

# Instructions to Contributors

Manuscripts should be sent both electronically (to [cmj@mitpress.mit.edu](mailto:cmj@mitpress.mit.edu), or on diskette) and in hard copy. Send manuscripts in triplicate to: Colby Leider, Associate Editor, *Computer Music Journal*, University of Miami School of Music, P.O. Box 248165, Coral Gables, FL 33124 USA; and an additional Copy to: Douglas Keislar, Editor, *Computer Music Journal*, 2550 Ninth St. #207B, Berkeley, California 94710, USA.

Before submitting a manuscript, please retrieve the *Journal's* guidelines, manuscript template, style guide, and spelling guide, available on the World Wide Web at <http://mitpress.mit.edu/Computer-Music-Journal/Documents/auth/>. Use of the template is recommended for submissions, and required for accepted manuscripts.

**Copyright Policy.** Manuscripts are accepted for consideration with the understanding that they represent original material, are not being considered for publication elsewhere, and will not be posted to the Internet nor otherwise publicly distributed by anyone other than MIT Press. Authors will be requested to sign a transfer of copyright to the Massachusetts Institute of Technology so that authors and publishers may be protected from misuse of copyrighted material.

**Editing Guidelines.** Manuscripts are accepted on the understanding that the editors may revise them for greater conciseness, clarity, and conformity with the *Journal's* style.

*Computer Music Journal* articles should be presented in a formal writing style, with one flow of text that reads as an essay. Employ parenthetical expressions sparingly, and write in complete sentences. The *Journal* uses neither footnotes nor lists of bulleted items.

There are, at most, three levels of headings. Sections are not numbered. Their titles are printed with initial uppercase letters on all important words (not all uppercase).

There should be a reference in the running text for each figure: e.g., "Figure 3 demonstrates this dependency."

Use clearly visible figure callouts in the text, e.g., (INSERT FIGURE 3 ABOUT HERE).

**Acceptable Formats.** Manuscripts must be submitted both on paper (three copies) and as Microsoft Word files (preferred) or unformatted ASCII (discouraged). Files may be delivered on Macintosh or IBM PC-compatible diskettes, by electronic mail, or by Internet ftp file transfer.

**Specifications.** Please put your text into the *Journal's* Microsoft Word template, then follow the instructions on the template to apply the appropriate style to every paragraph, including headings, code examples, references, etc. All material should appear to be double-spaced, including references and figure captions. Print the manuscript on one side of letter-bond paper with liberal margins, and include page numbers. The submitted material should not exceed 25 pages, including references and figures.

To ensure anonymity during the review process, the author's name, affiliation, and address should appear on a separate cover page only.

**References.** Cite references by author's last name. Citations are parenthesized with no comma. Multiple citations from the same author are separated by commas, e.g., (Roads 1981, 1996). Citations from different authors use semicolons, e.g., (Roads 1981; Roads and Pope 1997). References should be listed (unnumbered) alphabetically—chronologically for a particular author—at the end of the article. They should be cited in the text by author's name and year of publication. List cited references only, not a general bibliography. The *Journal* uses the *Chicago Manual of Style* format; use periods to separate items, e.g.,

(for a journal article)

Roads, C. 1985. "Formatting References." *Computer Music Journal* 13(3):51–55.

(for a book)

Keislar, D., and A. Deane. 1997. *Book References*. New York: John Wiley and Sons.

(for a proceedings paper)

Pope, S. T. 1996. "All about References." *Proceedings of the 1996 International Computer Music Conference*. San Francisco: International Computer Music Association, pp. 51–54.

See a recent issue of the *Journal* for more examples.

**Fonts.** Fonts are not used for emphasis, nor to distinguish citations to figures or examples. Italicize the first use of a new term or item of jargon; do not use italicization for stress.

**Algorithms.** The *Journal* publishes algorithms, but not program listings. Algorithms should be described in a well-known programming language, and should be thoroughly commented (i.e., more English than program).

**Art.** Please submit all art work (except photos) in a machine-readable form. We require encapsulated PostScript (EPS, not plain Postscript) for line art (such as graphs), and uncompressed TIFF (266 dpi minimum) for bitmaps (such as screen pictures). Avoid converting bitmaps to EPS, or line art to TIFF. To ensure legibility of line art, line settings should be no thinner than 0.5 points. The first word of each label in the artwork should start with an uppercase letter.

Each figure or subfigure (e.g., 5a) should be in a separate file, without the figure caption or figure number, and should be accompanied by a high-resolution printout (600 dpi) on which the figure number is written in pencil. Include a README file describing the art files, their captions, and the programs that generated them.

**Sound Examples.** Sound examples that supplement the manuscript are encouraged. All sounds should be submitted on CD. Please include short program notes.

**Style.** For all other questions of style, please refer to *The Chicago Manual of Style*, 14th edition, published by The University of Chicago Press (1993), and to the style guide on the *Journal's* World Wide Web page.