

AOSA

Submission Guidelines and Ethical Standards for *The Orff Echo*

AOSA through *The Orff Echo* is always interested in original research and informative, lively articles covering all aspects of Orff Schulwerk. In addition, an editorial focus (published in the Editorial Calendar in each issue) serves as a general guide for topics in a particular upcoming issue.

If you have a good idea, don't hesitate. The editor and editorial board members want to hear from you!

Prior to submission of a manuscript, send the editor or one of the coordinating editors a brief, half-page query letter or e-mail outlining your article idea several months prior to the time you wish to see it published. Many of the issues are in production as much as a year ahead of time. In your letter, list a short biographical sketch (75 words) of yourself in regard to your profession.

To submit manuscripts, follow these guidelines:

1. Familiarize yourself with the *Echo* by reading several back issues.
2. Word length: use 12-point type and double space the manuscript, using wide margins. Feature articles are limited to 2,200 words including (in most cases) references and bibliographies; media reviews and columns are limited to 850 words.
3. Send the manuscript as a Word 97 or later document; Macintosh users may save their files as Word for Windows. Manuscripts cannot be returned.
4. Please send your manuscript via e-mail to: echoeditor@aosa.org. You may also e-mail your manuscript to the issue coordinator(s). (See Editorial Calendar for coordinator.)
5. Quotations: Follow the *Chicago Manual of Style, 15th edition* (use endnotes rather than in-text references). The concept of "fair use" in copyright law includes the right to quote briefly, for scholarly complete musical examples; for longer quotations, you must obtain written permission from the author or publisher to reprint that material. If you wish to use figures, tables, complete musical examples or longer quotations, you must obtain written permission from the author or publisher to reprint that material. These permissions must be submitted with your manuscript.
6. Ancillary items: Musical examples, charts, graphs and photographs can enhance the meaning of the text. If you cannot submit a high-resolution electronic file, please send the original photograph, table, or musical example and we will scan it on our equipment. If e-mailing it, please attach each item separately. If you cannot attach the ancillary items,

mention this in your cover letter and we can make arrangements. Do not embed items in the manuscript, but rather, insert a note in the text indicating placement (e.g., See Figure 1). Note that acceptance of a manuscript does not automatically imply acceptance of accompanying visuals.

- a. Music: Please submit digital musical examples from Sibelius or Finale in either EPS or PDF file format (Example: maryhadalittlelamb.eps). Please save the file in the highest resolution possible (for music files 600 dpi is good but 1200 dpi is best). If you are unable to do this, contact the editor.
 - b. Photographs: Please send either original photos via U.S. mail or e-mail each digital photo as a separate attachment. Do not send scans. Items will be returned promptly after production. For digital photos, set the camera to the highest quality setting (the resolution must be 300 dpi or greater). Shoot with the flash on, even when outdoors, to create a faster shutter speed to eliminate blur. Do not manipulate or crop digital photos.
 - c. Permissions: If an adult gives you his or her photograph to use, permission is implied. However, a permission form, signed by the parent or guardian, specific to the use and the organization, must accompany any photograph in which a child's face is visible. The coordinator or the editor can send you an AOSA Photo Permission form for each subject.
6. In review: Media reviews are assigned by the review editors. If you are interested in writing a review, please submit two unpublished samples of your writing to us for consideration. In your cover note, explain your particular field of expertise. If a reviewer is connected to the author, the author will reveal this in the review. Books, CDs, and other products on the market, or those about to be released, will not be reviewed by the Echo if the creator is serving on the editorial board. Reviews will be listed separately in the Table of Contents with the name of the reviewer. Reviews of teaching materials will be allowed.
 7. From the Classroom contributions offer readers practical suggestions for the classroom. Any unique idea that you've tried and found successful could be addressed. If your idea is short, please send it anyway; it could be combined with others to make a longer column. *The Orff Echo* does not publish lesson plans or original songs and rhythms.
 8. Focus on Research Series publishes research reports that expand and enhance our knowledge of music teaching and learning. Articles may report a single research study or a review of the research literature in ways that enable teachers in the field. These articles may be quantitative or qualitative and must include a discussion of the ways in which this information can be applied in the classroom. Papers should be double-spaced using type no smaller than 12 points and should not exceed 2,200 words. Submissions should be sent electronically as an MS Word or PDF document to Carlos Abril, at c-abril@northwestern.edu. If electronic submission is not possible, send four copies of the complete paper to Carlos Abril, Echo Focus on Research, Northwestern University

School of Music, 711 Elgin Road, Evanston, IL 60201. Manuscripts will then be sent to the AOSA research panel for anonymous editorial review. Editors for the research series are Dr. Carlos Abril of Northwestern University and Dr. Alan Spurgeon of the University of Mississippi.

Accuracy and Completeness

Copy should be accurate. *The Orff Echo* cannot assume responsibility for the accuracy of facts, figures, or names in submitted copy. Before submitting material, verify the spelling of names, titles, countries, and institutions. Use full names of organizations and agencies when first mentioned and provide abbreviations or acronyms in parentheses following. Abbreviate thereafter. Verify titles and quotations from printed sources. Confirm that endnotes are correct and complete.

Editorial Policies

All articles submitted to *The Orff Echo* are subject to editing for clarity, grammar, and length. Headlines may be rewritten by the editor.

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Ethical Standards

1. When sending your manuscript, include a statement guaranteeing that the manuscript has not been published or submitted elsewhere, nor is currently under consideration by another publication. If your manuscript has been published elsewhere or is currently under consideration by another publication, please inform us of that in writing with your submittal. On the cover page only, list your name, street address, e-mail address, fax number (if applicable) and telephone numbers (office and home). It is imperative that all identification be removed from the manuscript. However, please type a working title on the top of each page of the manuscript to avoid confusion.
2. Promotion of books, workshops, other publications, instruments, etc. in the manuscript is not permitted. Derogatory statements regarding other professionals or professional organizations are not permitted.

Ethical Review Policies

The editor and the editorial board adhere to specific policies when reviewing submitted materials.

The Orff Echo cannot guarantee publication of any manuscript. All unsolicited manuscripts, however, are carefully and anonymously reviewed by the editorial board. The board members make recommendations concerning acceptance or rejection.

The editor or the editorial coordinator acknowledges each manuscript received. One will notify the author of acceptance or rejection in a timely manner, no more than six months from the time of receipt.

The editorial coordinator will work with the author to discuss major changes to the article prior to its submittal to the editor for publication.

Final editorial decisions rest with the editor.