

Editor's Procedural Guide for *Ethnomusicology*

(For updates, contact rkoester@uiuc.edu)

February 2007

The following is a description of the editor's duties as they relate to the University of Illinois Press as well as an overview of the journal production process.

Selecting Content for an Issue

Aside from the editor's scholarly vision and expertise, possibly the most important consideration, when it comes to assembling an issue, is length management. The standard length of an issue of *Ethnomusicology* is 192 journal pages. When an issue exceeds that amount, the Press will bill SEM for the extra printing costs. The production editor (PE) will inform the journal editor when an issue is too long and will suggest ways to reduce its length instead of incurring extra printing costs.

Estimating Length

An easy way to estimate issue length is to count the manuscript pages of articles scheduled to appear in the issue. Roughly 260 pages of manuscripts (double-spaced, 12 pt. Times New Roman) would fill a 192-page issue. However, since manuscripts vary so much in page presentation, the editor might prefer to estimate length by counting characters:

1. Highlight the main text (excluding notes and references) of the first manuscript and perform a word count. (In Microsoft Word, select Tools/Word count.)
2. Record the count for "Characters (with spaces)," divide it by 2927, and note the result.
3. In the same manuscript, highlight the notes and references and perform a word count.
4. Record the count for "Characters (with spaces)," divide it by 4533, and note the result.
5. Estimate the space required for tables and/or figures (in half-page and whole-page increments).
6. Add these three figures together and round up to determine the manuscript's page count.
7. For reviews, highlight the entire text of the review and perform a word count.
8. Record the count for "Characters (with spaces)," divide it by 2927, and note the result.
9. Perform steps 8 and 9 for the remaining reviews, then add these results together and round up to determine the overall page count.

Take for example Sydney Hutchinson's "Merengue Tipico in Santiago and New York" article from 50.1:

- Main text "Characters (with spaces)" is 86341 divided by 2927 = 29.5
- Notes/ref text "Characters (with spaces)" is 22299 divided by 4533 = 4.9
- 2 figures estimated at a half page each = 1
- Total of 36.6 rounded up to the next page = 37 pages

You might note that the Hutchinson article, as it appears in 50.1, runs 36 pages in length, so this is a reasonably accurate way to estimate page count.

When you're ready to estimate an entire issue, calculate estimates for each manuscript and review, and then add 8 pages for front matter and 6 pages for advertisements. Keep in mind

that this is not an exact science, so I'd recommend overestimating content by one or two reviews. It's always easier to defer content than to add content later.

Submitting an Issue

A complete issue constitutes the following:

- _____ Hard copies of *original* manuscripts and a printout of the final table of contents.
- _____ Electronic files of *copyedited* manuscripts and final table of contents. (See guidelines below).
- _____ Hard copy originals or printouts of all tables, figures, and examples.
- _____ Electronic files for all figures and examples except when hard copies are camera ready. Tables should appear at the end of their respective manuscript file. (See guidelines below).
- _____ List of short-title running heads for articles.
- _____ Contact information for all contributors (mail & e-mail addresses, phone & fax numbers).
- _____ If there is a change to covers, front matter, or back matter, please photocopy the page and submit hand-marked corrections with the issue.

Electronic manuscript submission guidelines

- It is important to note that, while the editor will be providing electronic files of the copyedited version of each manuscript, hard copies of the original manuscripts (the final accepted version as received from the author) must also be provided. The originals are needed as references in the event that certain characters or formatting don't transfer intact in the electronic copyedited files.
- Tables, figures, and examples should not be embedded within the text of the copyedited manuscripts. Tables should appear at the end of their respective manuscript. Figures and examples should be submitted as camera-ready copy or as separate graphic files (with a printout).
- Callouts should indicate where tables, figures, or examples should appear, e.g.:
<INSERT TABLE 1 NEAR HERE> or <INSERT EXAMPLE 1 NEAR HERE>.
- Microsoft Word is the preferred file format. PDFs are not acceptable.
- Ask authors NOT to use "styles" for various levels of heading. Use straight Times New Roman text.

Figures / Examples Submission Guidelines (See "Photo, Line Art, & Table Specs.doc" for more details)

- Do NOT submit color artwork files. Hard copy color photos are okay for scanning.
- Do NOT submit JPG files.
- Do NOT submit figures or examples as Word files or embedded within a Word document.
- Grayscale files should have a resolution of 300 dpi or better.
- Line art and music examples should have a resolution of 1200 dpi or better.

Copyediting

The editor is responsible for having the content of each issue copyedited, formatted, and coded before it is sent to the production editor. See the “ETM Copyediting Guide” (http://www.press.uillinois.edu/journals/ethno/docs/etm_copyedit_guide.pdf) for information about the copyeditor’s responsibilities as well as format and code specifications. In general, the copyeditor is also the best person to format and code an issue.

Proof Stage

After an issue is submitted to the Press, it takes roughly 4 weeks for the Press to produce page proofs and distribute them to the authors. (Page proofs, sometimes known as galleys, display content as it will appear in the journal.) A master copy of the page proof will also be sent to the editor via surface mail. The editor will be given 3 weeks to consolidate all corrections (his own and those from authors) into the master copy and return it to the PE.

In most cases, page proofs will be sent to their respective authors electronically via email as a PDF. However, if an author does not use email or is unwilling to work with electronic proofs, paper proofs will be sent to them by postal service. What follows are explanations of both electronic and paper proof exchanges:

Electronic

The PE will send PDF page proofs to each author as an e-mail attachment along with instructions similar to the following:

From: rkoester@uiuc.edu
To: [author’s e-mail address]
Subject: ETM PDF Proofs

Dear [author],

Attached in PDF you will find page proofs of your *Ethnomusicology* article [or review], “[title of article or review]”, which will be appearing in the [Year, Season] ([volume]:[issue]) issue. If you are unable to open the PDF file, you can download a PDF viewer *for free* at:

<http://www.adobe.com/products/acrobat/readstep2.html>

If you are still having trouble working with the file or if you would prefer to receive your proofs by surface mail, contact me as soon as possible.

Once you have opened the file, please check your review carefully for misspellings, typographical, and factual errors. Also, pay attention to word division, especially of non-English words, and suggest possible breaks where word divisions are incorrect. Do not make changes that would alter page breaks or significantly change the length of your contribution. Please detail any necessary changes in an e-mail to the Editor, **Tim Cooley** <cooley@music.ucsb.edu>, giving line and page number as well as a brief description for each. Your feedback should look something like this:

pg. 45, ln. 4: change “can not” to “cannot”

pg. 51, ln. 26: change “...Johnsons premise...” to “...Johnson's premise...”

pg. 53, ln. 12: insert “:93-113” after “Asian Music 19(2)”

It is also acceptable to detail the changes in an e-mail attachment, provided Prof. Cooley can open the attachment upon receipt. If you find the above process too cumbersome, you can also print the proofs and mark your changes on a hard copy in colored pencil, which you would then send to:

Prof. Tim Cooley
Department of Music
University of California
Santa Barbara, CA 93106-6070

Please provide Prof. Cooley with your feedback by **[written date]** ([numeric date]) or sooner, if possible. Because of our production schedule, a delay in returning the proofs may mean that your contribution will be published without the benefit of your proofreading. If you cannot meet this deadline or if you have any other questions or concerns, please let me know as soon as possible.

Sincerely,

Rohn Koester
Journals Production Editor
University of Illinois Press
rkoester@uiuc.edu
(217) 244-9179

The PE will give each author 7 business days to return their feedback to the editor. The editor will be responsible for reminding late authors of their deadline. Feedback will be in the form of suggested changes located in the text through line and page number references. The editor's printed master proofs will have line numbers in the margins for easy reference. The editor will mark all changes (both acceptable changes from the authors and his own) in the master proofs.

Paper

The use of paper proofs with authors, as stated above, will be the exception, not the rule. Authors receiving paper proofs will receive a letter similar to the following:

[date]
[author's address]

Dear [author name]:

Enclosed is a proof of your article to appear in *Ethnomusicology* [volume]:[number] ([season] [year]). In checking the proof, you must use a color pen or pencil so that your changes will be easily visible. Please check your proof carefully for correct word division, especially of non-English words and write suggested possible breaks for word division in the margin. Always make marks in the right-hand margin to indicate where you have made corrections in the text so that your corrections will be seen. Please correct only misspellings, typographical errors, and factual errors. Do not make changes that would alter page breaks or significantly change the length of your contribution. Please return this proof to:

Tim Cooley
Department of Music
University of California
Santa Barbara, CA 93106-6070

by [due date] or sooner if possible. You do not need to return a disk copy nor the copy of the copyedited manuscript, if enclosed. Because of our production schedule, a delay in returning the proof may mean that your contribution will be published without benefit of your proofreading. If you cannot meet the deadline or if you have any other questions or concerns, please let us know as soon as possible.

Best regards,

Rohn Koester
Journals Production Editor
University of Illinois Press
rkoester@uiuc.edu
(217) 244-9179

The PE will give authors receiving paper proofs 10 business days to return feedback to the editor. (Since mailing time is significant, it is only fair to give authors receiving paper proofs more time to return feedback to the editor.) This should still leave the editor with enough time to add the changes to the master proofs and meet the 3-week deadline.

Mailings

When sending packages to the press, such as page proofs or other materials for an issue, we encourage the editor to use some sort of trackable method such as UPS or FedEx so as to reduce the chances of those materials being lost. We also suggest using a two-day or next-day method to ensure timely delivery.

The remainder of the publication process is devoted to other corrections (e.g., page numbering), backmatter changes, cover changes, and advertisement placement. The PE is responsible for these finishing tasks, as well as for reviewing the issue during the printing process and distributing advance copies when the printing is complete.