Submission Guidelines

Tijdschrift van de Koninklijke Vereniging voor Nederlandse Muziekgeschiedenis

Journal of the Royal Society for Music History of the Netherlands

Aims and Scope

The Tijdschrift van de Koninklijke Vereniging voor Nederlandse Muziekgeschiedenis [TVNM] is one of the oldest musicological journals to have withstood the adversities of time. The first issue was published in 1882, superseding Bouwsteenen, the Society's yearbook, of which three volumes had appeared in print (1869-1881). The history of the TVNM is entwined with the history of the KVNM and of Dutch musicology in general. At present the TVNM welcomes articles on music and music history of the Netherlands (in the broadest sense of the word) from the Middle Ages to modern times, including musical analysis, iconography and organology, popular music and cultural studies.

Publication Ethics

Amsterdam University Press and the editors of *Tijdschrift van de Koninklijke Vereniging voor Nederlandse Muziekgeschiedenis* endorse the COPE (Committee on Publication Ethics) guidelines and will pursue cases of suspected research and publication misconduct (e.g. falsification, unethical experimentation, plagiarism, inappropriate image manipulation, redundant publication). By submitting an article for review to this journal, the editors and the publisher will understand the author agrees to adhere to the principles and practices as set out in [AUP's Ethics and Malpractice statement](). For further information about the COPE principles on publication ethics, please see [http://www.publicationethics.org]().

Editorial Procedure

Articles submitted for publication in TVNM are assessed in a double-blind peer review procedure, in which the identity of both author and reviewer are concealed. The General Editor of the journal mediates all interactions between reviewer(s), editor(s) and author(s). For the purpose of peer review, all submitted files should be anonymized. The name of the author(s) should not appear anywhere in the submission, nor in any supplementary files. A separate title-page file should be submitted, including the author's correspondence details, affiliations, and any acknowledgements.

The Editorial Board will determine whether a submitted article is suitable for inclusion in TVNM. If it is deemed thematically acceptable, it will be submitted to peer reviewing. Based on the peer review report(s), the Editorial Board will decide whether to accept the article outright, ask for revisions, or decline to publish it. If the decision is to accept or ask for minor revisions, one of the members of the Editorial Board will read the article and send a version with editorial queries to the author. Once these have been addressed to the satisfaction of the Editorial Board, the article will enter copy editing. If major revisions are required, the author may first be asked to submit a revised version, which may be read again by one or more of the peer reviewers to verify the changes.

Peer reviewers will commit to remaining unbiased in their assessments and provide professional critique in a constructive manner. Review reports should be 1-2 pages in length and offer substantial reasons for

accepting or not accepting a given article for publication. Reviewers are required to follow the ethical guidelines for peer reviewers as formulated by the Committee on Publication Ethics (https://doi.org/10.24318/cope.2019.1.9).

Confidentiality

Peer reviewers, authors and the Editorial Board of TVNM will treat all manuscripts and communications related to peer review work as strictly confidential. The Editorial Board of TVNM reserves the right to edit peer reviews for tone, clarity, and concision, and for the protection of the reviewer's anonymity.The editors will endeavour to review your article as quickly as possible, but they are reliant on the availability of suitable referees.

To expedite the review process it is important to follow the directions given in this document and address any recommendations given in the review reports in a separate document when you submit your revised manuscript to the managing editor.

Copyright

Authors keep the copyright to their articles but are required to sign a Consent-to-Publish form in which they give AUP the license to publish the article and distribute it in print and online. After two years the article will go in Open Access under a CC-BY-NC-ND license. You can download the form from the AUP website here.

It is the author's responsibility to seek permission for the use of any copy-righted materials from the rights-holders and pay for any fees required. If in doubt if permission is needed, please contact the publisher (details below).

Article submission

Articles for consideration by the editors should be sent to **the editors**, tvnm@kvnm.nl. The accepted **languages** of *TVNM* are English, Dutch, German and French.

Please sent your article as a Microsoft Word file. The **length of articles**, including examples, illustrations, notes, appendices, etc., should not exceed 20 pages of *TVNM*, except with permission from the Editorial Board.

The **length of book reviews** should not exceed 2 pages of *TVNM* (1000 words), except with permission from the Editorial Board.

For illustrations, please subtract 400 words per page (e.g. half page illustration, minus 200 words).

Please submit the following with your article:

- A separate title page that includes: the full title of the manuscript, the names and complete contact details of all authors, an English abstract of not more than 150 words, five to eight English keywords, and any acknowledgement texts.

- A list of Works Cited at the end of the article. A list of citations/bibliography should be included to allow cross-referencing by CrossRef.

Format

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 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 blanc 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. The author is encouraged to include a very short biographical sketch (30 words or less), plus his/her address, telephone number and/or e-mail address. The affiliation will appear at the end of the article.
h. **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.
i. **Naming**: Only musical examples in modern notation may be called 'Example'.
j. 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 colums is called 'Table'. Tables may include some nontext elements.
k. All non-running-text parts of an article should have a **caption** (see 5.c), except:
    a. Short musical examples on a single staff.
    b. Small figures that may be considered part of a sentence.
l. **Captions** should include :
    a. Category in full (Example, Facsimile, Plate or Figure).
    b. Number followed by a period.
    c. All information needed to identify the content to some degree, without a period at the end.
    d. *For example :* Example 3. Josquin des Prez, *Nymphes des bois*, m. 1-12
m. **References** to non-running-text parts should include the category in full (with initial capital), followed by the number.
n. *For example : See Example 3 for a clear demonstration...*
o. 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]'

The following **abbreviations** may be used:

- Afl. Aflevering
- Ed. edidit
- Edd. ediderunt

- e.g. exempli gratia
- *et al. et alia, -i, -ae (italics)*
- Etc. et cetera
- Exx. contains one or more examples1
- fasc. fascicle(s)
- f. and following
- ff. and following (many)
- fol. folio (use v and r)
- Fols. folios (use v and r)
- *Ibid. ibidem* (*italics*)
- i.e. id est
- ills. contains one or more illustrations1
- *Loc. cit. loco citato* (*italics*)
- m. measure(s)
- mm. measures (only for total number in a composition)
- mus. exx. contains one or more musical examples1
- No. Numero
- *op. cit. opere citato (italics)*
- pp. pages (only for total number in a publication)1
- r recto (superscript)
- *s.d. sine die* (*italics*)
- *s.l. sine loco* (*italics*)
- 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)

Bibliography

Bibliographical entries should follow the guidelines below.

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 commaspace (,).
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.

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, point 6), with the volume number in arabic numerals and, between parentheses, the year of publication.
5. Page number(s). 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; here 22. [first citation]

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

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)
2. followed by surname(s), in small capitals, followed by comma-space (,).
3. *Title* (in italics).
4. *Subtitle* (in italics) preceded by period-space (.).
5. Name(s) of editor(s) of collected works, modern editions, etc., containing
6. initial(s) and surname(s), in small capitals, preceded by comma-space and 'ed.' or
7. 'edd.' as appropriate.
6. Impressum between parentheses. Impressum includes: place of publication (in
8. the original language), colon-space, publisher (mandatory), year of publication.
9. The abbreviations '*s.l.*' and '*s.d.*' should be used where relevant.
7. If the book is part of a series, the name or abbreviation of that series (in
10. Roman) and the volume number of the book within that series must be included.
8. Number of pages in front matter (in Roman numerals), and the number of
11. pages in body, separated by a plus sign and followed by 'pp.'.
9. 'ills.' preceded by comma-space (if applicable).
10. 'mus. exx.' preceded by comma-space (if applicable).
11. ISBN number preceded by 'ISBN' and followed by a period.
12. Price in original currency, preceded by 'Price'.

13. Information about accompanying items such as CDs 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 ƒ 000
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 $ 000.

In the interest of blind peer-review, make sure you do not refer to yourself in the article. For initial submission you can embed any illustrations in the article. When your article has been accepted we require high resolution image files.

For references and general principles of style, the journal uses the **Shortened Footnote system** following the Chicago Manual of Style, 17th edition. A quick guide to the main citation forms and a Q&A can be found on the CMS website. https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html . Please note that the journal uses shortened footnotes only and complete references in the list of cited sources. Examples are given below.

Any section headers should be marked clearly as a header. Do not number section and do not use more than one sub-heading.

Supplementary Media
It is possible to add electronic supplementary materials, including supporting applications, high-resolution images, background datasets, sound or video clips, large appendices, data tables and other items that would not be suitable for inclusion in the article PDF. If you have such files, please consult with the managing editor or the production editor at AUP to see what is possible. Supplementary files supplied will be published online at FigShare (www.figshare.com), with references to and from the journal.

Publication

Your article will be published on AUP Online.

Promotion

When your article has been published you want people to know about it. This is what you can do to help potential readers find your work:

- Share a link to the article on the AUP Online platform. Add the link to your email signature!
- Mention it through your social media
- Add a link to your personal webpage to the AUP website. We collect usage data here so the more people access the article on the official platform, the more information we have.
- Use www.aup-online.com to recommend the journal to your Library or Institution.
- Consult AUP's Journal Author Marketing Kit (pdf) for more suggestions.

Contacts

Editor-in-Chief: Dr. Eric Jas, tvnm@kvnm.nl