



The ITA Journal Submission Guidelines

The ITA produces a quarterly journal. This glossy slick magazine includes several regular columns including:

- * A General News Column (compiled from news items submitted to the website by Taylor Hughey)
- * An Orchestral Excerpts Column (compiled by Dennis Bubert)
- * A Literature Review Column (compiled by Mike Hall)
- * A Literature Announcement Column (compiled by Karl Hinterbichler)
- * An Audio/Video Review Column (compiled by Micah Everett)

as well as other columns that may be added from time to time. In addition to these regular columns, the journal includes feature articles, scholarly articles, and other general interest articles—all designed to address the needs and interests of the broadly defined international trombone world of performers, teachers, and composers.

Unlike purely academic journals, the ITA Journal includes feature articles highlighting important people in the trombone world as well as other kinds of articles that deal with pedagogical issues of interest to educators. We also use the pages of the journal to highlight the details of the two ITA annual events:

1. The International Trombone Festival
2. International Trombone Week

We also use the pages of the journal to highlight the winners of the various awards and competitions sponsored by the ITA.

If you have written an article that you would like to be considered for publication in the ITA Journal—please note the following manuscript guidelines.

MLA STYLE

All of the ITA publications conform to the following guidelines in matters of style and grammar. Where not specifically addressed, you may find consulting the MLA (Modern Language Association) stylebook helpful. While any generally accepted modern English dictionary is fine to use, the editors of the ITA Journal generally refer to *Merriam-Webster's Collegiate Dictionary* for spelling questions.

The ITA editors prefer that you use the MLA Style of documentation whenever writing articles that requires the documentation of sources. If you are unfamiliar with MLA Style, please consult any of the available grammar guidebooks that include a more complete discussion of this style.

Two additional resources are

<http://www.mla.org/store/CID24/PID160>

If you wish to purchase the MLA stylebook

http://www.mla.org/style_faq

For frequently asked questions about MLA style

Basically, MLA Style asks that you use NEITHER footnotes nor endnotes but instead use an internal reference system, where your references are documented with a parenthetical insert. For example:

The trombone became the leading instrument of choice for this specific group of composers (Johnson 231).

Please note that “Johnson” in the above example refers to the lead author on the work being referred to and “231” refers to the exact page of that work where this specific information was originally found. Please note that the punctuation is placed after the parenthesis—the documentation is “part” of the sentence.

At the end of the work, you must provide a “Works Cited” list of all the works referenced in your article. A reader who sees your internal documentation, may quickly flip to the “Works Cited” and consult to see the complete citation information for the entire work. A typical works cited page might include entries like:

General Form

Lastname, Firstname. *Title in Italics*. City: Publisher, date.

Lastname, Firstname. "Title of Article in Quotations." *Journal Name* Volume (year): pages.

Specific Examples

Johnson, Samuel. *Trombones in the World*. Boston: Harper Collins, 1942.

Smith, Robert. "Ten Ways to Play the David." *Music History Journal* 73 (1953): 41-53.

Please use a single space after end punctuation. Many typing teachers taught students to use two spaces after a period, question mark, or other end punctuation. This is neither necessary nor useful with modern word processing. Use a SINGLE space.

Prepare your manuscript as a double spaced document with one inch margins on all four sides.

Please submit your manuscript as an email attachment whenever possible. If that is not possible, then please submit your manuscript as both hard copy and as an electronic file saved to a disk.

This ensures that the entire document is received and may be considered. The ITA strongly prefers that you use Microsoft Word as your word processing software, but we can often accommodate other word processing software packages. If you have a doubt, ask first.

ITA JOURNAL STYLE EXAMPLES

Email address and website URLs should be listed IN BOLD PRINT as follows

claire@trombone.net

www.trombone.net

Please notice we generally do not include the “http://” designation at the beginning of website addresses (except in cases where leaving it out might cause confusion e.g. non-standard URL formats). Neither do we use the brackets or parentheses to enclose website or email addresses—please do not use—() < > []

Please use the following formats:

online NOT on-line

website NOT web-site or Website

world wide web

We use a serial comma.

CORRECT Red, white, and blue

INCORRECT Red, white and blue

Note that a title, when following a name, is not capitalized. A title that appears before a name is capitalized.

CORRECT Ron Barron, principal trombonist with the Boston Symphony Orchestra

INCORRECT Ron Barron, Principal Trombone with the Boston Symphony Orchestra

CORRECT Principal Trombonist Barron was available after the concert.

INCORRECT Principal trombonist Barron was available after the concert.

CORRECT Tom Brantley, professor of trombone at the University of South Florida, was not

at the meeting.

INCORRECT Tom Brantley, Professor of Trombone at the University of South Florida, was not at the meeting.

CORRECT Tom Brantley is the trombone professor at the university.

CORRECT I saw Professor Brantley heading off to class.

INCORRECT Tom Brantley is Director of Jazz Studies at the university.

CORRECT Professor Brantley is director of jazz studies at the university.

We prefer to use ITA without periods. In the same way that NFL, FBI, and CBS are generally used without periods, we recognize that ITA has come to represent the organization as a name and not simply an abbreviation. We also use ITF and ITW for the same reason—without periods.

The titles of long works—symphonies, operas, concerti, book titles—should always be underlined or printed in italics.

The titles of short works—chapters of books, poems, movements from longer works, arias—should always be used with quotation marks

CORRECT Beethoven's *Ninth Symphony* contains the wonderful fourth movement, which is known as "Ode to Joy."

CORRECT Verdi's *Il Trovatore* contains the famous tenor aria "Di quella pira."

INCORRECT The David "Concertino" has been played to death.

CORRECT Mozart's *Requiem* includes the oft-required "Tuba Mirum" trombone excerpt.

Numbers one through nine are written as words; numbers 10 and higher are written as figures.

Time is expressed as

4:30 p.m. 10:30 a.m.

Dates are always written as month date, and year

November 22, 1934

Telephone numbers are written

555-555-1212

+44-5555-123221

Life dates are written

1900–1945

1894–1934

Commas and periods are placed inside quotation marks.

Semicolons and colons are placed outside quotation marks.

Question marks, exclamation points, and dashes are placed outside the quotation marks unless they are part of the quotation.

Please write out musical notation—or use special characters to indicate sharps and flats.

E-flat Major or Eb

F-sharp minor

A-flat

C-sharp

Use traditional English form for place names such as Florence (not Firenze) and Munich (not Munchen).

Be careful to accurately represent accents and special characters in words in languages other than English.

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The Author agrees to allow ITA full use of the submitted materials without monetary compensation.

If the submitted materials include interviews, the Author agrees to provide a written release from each person interviewed.

SUBMITTING AN ARTICLE TO THE ITA JOURNAL

A scholarly article Managing Editor, Diane Drexler

diane@trombone.net

A feature article on a jazz topic Associate Editor, Tony Garcia

ajgarcia@vcu.edu

A feature article on a non-jazz topic Associate Editor, Bruce Gunia

bwgunia@gmail.com

A CD or performance video for review Assistant Editor, Micah Everett

micah@trombone.net

A piece of published music (sheet music) Assistant Editor, Mike Hall

mhall@ku.edu

A program from a recital or performance Assistant Editor, Karl Hinterbichler

khtbn@unm.edu

News items News Coordinator, Taylor Hughey

news@trombone.net

News items from the ITA website are collected quarterly and comprise the General News column that appears in each issue of the ITA Journal. There is no need to make an additional submission to the Journal. If you have a news or event item to submit, please contact Taylor at the news@trombone.net address or submit your items through the ITA website at:

A news item for the ITA Website www.trombone.net/news/submit.cfm

An event for the ITA Website www.trombone.net/events/submit.cfm

The mailing addresses and fax numbers of the editors are also available in the ITA Journal on the Table of Contents page (page one) of each issue.

Reviews are the sole opinion of the reviewer and do not necessarily represent the views of ITA or its members.

Corrections of factual information in a review, especially bibliographic information, are encouraged and will be printed in the next available journal.