

Thomas N. Gellert – NYSSMA® Editor

How to Write for The School Music News

The NYSSMA® editorial office welcomes the submission of articles for review and possible publication in *The School Music NEWS*. Ultimately, the decision to publish an article is based upon these criteria:

- **Appropriateness for *The School Music NEWS* readership (interest).**
- **Length of the article (size versus printing specifications and limitations).**
- **Topic and balance of articles already scheduled to appear in the publication.**
- **Originality.**

In general, The *NEWS* prefers articles that are written on topics broad enough to appeal to our vast readership. From time to time we do publish unsolicited material that covers topics specific to disciplines within the field of music education. We prefer, however, to allow our SMN Review Editors to write articles in their specific areas before considering unsolicited material. In all circumstances, articles submitted for consideration should be written with an effort to provide the reader with interesting and helpful information on the chosen subject.

All submissions must be:

- Concise.
- Easily understood (avoid jargon, complicated terminology, "preaching").
- Free of errors in grammar, punctuation, and spelling.
- Stylistically consistent (a smooth writing style and logical in format).

The *NEWS* welcomes the submission of photos, diagrams/charts, and graphics to accompany articles. Photos should be black and white glossy, and must be of the highest quality. Photos will not be published unless a release has been signed authorizing reprint. Releases must accompany the photo at the time of the submission. Be sure to identify

any persons appearing in the photo and the name of the photographer. Please do not write on the back of any photos. You should enclose your photo(s) in a separate envelope along with the appropriate accompanying material. Generally, photos will not be returned unless requested.

All accompanying graphics, musical excerpts, charts, diagrams, and clip-art must be in the public domain and free of copyright. Graphic output of accompanying illustrations must be at the highest quality of resolution (600 dpi minimum) and must be on separate, clean white paper stock (for scanning purposes). Handwritten musical examples can be submitted provided the notation is clear. The editor reserves the right to scan or reset all accompanying graphic material as needed.

The School Music NEWS prefers to publish articles written specifically for the benefit of our NYSSMA® readership and does not usually accept an article that has previously appeared in another publication. Article submissions are accepted for review provided they meet the following technical criteria:

- The length of an article should be approximately 800 words.
- Articles must be sent in clean, high-resolution hard copy format or by E-mail created in any popular PC or Macintosh word processing program. Please save the article as a normal text file or ASCII document.
- Articles and disks should be sent to the editor (see address below) with a cover letter. Unless otherwise requested, this

material will not be returned.

- We will gladly accept the electronic transmission of any article provided that hard copy follows by fax or mail.

Every attempt will be made to acknowledge receipt of your submission. The editor reserves the right to schedule publication of your article in any subsequent issue of *The School Music NEWS* and to present the article in any format appropriate to the nature of our publication.

Authors are responsible for the complete accuracy of the material they submit for publication. NYSSMA® cannot accept responsibility for inaccurate or false information. All material submitted for consideration must be original. Once an article has been accepted for publication, the author grants NYSSMA® and *The School Music NEWS* permission to edit the material in any form. Furthermore, the author agrees to grant exclusive publication rights to NYSSMA® and *The School Music NEWS*, including permission to have the article reprinted in whole or in part by other publications. ||

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