

Marcato

GUIDELINES FOR SUBMISSION OF ARTICLES AND REVIEWS

INTRODUCTION

Marcato is the official newsletter of the Major Orchestra Librarians' Association (MOLA). As well as publishing official business, the editors of *Marcato* welcome submissions of interesting and informative articles that enrich and widen our knowledge of available performance editions, special collections, preservation, music history, and other scholarly subject matter. *Marcato* also encourages our members to contribute regional conference reports and other articles of interest to all MOLA members. *Marcato* has approached its 25th year of publication, and has a circulation of approximately 300 subscribers.

DEADLINES

Marcato is published quarterly during the months of March, June, September, and December. Submission deadlines are January 15, April 15, July 15, and October 15, but *Marcato* accepts submissions on an ongoing basis until a particular issue is deemed "filled" by the editors.

FORMAT

Authors are encouraged to submit their manuscripts in electronic form whenever possible. The preferred file format is .doc, however, .txt, or .rtf files will also be accepted. Please number all pages, use Garamond 11-point font, and submit as an e-mail attachment. Please list the title of the article in the subject header of your e-mail. Due to the newsletter format of *Marcato*, please avoid using footnotes. Endnotes should be numbered sequentially using Arabic numerals. References should conform to the *Chicago Manual of Style*, 15th edition for capitalization, punctuation, quotations, captions, and all matters of bibliographic style. Spelling and usage should conform to *Merriam-Webster's Collegiate Dictionary*, 11th edition or *The American Heritage Dictionary of the English Language*, 2nd edition; *Webster* is preferred. If an author is uncomfortable with sending his manuscript electronically or does not have the facilities to do so, he can opt to mail or courier two copies to the Content Editor. Once *Marcato* receives the submission, an e-mail acknowledgment or letter will be sent to the author. If more than three weeks elapses without an acknowledgement, please contact the Content Editor.

CONTENT AND STYLE

Articles are not platforms for self-promotion and any such references, intentional or not, will be edited out. Please proof all articles for spelling and grammar before submitting your article. Articles should be written for an audience of professional orchestra librarians and music publishers and demonstrate expertise in the subject at hand.

BOOK REVIEWS

Please include the full title and bibliographic information for the book being reviewed, including the author's name, copyright date, ISBN number, publisher, page count, and list price. Also include a summary of the book's content, potential audience, and special features, if any.

EDITORIAL PROCESS

Manuscripts will be reviewed by the editors, with the possible consultation of the President and MOLA's Board of Directors for general suitability. Once a decision has been made, the Content Editor will inform the author whether the manuscript is accepted for publication. As noted in *Marcato's* masthead, all accepted articles may be edited to ensure proper use of the English language, clarity of presentation and consistency of style. The editors may suggest other changes to the author. Traditionally accepted, regional-specific spellings of the author(s) in articles from our international members will be taken into consideration during the editing process.

ILLUSTRATIONS AND PERMISSIONS

Graphics should be submitted electronically when possible. Illustrations should be in .jpg format. Scans must be at 300 dpi (or greater) for clear gray scale reproduction. Regardless of coloration upon submission, all images will be printed in gray scale. Authors are responsible for supplying graphic(s) and for obtaining permission to reprint illustrations, texts, and other material under copyright. All necessary credits and acknowledgements must be included.

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WITHDRAWALS

If an author decides to withdraw a submission from consideration for publication in *Marcato*, please contact the Content Editor.

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