

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 twentieth 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 the article along with a 3.5-inch floppy disk or CD in Microsoft Word® for Macintosh® or Windows,® or in "rich text" format. Authors submitting material for the *HBS Newsletter* should include three copies of their article in one of the formats listed above. Authors from countries in which access to reproduction facilities is severely limited may submit a single copy.

4. Accompanying graphics such as photographs, line drawings, etc. must be submitted as camera-ready artwork or graphic files on disks; TIF format is preferred for graphic files. Musical examples must be either computer-typeset, engraved, or submitted as Finale® files on a 3.5-inch floppy disk or CD. The number and size of graphics will be limited by our space requirements.

5. 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*, 14th ed. (Chicago and London: University of Chicago Press, 1993).

6. Musical pitch names and designations should conform to the system given in the *New Harvard Dictionary of Music* (Cambridge: Harvard University Press, 1986), p. 640.

7. 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.

8. The *HBS Newsletter* is published in July and submissions are due March 1. The *HBS Journal* is published in September and submissions are due February 1.

9. Material should be sent to: The Historic Brass Society, 148 West 23rd Street #2A, New York, NY 10011 USA. FAX/TEL (212)627-3820, E-mail: president@historicbrass.org