On the Correct Formatting of a Paper for *JMM*

Author's name and affiliation (except in the anonymized version)

Abstract

Here you may optionally put an abstract - do not forget to enclose an abstract separately as well, though. You do not necessarily have to start a new page after the abstract, but it may be a good idea if your abstract is a bit long, or if you want to include images in the beginning of your paper.

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 footnotes[1], not endnotes. 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 appears in the body of the text and not in the notes. See section 7 below for details on the required reference format.

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

Your article may contain any images, video and sound you are able to squeeze into the format. If we are to help you integrate sound or video in your finished pdf-document, you should, however, use common formats such as .mp3 for sound files and Quicktime compatible formats for video.

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 analyzing 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.

Images, videos and sound clips of which you are not the sole author, must have a clearly stated reference. See section 7 below.

6. 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.

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1   In our previous format, we requested endnotes instead of footnotes because this made it easier for our webmaster to format the articles as webpages. From *JMM*9 and onwards, *JMM* will only publish articles as pdf-documents, and in these documents, using notes at the bottom of each page ensures an easier reading experience.
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.

7. 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 or recordings on your list that are not quoted or referred to in the article itself. Remember, again, to keep references in the text, not in the notes.[4]

Articles should be listed this way:
Author's last name, Author's abbreviated first name (year). "Article Title." *Journal title*. Volume and page numbers.

Books should be listed this way:
Last name, Abbreviated first name (year). *Book Title*. Place of publishing: Name of publisher.

Book chapters should be listed this way:
Last name, Abbreviated first name (year). "Chapter Title." In Book Editor's last name, Abbreviated first name, *Book Title*. Place of publishing: Name of Publisher, page numbers.

Website material should be listed this way:
Last name, Abbreviated first name (year). "Title of the Posted Material." Description of how the material was categorized online (e.g. blog post on personal home page, forum post, article in webzine etc.). Website address. Retrieval date and time including time zone.

Commercial recordings should be listed in a separate list with the heading "Discography" after the list of literary references. Whole albums, EPs or singles should be listed this way:
Artist (year). *Disc Title*. Record Company.

Single tracks on a compilation disc (e.g. with more artists) should be listed this way:
Artist (year). "Track Title." From Various Artists, *Disc Title*. Record Company.

Should you need to refer to one or more commercially released music DVDs, these should be listed in a "Videography." The reference practice is the same as for albums, EPs and singles.

7.1 Correct Formatting for In-Text References

For literary references (articles, books, websites), use one of these formats:

1) As author (year: page numbers if relevant) says, etc.
2) In his ground-breaking work/article, *Book Title*/"Article Title" (year: page numbers if relevant), author writes, etc.
3) The most common way to make in-text references is probably this way (author's last name year: page numbers if relevant)

For references to music, a similar approach applies. Here are a few examples:

1) This can be heard on the terrific album *Disc Title* (Artist and year).
2) The song "Song Title" (*Disc Title*, year) is one of Artist's most important compositions.
3) His song "Song Title" from *Disc Title* (year) is one of Artist's strongest compositions.

If you refer to a commercially released movie, remember to state the director and year of release. The name of the film company is only relevant if you are using material from the movie in question. Listing the movie in your videography is optional, unless you are specifically using material from a DVD version of the movie.

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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.

8. Page Numbering
You must use page numbering in the submitted versions of your text. Before the final publication of your text, you may, however, be prompted to start your page numbers at a different number, in order to ensure that every entry in the relevant volume of *JMM* has unique page numbers.

9. Further Issues
Please feel free to contact the Editorial Staff, if you have any questions with respect to formatting issues.