

## ***Wisconsin School Musician*** **Editorial Guidelines for Columnists**

*Wisconsin School Musician* encourages columnists to consider the theme of the issue when writing their article. However, it is not necessary to relate to the theme. Other ideas for content may include, but are not limited to, music education in schools and communities, practical instruction techniques, professional philosophy, arts education as a whole, and current issues in music teaching and learning. The following guidelines should be helpful to columnists.

### **Deadlines**

Deadlines for the magazine are July 15, November 15 and February 15 – eight weeks prior to the publication dates (September 15, January 15 and April 15). Email reminders are typically sent a few weeks prior to the editorial deadline. If columns are not received by the deadline, they may be held for the following issue. Extensions will be granted only on a limited basis and must be requested before the deadline. Please contact the *WSM* editor for questions on extensions, 608-850-3566 or [communications@wsmamusic.org](mailto:communications@wsmamusic.org).

*Please note: Columnists may coordinate guest articles in place of their own, but must commit to providing an article by the editorial deadline should their arrangement with the guest writer fall through once space has been reserved. Articles must relate to the area in which the columnist represents on the WMEA Council (Tri-M, Band, Choir, Orchestra, etc.). Columnists assume responsibility for coordinating and submitting guest articles as if they were their own.*

### **Format**

Columns should be typed and single-spaced, no indent and double-spaced between paragraphs. Include only one space after periods. Articles can be up to 900 words in length. Footnotes and quotations from other authors should be kept to a minimum, but should be cited accurately at the end of articles. Please refer to separate “*WSM Style Guide for Citations*.” Columnists must also submit a brief biographical statement and email address in the following format: *Jane Doe teaches orchestra at Wisconsin Lutheran High School in Milwaukee. Email: janedoe@aol.com.*

Please email an attached file of the article to [communications@wsmamusic.org](mailto:communications@wsmamusic.org) and also put the text directly into the body of an email. You will receive a response to let you know the article has been received. If you do not receive a reply, or have questions, contact the *WSM* editor at 608-850-3566. Articles are preferred as Word or Google documents. Please do not submit articles as PDFs.

### **Graphics and Photographs**

*Wisconsin School Musician* includes photos for each regular columnist. Professional photos work best. Please submit a photo with your first article. A digital photo is preferred. Please email ([communications@wsmamusic.org](mailto:communications@wsmamusic.org)) the photo, which must be at least 300 dpi saved at 100%. If sending a digital photo is not possible, a hard copy print photo will be acceptable. The photo must be glossy (not mat finish) and between 3.5” x 5” and 8” x 10.” Photos will be cropped to head and shoulder as necessary.

Musical examples, figures or other illustrations should be clear and checked for accuracy. Since copyrighted music and images cannot be published without permission,

the columnist must obtain written consent from the owner of the rights and include it with the manuscript. All graphic files must be high resolution suitable for printing. Hand drawn graphics will not be accepted. If possible, please supply graphics a digital files via email.

We are pleased to receive photographs with an article when those photographs enhance the information in the text. Pictures must be sharp and space must be available or the photo will not be published. Digital photos are preferred and must be high resolution (300 dpi). Identify the subject(s) and, if possible, the photographer. This can be noted in an email or on a piece of paper taped to the back of the photo if it is a hard copy. **Do not write directly on the back of printed photos.** The most interesting pictures are candid (not posed) scenes of individuals or small groups of people actively doing something (not a full class or a full chorus, band or orchestra).

### **Style**

Articles should be written in a comfortable and conversational style. Avoid use of unnecessary quotations, footnotes, jargon, personal asides or content that promotes a person, performing group, institution, or product. All articles are edited to conform to the Associated Press Stylebook. Articles may also be altered to fit space.

### **Editing**

All submitted materials are read and edited and proofread. Any editing that will significantly change an article will be cleared with the author prior to final proofreading and printing. However, authors will not be contacted for changes related to grammar, clarity, or minor editing due to space constraints.

### **Digital Version Content**

Writers are encouraged to submit additional content for the digital version of the magazine that enhances their printed article. Such content may include relevant sidebar articles that can be posted on the magazine web pages, PDFs, audio files (mp3), video files (mov, mp4, flv, mpg) and web links to other sources. Videos must comply with YouTube requirements, limitations and restrictions. All content must comply with copyright laws. Permission must be obtained as required and sources cited for print and digital content. Learn more about copyright law at <https://nafme.org/my-classroom/copyright>.

### **Other**

Any article that is submitted to *Wisconsin School Musician* should not be under review by another publication. If any substantial portion of the article has appeared elsewhere, that information should also be included. *Wisconsin School Musician* rarely includes reprints.

### **Once Published**

*Wisconsin School Musician* is copyrighted. Materials and articles published remain the property of Wisconsin School Music Association (WSMA) – publisher of *Wisconsin School Musician*. WSMA will not grant permission for subsequent commercial use of an article without consent of the author. Columnists wishing to reprint articles in another publication must seek written permission of the *WSM* editor.