

Wisconsin School Musician **Submission Guidelines for Guest Writers**

Wisconsin School Musician encourages the submission of articles concerning all aspects of music including, but 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 both prospective and established authors.

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). Articles must be received by the deadline.

Format

Articles 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.” Writers 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.*

For guest writers NOT writing for a regular columnist, please email an attached file of the article to communications@wsmamusic.org and also put the text directly into the body of an email. You will receive an email 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.

If you are a guest writer for a regular columnist, please submit the article to that person for their review and it can then be forwarded by the regular columnist to the *WSM* editor.

Graphics and Photographs

Wisconsin School Musician includes photos for each regular and guest columnist when possible. Professional photos work best. Please submit a photo with your first article. A digital photo is preferred. Please email (communications@wsmamusic.org) the photo, which must be at least 300 dpi saved at 100%. If sending an electronic 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 we cannot publish copyrighted music without permission, you should obtain written consent from the owner of the rights and include it with your manuscript. We will not accept hand drawn graphics. If possible, please supply graphics on a CD or 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.

The Decision Process

The receipt of every article is acknowledged. Each one is then given a careful, thoughtful reading by the WSMA Publications Committee. A decision concerning a possible publication date will be made as soon as possible and the author will be notified of the decision. Articles that obviously do not meet current editorial needs and priorities will not be included.

Once Published

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