

## **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 your article as an attached or shared document to [communications@wsmamusic.org](mailto:communications@wsmamusic.org). 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 high resolution color photo with your first article to [communications@wsmamusic.org](mailto:communications@wsmamusic.org). Photos will be cropped to head and shoulders 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.

We are pleased to receive photographs with an article when those photographs enhance the information in the text. Images must be sharp and space must be available or the photo will not be published. Photos must be high resolution. Identify the subject(s) and, if possible, the photographer. This can be noted in an email. 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, edited and proofread. Any editing that will significantly change an article will be cleared with the author prior to final proofreading and publishing. However, authors will not be contacted for changes related to grammar, clarity, style/formatting or minor editing due to space constraints.

### **Digital Content**

Writers are encouraged to include additional content that enhances their article, including web linked to PDFs, audio files, video files 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 published content.

### **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 publishes articles that have been previously included in other publications.

### **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.

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