



## Submission Guidelines and Ethical Standards for *The Orff Echo*

### MISSION STATEMENT:

*The Orff Echo* is the national peer-reviewed quarterly journal and philosophical voice of the American Orff-Schulwerk Association. Our mission is to demonstrate the value of Orff Schulwerk and promote its widespread use; to support the professional development of our members; and to inspire and advocate for the creative potential of all learners.

AOSA through *The Orff Echo* is always interested in original research and informative, lively articles covering all aspects of Orff Schulwerk. In addition, each issue presents several articles around an editorial feature topic (published in the editorial calendar in each issue).

If you have a good idea, don't hesitate. The editor and Editorial Board members want to hear from you! Use the checklist below to help you develop your manuscript.

This document includes a checklist to guide you through the creation of your manuscript, and general information about publishing in *The Orff Echo*.

### **Checklist: Creating Your Manuscript**

- Familiarize yourself with the *Echo* by reading several back issues.
- SUBMIT A QUERY:** Send a brief, half-page query letter or e-mail outlining your article idea to an issue coordinator (see a recent copy of the *Echo*).
  - Remember, issues are in production as much as a year in advance.
  - Include a short biography (75 words) about your experience in your profession.

Once the coordinator has accepted your idea, write your manuscript, working with your coordinator. When you are ready to submit your manuscript, follow these guidelines:

- Format in Word 97 or later: 1" margins, 12-point Times Roman type, and double-spaced.**
  - If possible, use the Manuscript Template provided by your coordinator.
    - Feature articles: about 2,200 words, including references and bibliographies.
    - Reviews and columns: 850 words.
  - Manuscripts cannot be returned.

- Review the APA style guide and match your style to it.**
  - The *Publication Manual of the American Psychological Association* (APA style guide) uses in-text references rather than endnotes.
  - Note formatting of references in the style guide.
  - A quick summary of the guidelines is available at [www.apastyle.org/](http://www.apastyle.org/).

- Send your preliminary manuscript to your coordinator.**
  - You and the coordinator will refine the content, if necessary.

*You may complete the following while you and the coordinator refine your manuscript. If you have trouble with any of these steps, please contact the editor.*

- Organize electronic versions of all illustrations and photos.**
  - Please ensure photos are at least 300 dpi (600 dpi is better) and in TIFF or JPG formats. Do not manipulate or crop digital photos.
    - Ask photo owners to complete and sign a Photo Permission.doc, and include it with your manuscript.
    - Identify children by *first names only* in all captions.
    - Write a caption for each item, and indicate within the manuscript where it should appear (“See Figure 1”). Do not insert items into the manuscript itself.
  - Please submit digital musical examples from Sibelius or Finale in either EPS or PDF file format (Example: maryhadalittlelamb.eps ). Use the highest resolution possible (600 dpi is good but 1200 dpi is best).

- Obtain parental permission to use any photos of people.**
  - Children’s Photos: Ask parents or guardians to complete and sign the Photo Release – Universal.doc, and include it with your manuscript.
  - Adults’ Photos: Ask each subject to complete and sign the Photo Release Adult – Universal.doc form, and include it with your manuscript.

- Obtain written permissions for copyrighted material or extensive quotes.**
  - Copyright “fair use” includes the right to quote *briefly*, for scholarly use, complete musical examples.
  - Figures, tables, complete musical examples, or longer quotations require written permission from the author or publisher to reprint that material. Contact the editor for permission forms.
  - Submit all permissions with your final manuscript to the coordinator.

*The coordinator will submit your manuscript to the editor, who will contact you with questions and comments before publication, and request an author’s contract.*

## **General Information: Things To Note**

### **What We Publish**

See the document *Echo-What We Publish* for detailed information on features, columns, and other content published in the journal. The *Echo* does not publish lesson plans or original songs or rhythms.

### **Reviews (Children's and Professional)**

Reviews are assigned by the review editors. If you are interested in writing a review, please contact the editor. In your cover note, explain your particular field of expertise. If you are connected personally or professionally to the book's author, please indicate this in the review.

Books, CDs, and other products created by an Editorial Board member will not be reviewed. Reviews will be listed separately in the Table of Contents with the name of the reviewer. Reviews of teaching materials are allowed.

### **Accuracy and Completeness**

Copy should be accurate. *The Orff Echo* cannot assume responsibility for the accuracy of facts, figures, or names in submitted copy. Before submitting material, verify the spelling of names, titles, countries, and institutions. Use full names of organizations and agencies when first mentioned and provide abbreviations or acronyms in parentheses following. Abbreviate thereafter. Verify titles and quotations from printed sources. Confirm that endnotes are correct and complete.

### **Editorial Policies**

All articles submitted to *The Orff Echo* are subject to editing for clarity, grammar, and length. Headlines may be rewritten by the editor.

### **Copyright and Permissions**

Authors published in *The Orff Echo* sign an agreement that grants AOSA, the publisher, permission to publish the work in both print and electronic forms. Authors whose material appears in *The Orff Echo* are free to use the material elsewhere (however, contacting the editor is requested to obtain a proper credit line to use). Although *The Orff Echo* is copyrighted, AOSA generally grants requests for permission to reprint material appearing in the journal and usually does not charge a fee for such permission.

### **Ethical Standards**

When sending your manuscript, include a statement guaranteeing that the manuscript has not been published or submitted elsewhere, nor is currently under consideration by another publication. If your manuscript has been published elsewhere or is currently under consideration by another publication, please inform us of that in writing with your submittal. Promoting the author's books, workshops, other publications, instruments, etc. in the manuscript is not permitted. Derogatory statements regarding other professionals or professional organizations are not permitted.

## **Ethical Review Policies**

The editor and the Editorial Board adhere to specific policies when reviewing submitted materials.

*The Orff Echo* cannot guarantee publication of any manuscript. All unsolicited manuscripts, however, are carefully reviewed by the Editorial Board. The board members make recommendations concerning acceptance or rejection.

The editor or the editorial coordinator acknowledges each manuscript received. One will notify the author of acceptance or rejection in a timely manner, no more than six months from the time of receipt.

The editorial coordinator will work with the author to discuss major changes to the article prior to its submittal to the editor for publication.

Final editorial decisions rest with the editor.