

Photo Guidelines

If the article includes music examples, artwork, scanned photos, etc. that were produced on a computer, please submit those files in their original state. You may include a hard copy that has the artwork integrated, in order that we can see where the examples should appear. But do not simply submit a single page-layout or word processing program file that has art or music files integrated. We need separate text, photo, art, music, etc. files. Files submitted should be high resolution. It is the author's responsibility to secure permission for the use of copyrighted photos. A letter granting permission must be included.

Music Example Guidelines

Music examples must be clear. If they were completed in Finale or Sibelius, please submit the original files. Do not send Finale or Sibelius music as EPS, tiff, pict, jpg or similar files. We sometimes have to go to the original files to resize, change margins, edit, etc. In any case, provide a hard copy. If the music must be scanned from a published work, you must include an original copy of the work. It is the author's responsibility to secure permission for the use of copyrighted music. A letter granting permission must be included.

Video/Audio Guidelines

You must own or hold all necessary rights (copyrights, etc.) to your video. If you did not create the video, you must hold the necessary rights and permissions.

Videos should be submitted as mp4, however, other formats may be acceptable. If you would like to submit videos in another format, contact us to verify we are able to use your file.

File Transfer

Videos and audio files may be transferred via Dropbox, Google Drive and Email.