

SAMUS Style Guide

General

1. Articles for consideration should be sent electronically to the editors via samus@sasrim.ac.za together with contact details (author's institutional address, telephone number, and e-mail), a 200-word abstract, a 50-word biographical note, and the completed Author's Declaration Form (see also below).
2. The name of the author must not appear on submissions. Authors should remove their identity from the electronic file. (Search Word's Help for 'Remove personal information'). Please include a separate title page containing the author's name, date, full contact details, a 50-word biographical note, and the title of the submission.
3. Articles should preferably be no less than 4,000 and no more than 10,000 words.
4. A submission may be in any one of the eleven official languages of South Africa, but if it is not in English, it must be accompanied by a Summary in English. The abstract must be in English.
5. All submissions must be accompanied by a copy of the Author's Declaration Form, available electronically on the SASRIM website (www.sasrim.ac.za).
6. Authors must obtain written permission from copyright holders for the use of all illustrations, musical examples, and any other material held under copyright, and pay for this permission where necessary. The South African Society for Research in Music (SASRIM) is not responsible for paying for copyrighted material or for any legal costs arising from copyright infringement.
7. Illustrations (Fig.) and musical examples (Ex.) must be sent electronically as separate TIFF files of at least 300 dpi. They must be labelled clearly (e.g., 'Ex. 1', 'Ex. 2', 'Fig. 1', 'Fig. 2'), and there must be a reference to them in the text (e.g., 'insert Ex. 2'). All illustrations and musical examples must have a caption below, followed by the name of the copyright holder and the words 'used with permission'.
8. Articles should be typed in Microsoft Word using 1.5 spacing for the text and single spacing for indented quotes (5 lines or longer), left aligned, font 12 point Times New Roman.
9. Please use British spelling (eg. Colour, organise, travelled, focussed).
10. *SAMUS* uses the **Chicago Author-Date style**. All submissions should conform strictly to the guidelines supplied in these notes and in the style guide. **Articles that do not conform to our house style will be returned to the authors.**
11. The editors reserve the right to make language and punctuation changes and other amendments, about which the author will be kept informed.

Detailed Guide

Title	All Main Words Capitalised: Even After Colon Bold, ranged left
Author(s) <i>[for layout purposes; authors should not include their personal information when initially submitting articles]</i>	Author Institution Another Author Institution Ranged left, initials closed up if J.B. Smith
Abstract	Abstract [not indented] [space] 200 words, single spacing, indented
Headings	A. Section Headings: Bold All Main Words Caps B. <i>Section Subheadings: Italic All Main Words Caps</i> All ranged left, numbers to be included if supplied, no paragraph space below, no indent below.
Paragraphs	Indented, except under heading. Don't impose an indent on a first line following an indented quote.
Displayed quotations	Paragraph space before and after indented quote [like this] Indent quotes of approx. 5 lines, or where appropriate. Single spacing. Alterations or interpolations within quotes to be indicated by [square] brackets. Omissions from quotes to be indicated by ellipsis ... separated from text by space before and after, but no square brackets. N.B. closing punctuation at the end of the quotation: close punctuation BEFORE the reference, for example ... end of quotation. (Smith 1999, 14) [followed by another paragraph space] Don't indent paragraph after indented quotation.
Lists	(1) For numbered lists
Figures	Illustrations (Fig.) and musical examples (Ex.) must be sent electronically as separate TIFF files of at least 300

	<p>dpi.</p> <p>Label all figures and examples clearly (e.g., ‘Ex. 1’, ‘Ex. 2’, ‘Fig. 1’, ‘Fig. 2’)</p> <p>Indicate in the text where each figure or example is to appear (e.g., ‘insert Ex. 2’).</p> <p>All illustrations and musical examples must have a caption below, followed by the name of the copyright holder and the words ‘used with permission’, for example: Ex. 1: John Smith <i>Song Without Words</i>, bars 1-12. Copyright: Henle Verlag, used with permission. In the case of an unpublished score, use Copyright: Composer.</p>
Endnotes	<p>Endnotes (A heading)</p> <ol style="list-style-type: none"> 1. This is a note 2. This is another note <p>Endnotes appear after the main body text and before the reference list.</p> <p>Endnotes are for explanation and comment, or to refer to the reader to additional entries in the bibliography, but should not be used to supply references to in text citations. Please keep endnotes to a minimum.</p> <p>In-text numbering for endnotes should appear after punctuation, except in the case of en-dash, in which case the superscript number should be inserted before the dash. Numbers should preferably be placed at the end of a sentence.</p>
References	<p>References (A heading)</p> <p>Reference list appears after endnotes and before acknowledgements and the author’s biographical note. Please see detailed Reference Guide for formatting of the in-text citations and the reference list.</p> <p>Please note: include author’s first name at the first in-text reference, and also in the reference list.</p>
Acknowledgements	<p>Acknowledgements (A heading)</p> <p>If supplied. Indented, appearing after references and before author’s biography.</p>
Authors’ Biographies [for layout purposes; authors should not include their	<p>Author’s Biography (A heading)</p> <p>Authors’ Biographies (If more than one author)</p> <p>First author details. [Line space]</p>

<p><i>personal information when initially submitting articles]</i></p>	<p>Second author details. [Line space] Name of author, institutional address. E-mail:xxxxxxx [If multiple authors]: Corresponding Author: Name, institutional address. E-mail:xxxxxxx</p>
<p>Spelling</p>	<p>British spelling throughout. Eg. Coloured, summarise, travelled, focussed. Possessive nouns: double s for proper names, eg. James’s books; Brahms’s symphony</p>
<p>Hyphenation preferences</p>	<p>Please ensure that hyphenation of terms such as postcolonial/post-colonial is consistent throughout the text. Twentieth-century (hyphen) when used as a determiner (eg. twentieth-century compositions), but twentieth century (no hyphen) when used as a noun. West African, West Indian (no hyphen)</p>
<p>Capitalisation preferences</p>	<p>Capitalise: proper names (the National Gallery), names of places (Delhi), names of events (the Boston Tea Party), names of legislation and legal documents (the Bill of Rights), names of honours and awards (Bachelor of Music), Religious names and terms (the Holy Spirit, the Supreme Being), names of people and languages (Irish, Aboriginal, German), trade names (Informa), names including a letter or number (Route 66, Room 2b). Lower case when referring to an institution in general (government papers, the president said) but capitalise when referring to a specific institution or when the title precedes a name (the Indian Government, President Obama).</p> <p>Capitalise names of historical periods (the Middle Ages) BUT don’t capitalise historical periods that refer to numerical dates (the sixties, twentieth century, etc.)</p> <p>Capitalise main words in the titles of books/periodicals/chapters/ articles/poems written in English (<i>The Merchant of Venice</i>, ‘On First Looking into Chapman’s Homer’, <i>Sunday Times</i>, <i>The Story of My Life</i>). For non-English language titles: follow the conventions of the original language.</p>

<p>Translation preferences</p>	<p>Non-English words / phrases should be in <i>italics</i> with the gloss or translation in brackets or worked into the sentence in which they appear.</p> <p>For translated block quotes: provide the translated quotation in the main text, and the original language as an endnote, followed by the name of translator.</p> <p>Acknowledge translator(s) as follows:</p> <p>If a number of translations appear, and the author of the article (you) made most of them, include the following in endnote after first translated citation: ‘all translations are my own, unless otherwise indicated’.</p> <p>For translations not your own, include the following note as part of the endnote providing original language: (translated by John Smith).</p>
<p>Punctuation</p>	<p>Initials (e.g. US, NJ, BBC) do not have full points between them. For names of article authors and in references, no space between initials (J.P. Smith, Smith, J.P). etc., i.e., e.g., vs., c., sic., in roman followed by full stop.</p> <p>No full stops for abbreviations: Mr, Dr, am, pm</p> <p>Full stops following contractions: Prof.</p> <p>Single quotes, double within.</p> <p>No quotes around indented quotations; single quotes for quotations within indented quotations.</p> <p>Ellipses: three unspaced dots, with a single space either side. Do not insert square brackets.</p> <p>Punctuation for in-text quotations (non-indented): when the quotation is a full sentence, or more than one full sentence, close punctuation inside quotation marks. For instance: The judge found that ‘[a]ll musical examples should be followed by copyright information. This includes unpublished sources.’</p> <p>When the quotation is not a full sentence, close punctuation outside quotation marks.</p> <p>For instance: Smith (2011, 197) describes the provision of a detailed style sheet as ‘a victory for music scholarship’.</p> <p>When the quotation is followed by an in-text citation, regardless of whether it is a full sentence or not, close punctuation after the reference.</p> <p>For instance: The judge found that ‘[a]ll musical examples should be followed by copyright information. This includes unpublished sources’ (Smith 2011, 197).</p> <p>Commas: no Oxford comma.</p>
<p>Dashes</p>	<p>Spaced en-dash for parenthetical dashes.</p>

<p>Numbers and units</p>	<p>Numbers: spell out one to nine, then 10, 1000, 10,000. Spell out again after 1 million. Where numbers in the same sentence fall above and below 10, use figures for both (e.g. between the ages of 9 and 15). 10% (except at start of sentence) Always use figures before abbreviations, e.g. 5 kg, 6%. First to ninth spelt out in full. If ordinals above and below nine occur in the same sentence, use figures for both (e.g. The runners who came in 2nd and 14th place were both women). Monetary amounts: £10.00, \$30.00, €50.00 or AU\$61.90 Note e.g. 'Audiences ranged from 20 to 200'. Spans of numbers should be elided: 27-8, but 110-12, 117-18.</p>
<p>Dates</p>	<p>Dates should be given in the following style: 22 October 1990; 1960-70, the sixties, 1960s. The nineteenth century was ... Nineteenth-century art ... mid-seventeenth century</p>
<p>Titles</p>	<p>Song titles should be in single quotation marks, with the main words capitalised unless a foreign language convention dictates otherwise. Titles of journal articles, book chapters, or poems should also be in single quotation marks, with the main words capitalised. Titles of books, albums, and films are <i>italicised</i> and main words are capitalised, unless a foreign language convention dictates otherwise. Titles of compositions are <i>italicised</i>, unless the composition is part of a larger set, in which case titles of individual pieces are 'in single quotation marks', while the title of the set is <i>italicised</i>.</p>