~Vibes – The IASPM D-A-CH Series

Style guide for authors *English*

1. General

The article will be published in two versions: one as a layouted PDF and the other as an online version accessible via the web. For the latter, additional image, video and audio material should be prepared according to the criteria listed below.

The contributions should not exceed 7000 words (excl. bibliography) and should be developed academic articles on the topic of the respective lecture at the conference.

The texts can be written in English or German.

All authors are requested to confirm in writing that they own all rights to the entire content of their article (text, images, music files, transcriptions, etc.). Without such a declaration the article cannot be published. All rights remain with the authors with the agreement that the publication in the conference contributions will not be jeopardized by a later exercise of the author's rights.

Please ensure that the agreed deadline is observed.

2. Schedule

The texts will be reviewed in a peer review process (single-blind peer review) by two different experts from the same or similar fields of study. Based on these reviews, the editors will send the authors suggestions for revision if necessary. The ready-to-print PDF or the online article will be sent to the authors for information, correction, and release before publication. Feedback should be received within fourteen days.

The article must be submitted as a mail attachment (file format: *.docx – Microsoft Word) to the editorial team.

Image (width: at least 1200 px, *.png or *.jpg format) and music and video files should be sent as separate attachments.

IASPM

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International Association for the Study of
Popular Music

German-Speaking Branch
Deutschland · Österreich · Schweiz

3. Dealing with Literature

For references in the text and bibliography, please follow the Chicago Manual of Style in author-date style.

See e.g. the overview here:
https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

- Before submitting your article please check all included hyperlinks in the list of references once again. Also make sure that the links are as short as possible without any unnessecary parts.

- For any web content (except YouTube videos and journal articles) add the date of access.

4. Formal Organization of the Articles

Supplementary Materials

Include hyperlinks directly into the text. For further elements, such as the following, insert a note at the appropriate point in the text. Please do not include images or other elements directly into the Word document, but send them to us as separate files.

- Images: Illustrations must be provided with a caption, a reference to source and copyright, and sequential numbering in the continuous text.

- Cover image: in any case select a cover image for your contribution that represents your contribution online in the table of contents. The image should be in landscape format and at least 1000 (height) x 1200 (width) pixels. If the image comes with another aspect ratio, the editors will use a section of the proposed image. Also include a caption and a reference to source and copyright.

- Audio material: Either send as separate files or hyperlinks to embed content from audio and streaming platforms such as Bandcamp, SoundCloud, Spotify, etc.

- Videos: either send separate files or hyperlink to embed content from video platforms such as Vimeo, YouTube, etc.

- Social media: hyperlinks to posts on social media such as Facebook, Instagram, Twitter, etc. Whenever possible please send exact links instead of screenshots.

Spelling and Orthography

- In general, please follow the Chicago Manual of Style.

- British spellings should be Americanized—replace, for example: -ise, -ising or isation --> instead -ize, - izing, -ization.

- Numerals: Numbers under 100 should be expressed as words in the main text (There were eighty-four people at the concert); numbers over 100 should be expressed as figures in the main text.

- Dates: Dates both in the main text and in the references list should be expressed in the full form: September 10, 1987. The use of words or figures to

express spans of years is acceptable in the following: The seventies / 1970s (do not use '70s or nineteen-seventies).

- Abbreviations: Latin abbreviations are used for the following: c. (circa), cf. (compare), et al. (and others), ibid. (in the same work). In all other cases, the full word should be employed rather than an abbreviation: versus, and, number, for example. Do not use shortened forms (etc., e.g., no., i.e.).

- Names: Full names at the first mention, then only the last name. Please add full first name in the references list.

- Dashes: Use an *en dash* (–) to indicate a span or range of numbers, dates, or time. Use an *em dash* (—) in place of commas, parentheses, or a colon if you like. Do not add spaces between the en or em dash and the adjacent material.

- Capitalization: Capitalize cardinal points (North, West, Eastern, Southwestern, etc.) and skin colors (Black, White).

- Please follow the Guidelines for Non-Sexist Language from the Society of Music Theory which are available online at: http://www.wmich.edu/mus-theo/nsl.html

Form and Structure

- Write your name (and the names of all co-authors) at the beginning of the article on a separate line bevor the title.

- Organize your text with bold subheadings in headline-style capitalization; use only one level of subheading.

- Please do not use endnotes; footnotes should be as sparing as possible.

- Indend all paragraphs except from the first paragraph of a section.

- Add an abstract of your article after the list of references of about 100 words. This should describe the question, the method, and the article's contribution to knowledge building.

- Add a translation of your abstract in German. If you do not speak German, the editors will translate your abstract.

- Add a brief biography of yourself (and your co-authors) at the end of the article. The biography may contain a maximum of 100 words.

Formatting

- Please use the following standard formatting in Word: Times New Roman, font size 12 pt, 1.5 line spacing, ragged right.

- Submit your text without further formatting (no justification, no tab stops or spacing marks due to spaces, different font sizes, etc.).

- Apart from *italics*, please do not use any special fonts, i.e. no extra l e t t e r s p a c i n g, bold type or underlining.

- Foreign words (relative to the original language of the article) in the text should be in italics and the translation given in parentheses (without quotation marks). Foreign words that are used regularly within the article or that represent musical genres should be written in basic font.

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Lyrics or quotations etc. in a foreign language (different from the original language of the article) require a translation below the quoted lines, in parentheses.

- Indicate translations with the acronym of your name (translation X.Y.). If there are several authors use this form (translation by the authors).

- Stand-alone literature (book titles, titles of magazines and newspapers etc.), album titles, software names should be written in *italics*.

- Non-stand-alone literature (essays, poems etc.), work titles, music titles, videos are to be written in double quotation marks ("").

  Special case: work designations with generic names (especially in art music) are written neither in italics nor in quotation marks, e.g. Beethoven's Symphony No. 3, E flat major, op. 55, but Beethoven's "Eroica".

- Institutions (universities, institutes, academies, radio stations, labels, festivals, etc.) and performers (individuals and ensembles) in basic font—neither italic nor in quotation marks. If the name is very unusual or not recognizable at first glance as an institution name, it should be placed in double quotations when first mentioned.

- Please use English "quotation marks". Single 'quotation marks' should be used only inside quotes. Please avoid "scare quotes". If a term is controversial or the authors wish to distance their argument from the subject under discussion, this must be made explicit to the reader.

- Omissions in sentences in quotations are marked with [...]. Text abbreviations and additions are indicated by [square brackets].

April 2020