

Folk Music Journal

Notes for Contributors: Style Guidelines

These notes are intended for the guidance of authors who wish to submit papers for publication in the *Journal*. They are based on the *MHRA Style Guide*. Authors are also advised to consult a recent issue of *Folk Music Journal* for further guidance on style.

The citation of Cecil Sharp's papers is a complex issue on which the *Journal* has issued guidelines in Volume 8.2 (2002), 132–35 and available [online](#).

Submission

Submissions should be prepared in Microsoft Word and sent as an email attachment to the Editor at fmj@efdss.org. Documents must be formatted in 12pt Times New Roman. Illustrative material should be submitted as separate files. Endnotes should follow the recommendations of the MHRA Style Guide <mhra.org.uk>.

Title Page

A separate title page should indicate the title of the article, the number of pages in the manuscript, and the author's name and contact address. Please do not underline the title or add quotation marks unless it is a quotation. To facilitate anonymous review of submissions, please do not include the author's name other than on the separate title page.

Quotations

Please ensure that the quotation corresponds exactly with the original from which it is taken. Short quotations (of less than about forty words or two lines of verse) should be enclosed in single quotation marks in the main text. Longer quotations should be set off from the text by means of increased space above and below the quotation. Quotations occurring within short quotations should be shown by double quotation marks, and within longer quotations by single quotation marks.

Punctuation and Spelling

Square brackets [] should be used to indicate editorial additions by the author to quoted text. Parentheses () are used for parenthetical statements and references within the main text. To indicate ellipsis (the omission of part of a quotation), use three full stops separated from the surrounding text and from each other by a space (e.g. He went out [. . .] and never returned).

Please use British spelling as given in the *OED* and the *Oxford Dictionary for Writers and Editors*, except in quotations where the original spelling should be retained.

References

Notes exist primarily for the purpose of directing the reader to the sources of the information offered, not for inserting additional text. If it is necessary to include ancillary data to an article this will probably be more appropriate in the form of a note or appendix after the main text.

Note numbers should be placed at the end of a sentence or clause in the main text. Please submit notes in the form of footnotes using the footnote facility within Word.

In citing sources, give as much detail as possible, including any subtitle, the author's full name where given in the original, the series from which a book comes, volume number, etc., ordering and formatting the information as in the MHRA Style Guide and in examples in the below. The following abbreviations are acceptable: 'ed.' ('edited by'), 'trans.' ('translated by'), 'rev.' ('revised by'). When citing journal articles or chapters in multi-author volumes, please make sure to provide the entire page range. Use en rules for page and date ranges.

Sample references:

A. L. Lloyd, *Folk Song in England* (London: Laurence and Wishart, 1967), p. 25.

Cecil J. Sharp, *English Folk-Song: Some Conclusions*, 3rd edn (London: Methuen, 1954), pp. 130–66.

Francis James Child (ed.), *The English and Scottish Popular Ballads*, 5 vols (Boston: Houghton, Mifflin, 1882–98), IV, 124.

George Herzog, 'Song: Folk Song and the Music of Folk Song', in *Standard Dictionary of Folklore, Mythology and Legend*, ed. Maria Leach (New York: Funk and Wagnall, 1949), pp. 1032–50 (p. 1033).

Walter Wiora, 'Concerning the Conception of Authentic Folk Music', *Journal of the International Folk Music Council*, 1 (1949), 17–18.

The Holme Valley Beagles, *A Fine Hunting Day*, 12-inch LP (Leader LEE 405, 1975).

Ian Russell and Barry Callaghan, *This is Morris Dancing: The Derbyshire Traditions of Castleton, Tideswell, and Winster*, 16 mm colour film (Garland Films, 1982).

For later references the surname of the author, shortened title, and page reference are sufficient. The terms 'ibid.', 'op. cit.', and 'loc. cit.' must not be used.

Illustrations (including music notation)

The Journal encourages authors to supply relevant illustrative material with their articles, in the form of music notation, drawings, maps, charts, and photographs. Each such item should be identified as 'Figure 1', etc., together with a caption and, where necessary, an indication that it is reproduced by permission. Each item should be grounded in the text by a reference in parentheses at an appropriate point. Illustrations must be provided as separate files and not embedded in the Word file.

Checking the Manuscript

Please check the manuscript carefully, especially quotations and references. The Editor reserves the right to charge for author's corrections made at the proof stage.