



## **Editorial Guidelines**

### **Extent:**

- article: up to approx. 40,000 characters (incl. spaces), whereby the appropriate length is based on the subject matter; summary or abstract each max. 200 words/1,200 characters (incl. spaces)
- review: up to approx. 20.000 characters (incl. spaces), whereby the appropriate length depends on the subject matter

### **Structure:**

- title and subtitle
- names of authors
- abstract
- main text
- bibliography
- optional: annotated list with up to five additional literature recommendations (uncommented literature recommendations will not be considered)
- information on the authors (first name and surname, institution, address, e-mail, research interests)
- up to five keywords for indexing purposes
- appendix, if applicable

### **Language:**

- German or English

### **Font and text alignment:**

- font: Times New Roman
- text alignment: justified
- authors' names: right-justified

### **Font size and line spacing:**

- title/title: font size 18 pt.; line spacing 1.15; bold.
- subtitle: font size 18 pt.; line spacing 1.15; italics
- summary/abstract: font size 12 pt.; line spacing 1.15; bold headline
- main text: font size 12 pt.; line spacing 1.15
- paragraphs indent first line by 0.6 cm

- headings:
  - > heading 1st order: font size 16 pt.; line spacing 1.15; bold; spacing thereafter 6 pt.
  - > heading 2nd order: font size 13 pt.; line spacing 1.15; bold; spacing afterwards 6 pt
  - > heading 3rd order: font size 12 pt.; line spacing 1.15; bold; spacing thereafter 6 pt
- footnotes: font size 10 pt; line spacing single
- direct quotations over three lines: Font size 10 pt.; line spacing single; indented 0.6 cm on left; spacing before and after 6 pt
- bibliography (APA citation style and in alphabetical order):
  - > chapter heading: see 1st order heading
  - > text: font size 12 pt., line spacing single, indentation hanging by 0.6 cm

**Page margins and numbering:**

- page margins: top 2.5 cm, bottom 2 cm, left 2.5 cm, right 2.45 cm
- page numbering: end of page, centred
- no page numbering on the first page

**Numbering of headings:**

- numbering as follows:
  - > 1. (heading 1st order)
  - > 1.1 (2nd order heading)
  - > 1.1.1 (3rd order heading)

**Bibliography and citation style:**

- APA Style (American Psychological Association), in the most recent edition
- sort the bibliography alphabetically and, for the same authors, from old (1980) to new (2021). For same authors and years, use the additions a, b, c, etc.

**Illustrations and tables:**

- illustrations shall have an illustration caption below the illustration and shall be numbered consecutively.
- tables are to be provided with a table label above the table and numbered consecutively.
- illustrations are to be submitted as files in a print quality of at least 300 dpi.

**Spelling and gender:**

- please use the new spelling and gender-appropriate language (e. g. using more than one pronoun or ‘they’ as a singular pronoun).

**Further notes:**

- italicize work titles (without quotation marks); this includes book and journal titles, but not essay titles or individual phrases within a musical work; if a musical work title is also a genre title, it is not italicized (sonata, symphony)
- key signatures: F major, F minor
- note names are written in italics (The phrase begins with *a* and ends on *f-sharp*.).
- Italian playing indications are capitalized when used substantively (The phrase begins with a forte; The strings accompany in pizzicato), abbreviations are italicized (The *ff* in measure 35.).
- emphases – if necessary for comprehension – are italicized, never semi-bold or blocked.
- when names are mentioned for the first time, the first names are written out in full; the

- addition of “Mr.” or “M(r)s.” or academic titles are omitted.
- avoid abbreviations in the text. If abbreviations are used, a protected space must be inserted.
- numbers from one to twelve are written out in full in the text.
- “non-proper expressions” are to be avoided if possible or are to be identified by the term “so-called”; if neither of these can be reasonably arranged, then the non-proper expressions are placed in single quotation marks.

**Second publication rights:**

For publications in *üben & musizieren.research*, § 38 (1) of the German Copyright and Related Rights Act (Urheberrechtsgesetz) applies:

**§ 38 Contributions to Collections**

(1) If the author allows the work to be included in a periodically published collection, the publisher or editor shall, in case of doubt, acquire an exclusive right of use for reproduction, distribution and making available to the public. However, the author may otherwise reproduce, distribute and make the work available to the public after the expiry of one year from the date of publication, unless otherwise agreed.