



# KODÁLY ENVOY

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## Editorial Policy

### Guidelines for Contributors and Editorial Policy

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The *Kodály Envoy* serves a varied audience, with readers looking for chapter, division, and national news and information, reviews of current books, music, CDs, and other resources, practical material for educational and professional use, and scholarly content about various aspects of the Kodály philosophy and music education. Statements and opinions expressed or implied in the *Kodály Envoy* are those of the authors and do not necessarily represent the views of the editor or publisher.

*Kodály Envoy* articles are refereed by practicing professionals who have expertise in the Kodály concept; membership in OAKE; writing and editing skills; and significant teaching, practicing, and writing experience. This peer-review process is double-blind. Editorial board members comment on appropriateness for the *Kodály Envoy*, content (philosophy, scholarship, accuracy, relevance, currency, need for topic), and style (sentence construction, grammar, interest, clarity, freedom from verbosity) and may also note spelling, punctuation, and typographical errors. The initial review takes a minimum of 10 weeks, and most submissions require revision and re-review.

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.

Manuscripts and other documents accepted for publication are edited to conform with *Kodály Envoy* style policies, which are based on *The Chicago Manual of Style* (16<sup>th</sup> edition). Manuscripts may also be altered to meet the requests of the editorial board or to fit available space. Copy that is significantly edited is e-mailed to the author for approval before publication. Final decisions regarding whether a manuscript or other document will be published and its content, revisions, scheduling, style, presentation, grammar, punctuation, spelling, and artwork remain with the editor.

Article authors receive no financial compensation but do receive a complimentary copy of the issue in which their article appears.

The *Kodály Envoy* is indexed in the International Index of Music Periodicals, the RILM Abstracts of Music Literature, and Music Index.

## Guidelines for Contributors

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 for peer-review articles is 1,500 to 3,500 words, though articles may be longer or shorter. Columns and reviews are typically 1,000 to 2,000 words, depending on how much space is available in the assigned issue. The font should be 12-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*).
- For peer-review articles, 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 print-ready format as electronic files. If submitting photos, identify any people in the photo and suggest a caption in the submission. When submitting photographs as electronic files, they should be 300 DPI at 4" by 6". Send electronic graphics files to the editor at [envoy@oake.org](mailto: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.

## Contact and Calendar Information

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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### ***Kodály Envoy* Editorial Board**

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Susan Brumfield  
Michael Houlahan  
Sandra Mathias  
Paul Sanders

### **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