thereby not changing the view on the webpage.
- A download link – the audio is downloaded by the user and placed on his/her computer. The way the audio is played on the reader’s computer depends on the specific platform and/or computer settings.

It should be noted that upon publishing the audio files in the *Journal of Sonic Studies*, the author implicitly gives permission to the end user to download it.

4.1.1 Referencing audio content

Audio objects are referred to from within the text. For each reference to audio content a separate file must be delivered (unless you want the same audio to appear more than once). For making the reference a special marker is to be made. Please use the word 'AudioObject' on the location where the audio must appear. See the following example:

Some text in the article..
AudioObject 1
 More text in the article..

Optionally you can make a caption part of the reference:

Some text in the article..
AudioObject 1: description of multimedia object 1
 More text in the article..

The filename of the audio file must correspond to the name in the reference. If the audio file in the example is encoded in MP3 format, the filename in the example should be AudioObject1.mp3.

4.2 Video

There are two ways for presenting the video content to the end user:

- Place content on a third party host that allows for embedding within the *Journal of Sonic Studies*. Examples of these hosts are YouTube, Vimeo, etc. One advantage of this approach is that the video content is disseminated through multiple websites.
- The video content can be hosted on the *Journal of Sonic Studies* platform using a download link. The video must be part of the submission in this case. It is important to note that this way the video content cannot be viewed *within* the article, but can be downloaded by the end user. Like audio downloads, the way the video is played on the reader’s computer is dependent on his/her computer.

The editors and technical staff strongly recommend placing video content on a third party host like YouTube. That way the chance of the video correctly being displayed within the browser is optimal. If a video is to be downloaded, the possibility exists that the reader’s computer cannot play the video content.

4.2.1 Referencing video content

Video content can also be referred to from within the text, in the same way as references to audio content is done. For each video object a link to the video content must be specified (in the case of embedding) or a separate file must be delivered.

See the following example:

VideoObject 1 <http://www.youtube.com/watch?v=6gmP4nk0EOE>

If a caption should be part of the reference:

VideoObject 1: description <http://www.youtube.com/watch?v=6gmP4nk0EOE>

In the case of hosting the file on the *Journal of Sonic Studies* platform, the video file must be part of the submission. The filename in the example should be VideoObject1.[ext], where [ext] stands for the extension of the filename (examples are avi, mpeg, mp4, mov, etc.). This depends on the video format.

4.3 Images

Image format must be either JPEG or GIF, suitable for web publication. This means that the files must not be too large. If you are using Photoshop, you can save the image using the menu "File" → "Save for Web & Devices".

4.3.1 Referencing images

Figures that are referenced to in the text should be delivered as separate files containing an image representing the figure, one file for each figure.

For each figure a reference marker must be placed in the text to indicate where the figure must appear. This marker should be something like:

Figure 1

(thus the word "Figure 1" on a separate line, with a yellow background). An optional caption can be specified here. Then the reference would be something like:

Figure 1: description of figure 1

The filename of the image must correspond to the name in the reference. If the image file in the example is encoded in GIF format, the filename in the example should be Figure1.gif.

5 The article in PDF format

If a PDF file of the article is delivered, it should be suitable for web publication. In other words the PDF should not be a high-resolution document for printing.

6 Style

6.1 Spelling

UK or US spellings may be used with -ize spellings as given in the Oxford English Dictionary (e.g. organize, recognize). Please use single quotation marks and double quotation marks for quotes within quotes. Delete full stops/periods from 'USA' and other such abbreviations. Dates should be in the form '9 May 2000' (no comma), on 9 May, or on the 9th; 1990s (no apostrophe); nineteenth century (not 19th century) and insert hyphen when used adjectivally (e.g. nineteenth-century art). The names of historical periods and events are capitalized (Middle Ages, Renaissance, Baroque, Enlightenment, French Revolution, First/Second World War), but its derivations are often lowercased (medieval, baroque, enlightened). Nouns and adjectives designating philosophical, literary, musical, and artistic movements, styles, and schools and their adherents are capitalized when they are derived from proper nouns.

6.2 References

References in the text should be presented in American Psychological Association (APA) style, i.e. the author's name and year of publication in brackets, together with the page numbers, e.g. 'As Floyd (2002: 40-41) has observed', or, in a more general reference: 'Floyd (2002) appears to be saying ...'

The references should be listed alphabetically in full at the end of the paper. Multi-authored articles: in the text, when the work has two authors, always cite both names every time. When there are more than two authors and less than six, cite all authors the first time and after that, just the surname of the first author and et al. The names of all authors should be given in the reference list.

6.2.1 Journal articles

References to periodical articles must include the following elements: author(s), date of publication, article title, journal title, volume number, issue number (if applicable), and page numbers.

Journal article, one author

Henriques, Julian (2010). "The Vibrations of Affect and their Propagation on a Night Out on Kingston's Dancehall Scene." *Body & Society* 16: 57-89.

Journal article, more than one author

Bertelsen, Olav W., Morten Breinbjerg, and Søren Pold (2009). "Emerging Materiality: Reflections on Creative Use of Software in Electronic Music Composition." *Leonardo* 42: 197-202.

6.2.2 Books

References to an entire book must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher.

One author

Ashby, Arved Mark (2010). *Absolute Music, Mechanical Reproduction*. Berkeley: University of California Press.

Edited book

Godøy, Rolf Inge and Marc Leman (eds.) (2010). *Musical Gestures: Sound, Movement, and Meaning*. New York: Routledge.

6.2.3 Chapters in edited books

References to an essay or chapter in an edited book must include the following elements: essay or chapter authors, date of publication, essay or chapter title, book editor(s), book title, essay or chapter page numbers, place of publication, and the name of the publisher.

One author

Tanaka, Atau (2006). "Interaction, Experience, and the Future of Music." In Kenton O'Hara and Barry Brown (Eds.), *Consuming Music Together: Social and Collaborative Aspects of Music Consumption Technologies* (pp. 271-292). New York: Springer.

6.3 Copyrights

Authors are responsible for obtaining and acknowledging permission to quote from or reproduce copyrighted material. The full address of the copyright holder should be provided to the editor.

6.4 Language

Authors for whom English is a second language should have their manuscript checked by an academically trained native speaker before submission. Please [click here](#) or [click here](#) for information on professional English language editing services recommended by the *Journal of Sonic Studies*.