

On the Correct Formatting of a Paper for *JMM*

Author's name and affiliation

1. Introduction

There is no need to choose a larger typeface for the section headings. Simply highlight these with bold. You must number the headings, even if you do not have any subheadings. Do not indent the first paragraph within a section.

For all other paragraphs within a section (such as the current paragraph) the first line should be indented. The indent must be at least three characters long. You should, however not make the indent with your space bar but using the TABS-key (usually located on the left of your keyboard). Do not use empty lines instead of the indent – also, do not combine the two techniques (that is, do not follow an empty line with an indented paragraph).

An exception to this rule is, of course, if you need a sort of schema within the paragraph such as this:

a) Apples

Apples are fruits that bake well in pies and can be used grated in salads with a little lemon.

b) Oranges

Oranges go well with most fruits. Not everyone likes the grated peel, however. Alternatively, if you are already using other citrus fruits in the salad, these will have the same effect.

c) Bananas

As with apples, bananas risk going brown if not immediately exposed to some sort of citric acid.

d) Miscellaneous

You can of course also make this sort of schema in a separate table or figure to be inserted in the text.

1.2 More Specific Details on Headings and Paragraphs

When starting a new section with a heading (or subsection with a subheading such as the one preceding this sentence), you should also remember to include an empty line separating the heading/subheading from the previous paragraph.

Remember that all your headings, including subheadings such as the above, must be capitalized. A labeled section (or subsection) such as the one you are reading now should in general not be longer than one page.

2. The Structure of Sections with Subsections

You must never make a section with a subsection where the main headline (such as the one above) is not followed immediately by any text.

2.1 Subsections

For example, if the subheading “2.1 Subsections” had appeared directly after the heading “2. The Structure of Paragraphs with Subsections” it would have been wrong.

Please do not divide subsections into further subsections (e.g. 2.1.1, 2.1.2 etc.) Such “sub-subsections” can easily be converted to subsections of the format 2.2, 2.3, 2.4 etc.

3. Notes

You must use endnotes¹, not footnotes. This makes things much easier for our webmaster because your notes will be formatted to appear outside the article window on the webpage when the reader clicks the links to the notes. Use Arabic numerals for your notes.²

4. Citations

It is important that all quotations have a clear and precise reference. It is also important that this reference appear in the body of the text and not in the notes. The full reference should, however, only appear in the "References" section of your paper (see paragraph 9 below). These are the correct ways to quote a source: (Author's or editor's last name year: page numbers if relevant) or "as [author's last name] (year: page numbers) writes". Never omit the parentheses surrounding the references in examples such as these.

According to the APA Styleguide, you should

Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin.³ [...] parenthetical citation should come after closing punctuation mark.

(<http://owl.english.purdue.edu/owl/resource/560/02/>)

Otherwise the quote should appear in text surrounded by “”. Quotes within a quote should be surrounded by ‘’.

5. Multimedia Examples

If your article contains multimedia such as graphics, video or sound clips, do not embed these in the document. Multimedia must be submitted separately in individual files. To state where in your article you want the multimedia to be embedded, make a comment such as this:

Example 1 (Clear reference if you are not the copyright holder): <INSERT filename>

The format for graphics must be .jpg. If a picture or other piece of graphics exceeds the width of 580 pixels it will open in a separate window.

The format for sound files must be .mp3. The video files must be in the .mov format (Quicktime video), the .wmv format (Windows Media Player video), or in any other format playable in either of these two players. In general, for the sake of clarity, sound and video examples should not be longer than 20 seconds. Examples that exceed this length will be considered on a case-to-case basis, for example, if you have composed a work for which you are the copyright holder and this work exemplifies points made in your submission. If you are analysing a larger portion of musical material, it might be a good idea anyway to break the longer sound clip into several smaller ones that can be correlated with intermediate steps in your analysis.

5.1 Copyright Issues

If you are not the copyright holder of the multimedia clips in your article, it is your responsibility to make sure that you have the right to use the material.

6. Special Characters

If your article includes characters that are not standard but are, say, imported from another font or program or only appear correctly in a specific font (e.g. Cyrillic characters, musical signs, logical symbols etc.) please state this in your covering e-mail. Except for quotations that involve such characters, passages with many special symbols could also be submitted separately as illustrations in the .jpg-format (see section 5).

7. Language Settings

In the interest of linguistic consistency, all articles submitted to JMM must have American English as their structural language. Remember to adjust the language settings in Word accordingly before running the spell checker.

An exception to this rule is if you are a native speaker of U.K. English. In this case you can format your paper in U.K. English.

8. Abstract and Biography

You must submit an abstract and a short biographical note on yourself. The abstract should preferably not be longer than 1.000 characters, the biographical note preferably not longer than 500 characters. If you need to exceed these limits, keep in mind that shorter portions of text work better with readers on the Internet.

Both abstract and biography must be submitted separately in individual files.

9. References

The reference list must include all of the references appearing in the text, and only these references. It is not permitted to have books on your list that are not quoted or referred to in the article itself. (The reason for this is that the reference list will only appear (in a separate window) when a reference link in the article is clicked. If you want a bibliography including material that is not quoted in your article to appear at the end of your paper, please state this in your covering e-mail.) Remember, again, to keep references in the text, not in the notes.⁴

This is the correct way to list an article: Author's last name, Author's first name (year). "Article Title." *Journal title*. Volume and page numbers. This is the correct way to list a book: Last name, First name (year). *Book Title*. Place of publishing and name of publisher. This is the correct way to list a chapter in a book: (Last name, First name (year). "Chapter Title." In: Last name, First name (ed. -unless the chapter is in a monograph), *Book Title*. Place of publishing and name of publisher. Page numbers). If you have two or more entries by the same author or editor with the same year of publication, e.g. 1984, please add a different letter to the year of publication of each entry: (1984a), (1984b), etc. Use these as well when quoting the reference in the body of your text. E.g. "as [author's last name] (1984b) writes..."

¹ An endnote appears – hence the name – at the end of the document, such as this one does..

² Rather than, for instance, roman numerals (i, ii, iii, iv etc.)

³ As with indents in the beginning of paragraphs, make the indents with the TABS key, not with the space bar.

⁴ Here is an exception: If your note includes a longer observation that includes a reference, this is o.k. In other words, a reference may appear in a note, if the reference is in relation to text that appears in that note, not to text that appears in the article itself.