



Canadian Journal of Music Therapy Submission Guidelines

Information for Authors

The *Canadian Journal of Music Therapy / Revue canadienne de musicothérapie* is a bilingual, peer-reviewed publication that aims to raise standards of music therapy knowledge and practice. The *Journal* provides a written medium for the dissemination of ideas, methods, processes, inquiry and research by Canadian music therapists and allied researchers on any subject relevant to music therapy. The principal criteria for acceptance of material are originality and quality. Material submitted for publication is assumed to be submitted exclusively to *CJMT/RCM* and not previously published in any form unless the contrary is stated. Before acceptance, articles will be peer reviewed. All authors will be sent a transfer of copyright, which must be signed before the paper is published. The Editors retain the customary right to edit material accepted for publication. For more information see the *Call for Papers* and/or the *Submission Guidelines* link on the CAMT Web site (www.musictherapy.ca). The annual deadline for the Spring regular publication is June 1, though submissions are welcome any time of the year.

Articles are accepted by priority ranking, with the emphasis on Canadian content:

- 1) Canadian music therapists who are members in good standing with CAMT;
- 2) Other Canadian authors connected with the field of music therapy;
- 3) Multiple author articles must have a Canadian music therapist as the primary author;
- 4) One international article by a music therapist or researcher related to the field of music therapy.

Manuscript Submission

The annual deadline is June 1, though we accept English or French submissions year round. Please send a manuscript submission electronically to the Editors, Dr. Kevin Kirkland, MTA, FAMI, at journal@musictherapy.ca or Marianne Bargiel, MA, MTA, at revue@musictherapy.ca. Hard copies are not required. Include the Information Letter (see below), the article's Cover Page (see below), and any related files **attached separately**. Any correspondence may be sent to:

Kevin Kirkland
Editor, CJMT
1640 11 Avenue W., #201
Vancouver, BC V6J 2B9

Information Letter

Information letters should be addressed to the Editor and included in a **separate document** with the manuscript submission e-mail. The author should state:

- 1) Why the material submitted would be of interest to the readers of the *CJMT/RCM*
- 2) That the material contained in the manuscript has not been published and is not being considered for publication elsewhere; and
- 3) That the material contained in the manuscript does not infringe upon other copyright material.

Manuscript Preparation

- 1) The typeset should be prepared in Times New Roman, size 12 font, double-spaced, with one inch margins (2,54 cm) on all sides.
- 2) References should be single-spaced.
- 3) All pages must be numbered.
- 4) Use Word98 or a later version with a .doc suffix to send the article electronically.
- 5) Do not use embedded commands such as tabs or headers; use only 'normal' text. Indented paragraphs, underlining and tabs should be avoided unless absolutely necessary.
- 6) Use Italics for emphasis or to differentiate text such as book titles, lyrics or poetry from the main body of the article. Roman, bold and italic type can be used.
- 7) Headings and paragraphs should be separated by two carriage returns. There should be only one space between words and only one space after any punctuation mark, including the ends of sentences.
- 8) Use *American Psychological Association* (APA) 5th edition style to cite references. Avoid use of EndNotes.
- 9) If your article is about research you did involving participants, you have obtained informed consent from them; briefly state within your article that consent was obtained from the participants involved.
- 10) CAMT employs the services of a professional translator to translate your article's title, abstract, and keywords for bilingual publication in the Journal. Please do not translate this content yourself.

Length

Although no specific length for a manuscript is required and no page limit is imposed, a manuscript should be written clearly and concisely. Papers may be presented traditionally though creative and alternative approaches to presentation and case conceptualization are welcome.

Abstract

Include an abstract of not more than 200 words.

Key Words

List six to eight key words separated by commas that identify the main themes of the article. One of your key word terms will be “music therapy.”

Cover Page

Since manuscripts are sent anonymously to reviewers, the **name and affiliation of the author should not be identified in the manuscript**. The Cover Page should be emailed as a separate document and should include:

- 1) First name, middle initial, and last name of each author, with highest academic degree(s), and the name(s) of department(s) and institutions to which the work should be attributed;
- 2) Name, address, phone and fax numbers and e-mail address of the author responsible for correspondence;
- 3) Name and address of the author responsible for reprint requests. Note: The primary author will receive two additional complimentary copies of the Journal. Authors or book reviewers who are not CAMT members or subscribers to the Journal will receive one complimentary copy.

Sections

A lengthy paper may be divided into sections, each with an appropriate short heading. Do not number sections.

Illustrations, Tables, Figures & Graphs

- 1) All illustrations should be submitted in the form of completed artwork suitable for reproduction. This means that images need to be in .jpg or .tiff format. Text is converted from Word documents in a journal creation program (Adobe InDesign) that requires images to be imported separately. Tables are especially problematic, so ensure you have converted them into an image and attach each one separately from your article. Please indicate the position of all figures in the text.
- 2) Please supply complete captions for all figures on a separate sheet at the end of the manuscript. Figure captions should be single-spaced.
- 3) Illustrations, tables, figures and graphs must be numbered consecutively and titled. Each column should have an explanatory heading. Each table should appear on a separate page. Tables must provide information that cannot be adequately dealt with in the text and should not duplicate information presented in the text.

Photographs

- 1) Photographs should be black and white photographic prints and should be trimmed to remove excess material.
- 2) They should be high-quality prints showing as much contrast as possible.
- 3) Any photograph where the client is identifiable must be accompanied by a written informed consent from the client, parent or legal guardian.
- 4) Any images, graphs or photos using colour may be published in colour if the author chooses, but all costs of colour printing are the responsibility of the contributing author. If interested, please contact the editors for a price quote.

Statistics

- 1) Numbers of clients or subjects should be given, with percentages in brackets.
- 2) Means should be expressed as the mean with standard deviation of the mean; where appropriate, authors should also supply the median.
- 3) Care should be taken that all statistical methods are appropriate, and that it is clear which method is used for each analysis.
- 4) Any statistical methods not in common use should be supported by references or described in detail.

References

- 1) List references alphabetically by author, single-spaced, on a separate page at the end of the manuscript using the *Publication Manual of the American Psychological Association* (APA) 5th edition. Don't use EndNote for your references; paste them in or type them separately. Incorrectly formatted references will result in your manuscript being returned to you for correction.
- 2) Include only the works cited in your manuscript.

Book Reviews

- 1) All book reviews should adhere to principles of clear, jargon free language friendly to both academic and non-academic readers. Clear language does not oversimplify or leave out essential information, but does make the contributions widely accessible. Include the following information at the beginning of the review: book title, author or editor information, year, publisher, publisher's address, publisher's web site, and ISBN. List your name and credentials.
- 2) *CJMT/RCM* will not normally publish book reviews over 1,000 words in length.
- 3) Book reviews written in either English or French will be considered for publication.
- 4) *CJMT/RCM* will publish both solicited and unsolicited book reviews. All book reviews are subject to a collective review process by the Editorial Committee. The Committee may also edit submissions for length and writing style.
- 5) All material intended for publication will be submitted to the author of the book featured for final approval. Therefore, please provide the e-mail address of the primary author. A complimentary copy of the Journal will be sent to him or her.
- 6) Where possible, please include separately a jpg or .tiff of the book's cover.

Copyright

Authors must obtain permission to reproduce all matter attributed to others in the following categories:

- 1) All maps, diagrams, figures, drawings, and photographs.
- 2) Single passages of prose exceeding 90 words. Please supply a copy of the publisher's letter of permission to reprint along with full information for the work cited, including author, date published, publisher and page numbers.

Review

An Editor will electronically acknowledge receipt of manuscripts. A submission to the *CJMT/RCM* is sent to two or more reviewers who determine the manuscript's suitability for publication. However, authors are encouraged to have manuscripts reviewed by their peers prior to submission. This, along with editorial assistance, will greatly improve the chances of publication and will usually shorten the time between submission and publication. Following receipt of the reviewers' comments, the Editor will advise the authors about the decision concerning the manuscript. This will be done as rapidly as possible with the aim being 4 weeks.

Accepted Manuscript Preparation

- 1) When the revised, corrected manuscript is accepted, the author(s) must submit a final electronic version. Number the pages consecutively; do not use a running header or footer. Superscripts and subscripts may be used. The entire document, including references, figure captions, and table footnotes, must be typed single-spaced.
- 2) The transfer of copyright from author to CAMT, required after the manuscript is accepted, must be executed and signed by the first author.
- 3) Images in the form of photographs, drawings, tables, or otherwise must be submitted in a form suitable for reproduction, including .tiff and .jpg formats and **attached separately from the article**.
- 4) Your article will also go through copy editing by at least one Review Board member. Minor corrections will be made to the manuscript. Other editorial requirements of a more substantive nature will be forwarded to you for your editing of the manuscript.
- 5) After your article is formatted and a draft of the Journal is sent to the printer, you will receive a PDF version of your article for your final review, and approval and opportunity for making minor editorial changes.

Checklist*: Before you submit an article to the Journal

- Read the submission guidelines carefully.
- Run a spelling/grammar check in the language of your article. If the language you are writing in is not your first language, get it proofread by colleagues ahead of time.
- Ensure your citations and references are presented according to the *Publication Manual of the American Psychological Association (APA)*, 5th edition. Pay particular attention to the accurate layout of your references. Many web sites offer APA style advice too.
- Check the references you cited in the body of the article against the list of references at the end and vice versa.
- Ask two or three colleagues to give you feedback about your article. Consider asking someone who's not a music therapist to read and review it.
- Don't indent paragraphs.

- Ensure you include the following: Information Letter, article title, Cover Page with your name and credentials, the abstract, and the key words.
- Images, tables, cartoons, graphs, figures, are attached separately.

* This checklist is provided to ensure that articles are submitted by authors in the appropriate format to avoid delays in editing the CJMT. Our Journal meets high international standards that we aim to maintain and develop. Please note that the *Manuscript Development Program* can help you with improving and preparing your article when reviewers and/or the Editors determine your manuscript could be developed for publication through our co-learning process.

Note that all articles not meeting the submission guidelines will be returned to authors for modification.