

Print Journal Submission Guidelines

These guidelines pertain to articles in the print version of the *Journal*.

1. Articles on any aspect of teaching or learning music theory will be welcome. Contributions will be judged on originality, relevance, interest to a diverse audience, and clarity of writing.
2. Manuscripts should be submitted via the *JMTP* Submissions link. Submissions should be in 12-point type, double-spaced (including footnotes, references and quotations), with at least one-inch margins. Footnotes, tables, figures, musical examples, and other materials should be inline with the text. Long musical examples and complex diagrams or charts should be avoided when possible.
3. Upon agreement to publish, authors may be required to revise the article to fit the style guideline of the journal (*Chicago Manual of Style*).
4. The author is responsible for obtaining permission to reproduce copyrighted material and for paying permission fees, if necessary. Permissions must accompany the electronic submission of accepted manuscripts.
5. The author is responsible for providing camera-ready copies of all non-text items, and for ensuring that all tables, figures, musical examples, and other materials are legible when reduced to 4-1/2" x 7" dimensions. This material should also be submitted electronically. (PDF format preferred)
6. Manuscripts are accepted on the condition that they are unpublished and are not presently being submitted for publication elsewhere. Since all submissions are reviewed anonymously, please include the author's name and address only in the cover letter and eliminate identifying references (such as names of schools) from the article.

The *JMTP* staff will send the guidelines for style and electronic manuscripts to anyone requesting this information. On most matters of form and style, *JMTP* follows *The Chicago Manual of Style*.

Submission Guidelines for the E-Journal

We welcome contributions for e-articles that demonstrate best-practice models for teaching any aspect of music theory, ranging from the high school to the university classroom. Special consideration will be given to articles that address teaching "in the trenches"--that is, core music theory and aural skills classes often taught by junior faculty, non-theory-specialists (e.g. performer/teachers), and graduate assistants. Due to the nature of e-articles, submissions that include audio, video, or other multimedia are of considerable interest.

Please prepare your draft according to the following specifications:

- Text should be prepared in double-spaced, 12-point font.
- Text should feature minimum 1-inch margins.
- For citations, authors should use the guidelines outlined in the *Chicago Manual of Style*, 16th edition.

Blind review

In order to ensure blind review, please avoid referring to yourself directly, referring to your own work in a way that identifies you, or referring to your institution in your submission. If necessary, these details may be filled in once the e-article has been accepted for publication. Please also remove any identifying information found under "File>Properties" in the Adobe software (frequently, your name will appear by default as the document author).

Submit E Journal Content

Upon submitting content:

- Up to three PDF or MP3 files can be uploaded. If you have more than three, a ZIP file containing multiple files may be uploaded.
- You can provide links to the media content within the submissions page

Submission Guidelines for Resources

Sample analyses and assignments

Sample analyses

We welcome contributions of innovative analyses for use as teaching supplements in the high school and university settings. Relevant analyses will focus on core music theory topics ranging from fundamentals through advanced concepts; contributors are encouraged to embrace not only Western music, but also popular, jazz and world music, which would enrich the students' classroom experience as well as provide a wealth of analytical materials for the instructor. We encourage submission of works that incorporate the use of various multimedia and interactive formats such as color graphics, sound files (real or MIDI), or video/animation. Contributions should be relatively brief, roughly 2000-3000 words. The author is responsible for obtaining permissions, and, if required, paying fees incurred for copyrighted material.

Assignments (course design materials)

We welcome contributions for course syllabi, assignments, and study materials (handouts, practice exams, etc.) that demonstrate exemplary and potentially novel approaches to course design for any aspect of music theory, ranging from the high school to the university classroom. Special consideration will be given to submissions that address the design and teaching of core music theory and aural skills classes, which are often taught by junior faculty, non-theory specialists (e.g., performer/teachers), and graduate assistants.

Submissions should be in PDF format and accompanied by a 200-word abstract that includes any pertinent background information on the student population for whom the materials have been designed (e.g., high school AP, liberal arts college non-music-majors, conservatory seniors, etc.). Because these materials will appear on the JMTP website you may include links to supplementary information or materials that are integral to your course(s) or are helpful in understanding novel approaches. Please include all linked files with your submission.

Bibliographies, Institutional Materials, Websites, General pedagogy

We welcome receiving any supplemental materials that would serve as useful resources.

Submit Resources Content

Upon submitting content:

- Up to three PDF or MP3 files can be uploaded. If you have more than three, a ZIP file containing multiple files may be uploaded.
- You can provide links to media content within the submissions page.