



Kodály Envoy
Guidelines for Contributors

Send all manuscripts, articles, reports, news, letters, items for review, other contributions, questions, comments, suggestions, or requests for permission to reprint to the editor:

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The *Kodály Envoy* seeks articles pertaining to Kodály-based music education at all teaching levels, as well as articles on related music and music education topics.

- Electronic submission via e-mail is strongly encouraged. Microsoft Word files are preferred, but virtually any type of text file is acceptable.
- Double-space all text, including block quotes, endnotes, and references. A suggested length is 1,500 to 3,500 words, though articles may be longer or shorter. The font should be 11-point Times New Roman. Use endnotes instead of footnotes. Use only one space after a period.
- Select and follow a single scholarly style throughout (e.g., *The Chicago Manual of Style* or *Publication Manual of the American Psychological Association*).
- Use a separate title page to show the author's name, address, phone number, e-mail address, and brief biographical information. The author's name should appear only on the title page. A photo of the author may also be submitted; photos will not be returned.
- Avoid jargon, terms that suggest bias, or sexist language.
- Submit any photographs or illustrations, including musical illustrations, in camera-ready format or as electronic files. If submitting photos, identify any persons in the photo and suggest a caption by placing information on a sticker attached to the back of the photo (do not write on the back of the photo). If submitting photographs as electronic files, they should be 300dpi TIF files (preferably not JPG). Send electronic graphics files to the Editor at envoy@oake.org.
- Submission of a manuscript implies that the proposed article is not currently under review by another publication and that it has not appeared elsewhere in part or in its entirety. Authors must secure and provide permission for the use of copyrighted material.

Publication Schedule

<i>Issue</i>	<i>Content Deadline</i>	<i>Ad Deadline</i>	<i>Mails</i>
Fall	August 1	September 1	early October
Winter	November 1	December 1	early January
Spring	February 1	March 1	early April
Summer	May 1	June 1	early July