

GUIDELINES FOR ARTICLE SUBMISSION

The *ACB Journal* is the official publication of the Association of Concert Bands. It exists as a medium in which to support the Association's purpose of encouraging and fostering adult concert community, municipal and civic bands and promoting the performance of the highest quality traditional and contemporary literature for band. To that end, the *ACB Journal* seeks to communicate association news, publish reviews and information about new band literature and related subjects, news of member and member band activities, and to educate and inform members of the official business of ACB.

ACB's goal is to encourage and welcome all submissions to the *ACB Journal*. The guidelines are geared to assist potential authors through the mechanics best suited for submission; however, they should, by no means, be construed to discourage any writer from submitting an article or news in any format. Please feel free to contact the editor with any questions you may have.

FOCUS AND SCOPE:

Articles providing unique ideas or perspectives as well as news of interest to readers are invited from all ACB members in good standing. Submission automatically grants ACB the right to publish the article or news item in the *ACB Journal* and on the ACB website. The editor may occasionally accept articles written by nonmembers who have a particular expertise that may benefit our readers.

SUBMISSIONS:

The author should indicate on all submissions whether this is an original submission or submission of a reprint that has been previously published with full citation of the name, issue and date of the prior publication. If the article has been previously published, please include the appropriate copyright notice when submitting articles and include a statement that permission has been obtained to use the article in cases where the author is not the copyright owner. Authors are responsible for the accuracy of the statements and sources in their articles.

TRANSMISSION:

It is preferred that all submissions be transmitted electronically as an attachment to an email addressed to editor@acbands.org with the subject line: "the *ACB Journal* Article Submission." Submissions must not be included in the body of the email. If more than one submission is being made, each submission should be attached to a separate email.

LENGTH:

Generally, articles should not exceed 1,500 words. Authors wishing to submit articles significantly exceeding 1,000 words are asked to contact the editor in order to determine space availability. A member news story could be 200 – 500 words. An article one page in length would be about 600 – 700 words with one small photo.

FORMAT

Submissions are to be **single-spaced** in Microsoft Word (.doc), Rich Text Format (.rtf), or Plain Text (.txt) using a **12-point font**. Text should include **no page or line breaks, no special spacing and no special formatting**. You should submit a headline with your article as well as paragraph subheadings throughout lengthy articles. Headlines and subheadings may be editorially inserted into articles which do not contain same.

GRAPHICS:

Artwork, photographs or musical examples supporting the article are welcomed and encouraged. TIFF and EPS formats are the preferred form for digital images that will appear in print. JPEG files are acceptable if they are saved at maximum quality with minimum compression. Resolution of no less than 300 dpi @ 100% is required. Graphics taken from web-based sources will not have required resolution and are not acceptable for print. Questions regarding technical matters as they relate to graphical submission should be directed to the editor.

Any graphics utilized in the article must also be submitted as an additional attachment to the article's electronic transmission. In the alternative, clean, camera-ready art may be submitted by mailing to the editor.

Indicate clearly if photos or other materials must be returned to you after the article is published. The author should *supply information for a credit line if required*. It is the author's responsibility to obtain formal permission to reproduce illustrative material in copyright.

BIOGRAPHICAL INFORMATION:

In addition to your article, please include a short biographical sketch consisting of approximately 100 words which will be placed at the end of your article as well as a head and shoulders photograph, if available.

REFERENCING SOURCES:

The style of the *ACB Journal* is journalistic, not academic. References, such as the name of a person directly quoted or the source of a piece of information not widely recognized should be incorporated into the text rather than supplied as footnotes. References are not needed when ideas are paraphrased rather than quoted.

OTHER:

Ethical, ethnic and prejudicial statements and implications should be carefully scrutinized before submission. The same care to not display discrimination or prejudice must be used in writings as that used in preparing spoken remarks for the public

All articles will be edited for spelling, grammar and punctuation and style. In addition, the editor reserves the right to edit and to condense submissions, without prior notification to the author, to better satisfy the space requirements, readability and interests of the readers of the *ACB Journal*.

All articles submitted will be given equal consideration. The right to reject an article deemed inappropriate or irrelevant remains with the editor or any editorial subcommittee created for that purpose will be notified. Generally, appropriate articles submitted by publication deadlines will be published in the next available issue; however, depending upon available space, publication may be delayed. Should this occur, the author will be notified. If you intend to submit a time-sensitive article, please convey this to the editor prior to submission. In order to exhibit fair practice to all potential bands and contributors, the *ACB Journal* reserves the right to control the frequency of articles published from any one source when an oversupply of publishable materials exists. Flexibility discretion in the implementation of this policy lies with the editor and will be based upon the availability of materials for any given issue.

Electronic submission of articles to editor@acbands.org implies author agreement with the policies outlined in these Guidelines.