

Yearbook for Traditional Music

Style Guide for Contributors

SUBMISSION

Manuscript

Word (.doc or .docx) format

8000 words, inclusive of footnotes, figure captions, references, and glossary.

Abstract

English abstract (required, max. 100 words)

Non-English abstract (optional, max. 200 words)

Whenever appropriate, authors should provide an abstract in the language of the subject matter to be printed in the *Yearbook*. Use a footnote to state the romanisation systems used. Kindly inform the general editor (ytm-editor@ictmusic.org) if you use non-Latin scripts (e.g., Arabic, Chinese, Cyrillic, Greek, Hebrew).

Author Biography

Required, max. 70 words

Figures

JPEG or TIFF format. In separate files.

Both greyscale and colour versions are required.

Resolution: 300 dpi at 100% size for photographs (higher resolution may be required); 1200 dpi for maps, musical examples, line art, complex diagrams, or other illustrations.

For more information, please visit:

<https://www.cambridge.org/core/services/authors/journals/journals-artwork-guide>.

Supplementary

Online Materials

(sound and multimedia files)

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The ICTM provides a platform for readers to view and download sound files and multimedia files in its website. An example is available at the following link: <https://www.ictmusic.org/yearbook/yearbook-traditional-music-vol-50-2018>.

Glossary

As appropriate

Authors using specific and uncommon indigenous/foreign terms in the article should submit a glossary of selected terms. Please provide a separate word file with a 3-column table format listing the English romanisation, original term or characters with diacritical symbols (if any), and a brief explanation of the term.

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STYLE

Article

Font Times New Roman, 12-point.

Margin & Indentation

Please format the text double-spaced, left-aligned paragraphs. Use margin of at least 2.5 cm.

Quotations that are five lines or longer should be put in a separate paragraph with 1.75 cm left indentation.

Italicisation

All foreign terms are italicised only at their first occurrence, except for book titles. A foreign word is one that does not appear in the *Concise Oxford English Dictionary*. For quotations, keep italicisation of the original text.

Punctuations

Quotation marks

For general quotations, article titles, emphasized terms, use double quotation marks “x.” Reserve single quotation marks ‘y’ for quotations within quotations. Example: Sociologists Dong-Hoon Seol and John Skrentny state that in Korea “the co-ethnic newcomers are lesser members, part of a growing elaboration of what we call here ‘hierarchical nationhood’” (2009:149).

Punctuations should be placed within quotation marks, as follows: “He sang the song and then stopped.” “There is no need for it,” she said.

Ellipses

We suggest three ways of using ellipses for your article:

“word...word” [←no space on both sides of the ellipsis]

“word. ...Beginning of the next sentence.”

“word.... Next sentence.”

Insert a space only after the full stop of a complete sentence. Please do not insert spaces into the ellipsis (i.e. no space between the three dots).

Dashes and Hyphen

Use hyphen - to join words or parts of words.

Use en-dash – between two dates/years, and between page numbers.

Use em-dash — for parenthetical or explanatory information.

In all cases, please do not use space before and after the dashes and hyphen.

STYLE (cont'd)

In-text Citations The *Yearbook* uses the Chicago author-date system of referencing. In-text references should appear as follows: (Koo 2014:16–17). If the author, Koo, is mentioned in the sentence, his or her name may be omitted: (2014:17).

Within a parenthetical citation, same author/different years should be separated by commas, but different authors should be separated by semi-colons, e.g. (Pérez Fernández 2013:154–162; Koo 2014:107–108).

For publication with an original and a revised version, please cite using the following format: (Todorov [1976]2000).

List multiple in-text citations chronologically, as in the example above.

Citing interviews and personal communications

Cite interviews, email, and personal communications using parenthetical citation.

When authors make such distinctions, “personal communication” assumes a more casual implication, such as a happenstance conversation held while walking down the street. In some cases more information will be necessary and this may be presented in a note.

In general, the order of information will be: name, format (interview/personal communication/email), date, as follows:
(Joyce Mentani, pers. comm., 19 April 2004)
(Geoffrey Philip Wade, email, 16 October 2004)
(Pallavoor Marar, interview, 12 November 1989)

If interviews must be included in the References section (perhaps because they are referred to frequently in the article or are deposited in a public repository), please see the instructions for references below for the suggested forms.

Footnote Use footnotes rather than endnotes. Footnote indicators come after a punctuation mark, preferably a comma or a period.² (←like this)

“Scare Quotes” Use of “scare quotes” for English words should be avoided. If a term is particularly problematic, explain why. Some exceptions do exist, but for the most part, gratuitous quotation marks should not be used. This also applies to the use of italics added for emphasis.

STYLE (cont'd)

Spelling

The *Yearbook* uses British English (unless you are quoting from sources that use American spelling). Whenever possible, please use the built-in “English (U.K.)” dictionaries British English in Word.

British spellings differ from American ones in a number of ways, e.g., characterisation (not characterization), travelling (not traveling), colour (not color), centre (not center), programme (not program), practise as a verb (not practice, except as a noun). Keep the spelling of an organisation’s name as it is.

Figures

All illustrations, such as photographs, diagrams, maps, tables, and musical examples should be labelled “Figure” and numbered consecutively, e.g., Figure 1.

Please insert a reference to the figure in the text, and place a callout near to where the figure should appear, e.g., <PLACE FIGURE 1 NEAR HERE>. The general editor will consult with the typesetter to determine the final placement of figures and examples.

In a separate document, please provide complete information for the figures, including figure captions, source, photographer’s name, filmed date.

References Section

The *Yearbook* uses a modified version of style based on the *Chicago Manual of Style*. The latest volume of YTM may serve as a guide. For matters of style not covered in this guide, please refer to the *Chicago Manual of Style*.

Section and subsection titles	<ul style="list-style-type: none"> • References • Multimedia Sources • Ethnographic Interviews
Reference list	Order: alphabetical for level 1; chronological for level 2. Use three-em dash for repeated author or group of authors.
Book, book chapter, and edited volume	<p>Thrasher, Alan. 2000. <i>Chinese Musical Instruments</i>. Hong Kong: Oxford University Press.</p> <p>———. 2001. “Suona.” In <i>The New Grove Dictionary of Music and Musicians</i>, ed. Stanley Sadie and John Tyrrel, vol. 24. 713–714. 29 volumes. London: Macmillan.</p> <p>Zhongguo Yinyue Yanjiusuo [Chinese Music Research Institute]. 1962. <i>Minzu Yueqi Duqu Xuan</i> [Selected melodies for national musical instruments]. Beijing: Yinyue Chubanshe.</p> <p>Meyer, Leonard. [1967] 1994. <i>Music, The Arts, and Ideas: Patterns and Predictions in Twentieth-Century Culture</i>. Chicago: University of Chicago Press.</p>

STYLE (cont'd)

Book, book chapter, and
edited volume (cont'd)

- Finke, Peter. 1999. "The Kazakhs of Western Mongolia." In *Contemporary Kazakhs: Cultural and Social Perspectives*, ed. Ingbar Svanberg, 103–139. London: Curzon Press.
- Tsuda, Takeyuki ed. 2009. *Diasporic Homecomings: Ethnic Return Migration in Comparative Perspective*. Stanford, CA: Stanford University Press.
- Gebesmair, Andreas, and Alfred Smudits, eds. 2001. *Global Repertories: Popular Music Within and Beyond the Transnational Music Industry*. Aldershot, UK: Ashgate.

[**NB:** add the state/province or country for cities of publication that are not internationally known, or where ambiguity may arise: e.g., Durham, NC vs. Durham, England]

Journal article

- Lo, Kwai-cheung. 2006. "Knocking Off Nationalism in Hong Kong Cinema: Woman and the Chinese 'Thing' in Tsui Hark's Films." *Camera Obscura* 21(3):37–61.
- Qaztughanova, A. 2013. "Sybyzghy öneri örkendegen ölke (Bayan-Ölgiy qazaqtarynyng sybyzghyshylyq dasturi negizinde)" [A place where the art of sybyzghy playing developed (The foundation of Kazakh sybyzghy tradition in Bayan-Ölgi)]. *Vestnik Natsionalnoi akademii nauk Respubliki Kazakhstan* 6:124–127.

Whole special issue of
journal, with separate title
for issue and editor

- Gunderson, Frank ed. 2003. "Contesting Tradition: Cross-Cultural Studies of Musical Competitions." Special issue, *The World of Music* 45(1).

Article in special issue of
journal with separate title
for issue, but no editor

- Royce, Anya P. 1972. "Dance as Indicator of Social Class and Identity in Juchitán, Oaxaca." In "New Dimensions in Dance Research: Anthropology and Dance—The American Indian," special issue, *CORD Research Annual* 6:285–297.

Article in special issue of
journal with separate title
for issue and editor

- Conley, Alice. 1999. "Fifth-Grade Boys' Decisions about Participation in Sports Activities." In "Non-subject-matter Outcomes of Schooling," ed. Thomas L. Good, special issue, *Elementary School Journal* 99/5 (May):131–146.

STYLE (cont'd)

- Article in encyclopedia
- Ortiz, Fernando. 1955. *Los instrumentos de la música afrocubana* [The instruments of Afro-Cuban music]. 5 volumes. Havana: Ministerio de Educación.
- Kunanbaeva, Alma. 2002. "Kazakh Music." In *The Garland Encyclopedia of World Music, Volume 6: The Middle East*, ed. Virginia Danielson, Scott Marcus, and Dwight Reynolds, 949–964. New York: Routledge.
- Programme notes
- Ch'oe, Sang-hwa. 2011. Programme notes for *Hana toenŭn kyŏre ŭi ŭmak* [Unifying Korean national music]. Seongnam: Seongnam Art Center Concert Hall, 23 June.
- Thesis
- Koo, Sunhee. 2007. "Sound of the Border: Music, Identity, Politics of the Korean Minority Nationality in the People's Republic of China." PhD dissertation, University of Hawai'i at Mānoa.
- Newspaper article
- Gitmore, Teresa. 2012. "Who's Going to Win?" *The National* (23 January):9, 11.
- Anonymous. 2011. "Chaoxianzu Singer Ŭn Hŭi Chi [Kim Ŭn-hŭi]." *Jilin Newspaper* (27 July): <http://www.iybtv.com/html/wenzhang/ys/32058.html> (accessed 13 October 2011).
- Regular newspaper column
- Royko, Mike. 1973. "Applying a Discount." *Market Watch, New York Times*, sec. 3 (4 April):24.
- Letters to the editor
- Owen, Christopher. 2000. "Whose Film?" Letter to the editor, *Post-Courier* (26 June):11.
- Ethnographic interviews
- A published interview is listed in the references like any other article and is listed under the person interviewed, rather than the interviewer.
- Bhabha, Homi K. 1990. "The Third Space: Interview with Homi K. Bhabha." In *Identity: Community, Culture, Difference*, ed. Jonathan Rutherford, 207–221. London: Lawrence and Wishart.
- Kaladharan, Vishnamu. 1998. Personal communication. 6 June.
- Marar, Pallavoor. 1989. Interview. Palakkad district, Kerala. 12 November.

STYLE (cont'd)

Other media citations:
CDs, liner notes, online
music videos, films on
DVD, websites

Please group audio and audio-visual materials under the subtitle “Multimedia Sources.” Try to list media by the performers or the name of the ensemble. Where this is not possible, list by the CD (DVD, etc.) title.

Trío Matamoros [←name of performer]. 2007. *Grandes Éxitos*, vol. 1. Havana: EGREMCD 0893. 1 compact disc.

Arirang Nang-Nang [←name of author]. 2005. Liner notes to *Arirang Nang-Nang*. Yongin: Synnara Music NSC-143. 1 compact disc.

Bashay, Meruesh [←name of performer]. n.d. “El köshkende.” YouTube Video. 3:28.
<https://www.youtube.com/watch?v=sPx7slZ-R24>
(added by Zauresh Zauke, 13 August 2013; accessed 28 July 2014).

Luo Wei, Bruce Lee, Kexiu Miao, and Yi Yi [←name of featured actors]. 2005. *Jingwumen* [Fist of fury]. Directed by Luo Wei. Hong Kong: Golden Harvest. Distributed by 20th Century Fox Home Entertainment. DVD. (Orig. release 1972).

Sources in progress for
publication

Use “in press” rather than “forthcoming” for sources that are not yet available in published form.

*Please note that the author takes full responsibility for ensuring accuracy in all aspects of the submission, such as:

- All quotations must faithfully replicate the original source.
- All sources cited are listed in the Reference section.
- No sources are listed in References that are not cited in the text.
- Dates of sources in the in-text citation and Reference are correct.