

## Guidelines For Contributors

The Historic Brass Society invites submissions of articles for its annual HBS Newsletter and annual HBS Journal.

1. The HBS publishes articles based on research into any aspect of brass instruments of the past. They may range chronologically from Antiquity and the Biblical period through the 19th century. The Journal also publishes English translations of important articles, treatises, methods, in-depth bibliographies, and reviews of material on early brass subjects. Articles submitted to the Journal will be read by at least two expert referees who will help decide whether the material is appropriate for publication. Contributors should aim for a concise, fluid, and easily readable style of writing and presentation. The HBS stands strongly behind the goal of clear, concise writing and reserves the right to edit submissions in order to achieve it.

2. The HBS Newsletter seeks material of a more informal and practical nature, but the HBS holds the same goal of clear, concise, writing for its Newsletter as it does for its Journal. Material appropriate for the Newsletter includes: interviews with leading people in the field, instrument collections, instrument making, performance techniques, organizing ensembles, reports on early brass instrument makers, news of the early brass field such as symposia, workshops, concerts, recordings, instrument collections, teaching activities, and reviews of early brass books, music publications, and recordings.

3. Authors submitting Journal articles should submit six copies of their article along with a 3.5 inch floppy disk in Macintosh, DOS, or in ASCII format. Authors submitting material for the HBS Newsletter should include 3 copies of their article along with a 5.25 inch floppy disk in IBM PC Microsoft Word or in ASCII. Authors from countries in which access to reproduction facilities is severely limited may submit a single copy.

4. Material should be double spaced on 8.5" X 11" paper. Authors are requested to place only one character space after every sentence and punctuation mark. Endnotes and bibliographic formats should conform to the guidelines given in *The Chicago Manual of Style*, 13th ed. (Chicago and London: University of Chicago Press, 1982).

5. Musical pitch names and designations should conform to the system given in the *Harvard Dictionary of Music*, 2nd ed. (Cambridge: Harvard University Press, 1977), p.679.

6. Upon acceptance of the article, authors will be assigned an editor who may suggest revisions based in part on the referee's reports and in part on consideration of style. All revisions and changes should result from the ensuing dialogue between author and editor. When they have reached agreement on all revisions, the editor will send the author

a revised version of the article. At this time any last-minute corrections should be made in consultation with the editor. Later the author will receive proofs in type, but the only changes allowable at this point will be corrections of any mistakes made during the typesetting process itself.

7. The HBS Newsletter is published in July and submissions are due March 1. The HBS Journal is published in December and submissions are due April 1.

8. Material should be sent to: The Historic Brass Society, 148 West 23rd Street #2A, New York, NY 10011 USA. tel.# (212) 627-3820.



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