

TVNM

DIRECTIONS TO CONTRIBUTORS

1. The accepted **languages** of *TVNM* are English, Dutch, German and French. Non-English articles can only be accepted if they are submitted with an abstract in English.

2. Contributions can only be accepted if the author can provide the text of the article or book review in Microsoft Word.

3.
 - a. The **length of articles**, including examples, illustrations, notes, appendices, etc., should not exceed 20 pages of *TVNM*, except with permission from the Editorial Board.

 - b. The **length of book reviews** should not exceed 3 pages of *TVNM* (1000 words), except with permission from the Editorial Board.

4. The **format** of the submitted articles should conform to the following rules:
 - a. The **author's name**, in lower case, should be on a separate line above the uppercase **title** of the article.

 - b. **Footnote numbers** should follow punctuation signs and should not be put in brackets.

 - c. Single high **quotation marks** are used wherever possible. Double quotation marks should only be used inside quotations. Low quotation marks should never be used.

 - d. Letters used for **musical notes** should be in italics. Superscript and subscript numbers or apostrophes are used to indicate the octave.

 - e. **Extended citations**: Every extended citation should be in a paragraph of its own, indented, and preceded and followed by a blank line.

 - f. **Spaces**: There should be a single space behind every punctuation mark, and no space in front of it (not even in French articles).

 - g. Authors are kindly requested to include a very short biographical sketch (30 words or less), plus information about his/her address, telephone number and/or e-mail address. This information will appear on a 'Contributors to this Issue'-page of *TVNM*.

5. Non-running-text parts of articles are governed by the rules below. Authors writing in Dutch, German or French should use the equivalent of the categories (Example, Facsimile, Plate, Figure, etc.) in their language.

- a. **Naming:** Only musical examples in modern notation may be called ‘Example’. Photographic reproductions of written or printed musical notation are called ‘Facsimile’; all other photographic reproductions are called ‘Plate’. Diagrams, line drawings and figures, including stemmata, are called ‘Figure’. Text that is formatted in at least two rows and two columns is called ‘Table’. Tables may include some non-text elements.
- b. All non-running-text parts of an article should have a **caption** (see 5.c), except:
 1. Short musical examples of a single staff.
 2. Small figures that may be considered part of a sentence.
- c. **Captions** should include:
 1. Category in full (Example, Facsimile, Plate or Figure).
 2. Number followed by a period.
 3. All information needed to identify the content to some degree, with a period at the end.

For example:
Example 3. Josquin des Prez, *Nymphes des bois*, m. 1-12.
- d. **References** to non-running-text parts should include the category in full (with initial capital), followed by the number.

For example:
See Example 3 for a clear demonstration...
- e. The text of the article should allow for slight changes in the **placement** of any non-running-text part.

For example:
not allowed: ‘...as is clear from the following example:
[insert example 3 here]’

should be: ‘...as is clear from Example 3.
[insert example 3 close to this point]’

6. Abbreviations

The following abbreviations may be used:

Afl.	Aflevering
ed.	edidit
edd.	ediderunt
e.g.	exempli gratia
<i>et al.</i>	<i>et alia, -i, -ae (italics)</i>
etc.	et cetera
exx.	contains one or more examples ¹
fasc.	fascicle(s)
f.	and following
ff.	and following (many)
fol.	folio (use ^v and ^r)
fols.	folios (use ^v and ^r)
<i>ibid.</i>	<i>ibidem (italics)</i>
i.e.	id est
ills.	contains one or more illustrations ¹
<i>loc. cit.</i>	<i>loco citato (italics)</i>
m.	measure(s)
mm.	measures (only for total number in a composition)
mus. exx.	contains one or more musical examples ¹
No.	Numero
<i>op. cit.</i>	pages (only for total number in a publication) ¹
r	recto (superscript)
<i>s.d.</i>	<i>sine die (italics)</i>
<i>s.l.</i>	<i>sine loco (italics)</i>
v	verso (superscript)
Vol.	Volume

¹ Only to be used in the headings of book reviews.

Abbreviations for **periodicals, series** etc. should conform to those on the inside of the front cover of *TVNM* and to those in *The New Grove Dictionary of Music and Musicians*, 2nd ed. (London 2001)

7. Bibliographical entries should follow the guidelines below.

7. a. **References to books** (please follow the order of the list items):

1. Name(s) of author(s) (NOT editor), containing initial(s) of Christian name(s) followed by surname(s), separated by '&' if more than one, followed by comma-space (,).
2. *Title (in italics)*.
3. *Subtitle (in italics)* if indispensable only, preceded by period-space (.).
4. Name(s) of editor(s) of collected works, new editions, etc., containing initial(s) and surname(s), separated by '&' if more than one, preceded by comma-space and 'ed.' or 'edd.' as appropriate.
5. Impressum between parentheses. Impressum includes: place of publication (in the original language), year(s) of publication. The abbreviations '*s.l.*' and '*s.d.*' should be used where relevant.
6. If the book is part of a series, the name or abbreviation of that series followed by the volume number of the book within that series may be included.
7. Page number(s) (not preceded by 'p.' or 'pp.'), followed by a period. Pairs of page numbers should not be elided.

Examples:

W. Elders, *Symbolic scores* (Leiden etc. 1994), 33-35.

Werken van Josquin des Prez, edd. A. Smijers, M. Antonowycz & W. Elders. 55 fasc. (Amsterdam 1921-1969). *Motetten* IV (Afl. 40), No. 64.

R.C. Wegman, *Born for the muses. The life and masses of Jacob Obrecht* (Oxford 1994).

M. Steib, *Imitation and elaboration. The use of borrowed material in masses from the late fifteenth century* (Ph.D. Diss., University of Chicago 1992), 267-328.

7. b. **References to articles** (please follow the order of the list items):

1. Name(s) of author(s), containing initial(s) of Christian name(s) followed by surname(s), followed by comma-space (,).
2. Full title in roman lower case between single quotation marks.
3. A comma and the word 'in'.
4. Title of the journal in italics (for abbreviations, see above, art. 6, abbreviations), with the volume number in arabic numerals and, in parentheses, the year of publication. In case of a collective publication, refer to the Guidelines under 7.a.2 - 7.a.6.
5. Page number(s) (see 7.a.7). The first citation should include full page numbers of the entire article.

Examples:

K. Polk, 'Instrumental music in the Low Countries in the fifteenth century', in *From Ciconia to Sweelinck. Donum natalicium Willem Elders*, edd. A. Clement & E. Jas (Amsterdam etc. 1994), 13-29.

B.J. Blackburn, 'Obrecht's *Missa Je ne demande* and Busnoys's chanson. An essay in reconstructing lost canons', in *TVNM* 45 (1995), 18-32

H.M. Brown, 'Clemens and Claudin', in *Liber amicorum Chris Maas*, edd. R. Wegman & E. Vetter (Amsterdam 1987), 245-266, at 248.

7. c. **Headings of book reviews** (please follow the order of the list items):

1. NAME(S) OF AUTHOR(S) (NOT editor), containing initial(s) of Christian name(s) followed by surname(s), in small capitals, followed by comma-space (,).
2. *Title* (in italics).
3. *Subtitle* (in italics) preceded by period-space (.).
4. NAME(S) OF EDITOR(S) of collected works, modern editions, etc., containing initial(s) and surname(s), in small capitals, preceded by comma-space and 'ed.' or 'edd.' as appropriate.
5. Impressum in parentheses. Impressum includes: place of publication (in the original language), colon-space, publisher (mandatory), year of publication. The abbreviations 's.l.' and 's.d.' should be used where relevant.
6. If the book is part of a series, the name or abbreviation of that series (in Roman) and the volume number of the book within that series must be included.
7. Number of pages in front matter (in roman numerals), and the number of pages in body, separated by a plus sign and followed by 'pp.'.
8. 'ills.' preceded by comma-space (if applicable).
9. 'mus. exx.' preceded by comma-space (if applicable).
10. ISBN number preceded by 'ISBN' and followed by a period.
11. Price in original currency, preceded by 'Price'.
12. Information about accompanying items like CDs etc., beginning on a new line.

Examples:

W. ELDERS, *Symbolic scores. Studies in the music of the Renaissance* (Leiden etc.: E.J. Brill 1994). *Symbola et emblemata: Studies in Renaissance and Baroque symbolism*, Vol. V. xii + 269 pp., ills., mus. exx. ISBN 90-04-09970-0. Price € 79,95.

Performance practice. Music after 1600 (New York etc.: Norton 1989), edd. H.M. BROWN & S. SADIE. *The Norton/Grove handbooks in music*. xi + 533 pp., ills., mus. exx. ISBN 0-393-02808-9. Price \$ 45,00.