Manuscript Preparation Guidelines
JOURNAL OF ART, DESIGN & MUSIC (JADM)

This document provides details on typesetting and layout requirements pertaining to final manuscript submission

to the *Journal of Art, Design, and Music*.

Formatting Requirements

- Do not include a title page or abstract. (Begin the document with the introduction; a title page, including the abstract, will be added to your paper by the editors.)
- Do not include page numbers, headers, or footers. These will be added by the editors.
- Write your article in English.
- Submit your manuscript, including tables, figures, appendices, etc., as a single file (Word, RTF, or PDF files are accepted).
- Page size should be A4 (8.27 x 11.69 inches).
- All margins (left, right, top and bottom) should be 1.5 inches (3.8 cm), including your tables and figures.
- Single space your text.
- Use a two-column layout with both left and right margins justified.
- Font:
    1. Main Body—12 pt. Times New Roman or the closest comparable font available
    2. Footnotes— 10 pt. Times New Roman or the closest comparable font available
- If figures are included, use high-resolution figures, preferably encoded as encapsulated PostScript (eps).
- Copyedit your manuscript.
- When possible, there should be no pages where more than a quarter of the page is empty space.

Additional Recommendations

Indenting, Line Spacing, and Justification

Indent all paragraphs except those following a section heading. An indent should be at least 2 em-spaces.

Do not insert extra space between paragraphs of text with the exception of long quotations, theorems, propositions,

special remarks, etc. These should be set off from the surrounding text by additional space above and below.

Don't "widow" or "orphan" text (i.e., ending a page with the first line of a paragraph or beginning a page with the last

line of a paragraph).

All text should be **left-justified** (i.e., flush with the left margin—except where indented). Where possible, it should

also be right-justified (i.e., flush with the right margin). "Where possible" refers to the quality of the justification. For

example, LaTeX and TeX do an excellent job of justifying text. Word does a reasonable job. But some word processors do a lousy job (e.g., they achieve right-justification by inserting too much white space within and between words). We prefer flush right margins. However, it is better to have jagged right margins than to have flush right margins with awkward intra- and inter-word spacing. Make your decision on whichever looks best.

Language & Grammar

All submissions must be in English. Except for common foreign words and phrases, the use of foreign words and phrases should be avoided.

Authors should use proper, standard English grammar. The *Elements of Style* by William Strunk, Jr. and E. B. White (now in its fourth edition) is the "standard" guide, but other excellent guides exist as well.

Article Length

Because this journal has a printed version as well as an electronic one, page limits are required. *JADM* articles range between 4,000 and 8,000 words depending on the subject matter with a maximum of 15 pages.

Colored text

Set the **font color to black** for the majority of the text. We encourage authors to take advantage of the ability to use color in the production of figures, maps, etc., however, you need to appreciate that this will cause some of your readers problems when they print the document on a black & white printer. For this reason, you are advised to avoid the use of colors in situations where their translation to black and white would render the material illegible or incomprehensible.

Please ensure that there are no colored mark-ups or comments in the final version unless they are meant to be part of the final text. (You may need to "accept all changes" in track changes or set your document to "normal" in final markup.)

Emphasized Text

Whenever possible use *italics* to indicate text you wish to emphasize rather than underlining it. The use of color to emphasize text is discouraged.

Font faces

Except, possibly, where special symbols are needed, use Times New Roman or the closest comparable font available. If you desire a second font, for instance for headings, use a sans serif font (e.g., Arial or Computer Modern Sans Serif).

Font size

The main body of the text should be set in 12pt. Avoid the use of fonts smaller than 6pt.

Foreign terms

Whenever possible, foreign terms should be set in *italics* rather than underlined.

Headings

Headings (e.g., the start of sections) should be distinguished from the main body text by their fonts or by using small caps. Use the same font face for all headings and indicate the hierarchy by reducing the font size. There should be space above and below headings.

Main text

The font for the **main body** of text must be black and, if at all possible, in Times or closest comparable font available.

Titles

Whenever possible, **titles of books, movies, etc.**, should be set in *italics* rather than underlined.

Footnotes

Footnotes should appear at the bottom of the page on which they are referenced rather than at the end of the paper. Footnotes should be in 10pt. Times or closest comparable font available should be single-spaced, and there should be a footnote separator rule (line). Footnote numbers or symbols in the text must follow, rather than precede, punctuation. Excessively long footnotes are probably better handled in an appendix. All footnotes should be left and right-justified (i.e., flush with the right margin), unless this creates awkward spacing.

Tables and Figures

To the extent possible, **tables and figures** should appear in the document near where they are referenced in the text. Large tables or figures should be put on pages by themselves. Avoid the use of overly small type in tables. In no case should tables or figures be in a separate document or file. All tables and figures must fit within 1.5" margins on all sides (top, bottom, left, and right) in both portrait and landscape view.

Mathematics

Roman letters used in mathematical expressions as variables should be *italicized*. Roman letters used as part of multi-letter function names should not be italicized. Whenever possible, subscripts and superscripts should be a smaller font size than the main text.

Short mathematical expressions should be typed inline. **Longer expressions** should appear as display math. Also, expressions using many different levels (e.g., such as the fractions) should be set as display math. Important definitions or concepts can also be set off as display math.

Equations should be numbered sequentially. Whether equation numbers are on the right or left is the choice of the author(s). However, you are expected to be consistent in this.

Symbols and notation in unusual fonts should be avoided. This will not only enhance the clarity of the manuscript, but will also help ensure that it displays correctly on the reader's screen and prints correctly on her printer. When proofing your document under PDF pay particular attention to the rendering of the mathematics, especially symbols and notation drawn from other than standard fonts.

References

It is the author's obligation to provide complete references with the necessary information. After the last sentence of your submission, please insert a line break—not a page break—and begin your references on the same page, if possible. References should appear right after the end of the document, beginning on the last page if possible. References should have margins that are both left and right- justified. You may choose not to right-justify the margin of one or more references if the spacing looks too awkward. Each reference should give the last names of all the authors, their first names or first initials, and, optionally, their middle initials. The hierarchy for ordering the references is:

1. Last name of first author
2. First name of first author
3. Last name of second author (if any). Co-authored work is listed after solo-authored work by the same first author (e.g., Edlin, Aaron S. would precede Edlin, Aaron S. and Stefan Reichelstein).
4. First name of second author
5. Publication date
6. Order cited in text

The information to be given with each citation in the references is as follows:

Generally, Harvard Reference List citations follow this format:

Last name, First Initial. (Year published). Title. City: Publisher, Page(s).

Articles in traditional journals:

Required: Last name, First initial. (Year published). Article title. *Journal*, Volume (Issue), Page(s).

Optional (but desirable): issue number and month/season of publication. For forthcoming (in press) articles, put expected year of publication and substitute "forthcoming" for the volume and page numbers.

Optional(but desirable): A hyperlink to the article.

Books:

Required: Last name, First initial. (Year published). Title. Edition. (Only include the edition if it is not the first edition) City published: Publisher, Page(s).

Chapters in collections or anthologies:

Required: Last name, First initial. (Year published). Chapter title. In: First initial. Last name, ed., Book Title, 1st ed.* City: Publisher, Page(s).

* When citing a chapter in an edited book, the edition is displayed, even when it is the first edition.

Journal Articles Found on a Database or on a Website:

When citing journal articles found on a database or through a website, include all of the components found in a citation of a print journal, but also include the medium ([online]), the website URL, and the date that the article was accessed.

Required: Last name, First initial. (Year published). Article Title. Journal, [online] Volume(Issue), pages. Available at: URL [Accessed Day Mo. Year].

Citations for Websites:

When citing a website, use the following structure:

Required: Last name, First initial (Year published). Page title. [online] Website name. Available at: URL [Accessed Day Mo. Year].

When no author is listed, use the following structure:

Required: Website name, (Year published). *Page title*. [online] Available at: URL [Accessed Day Mo. Year].