Main Title: Optima 24

Book Reviews use the Main Title (above, Optima 24) for the title of the reviewed book followed by

Author(s) of the book: Optima 15

Place of publication: Publisher, year of publication

ISBN number (HB/PB) (13-digit ISBN without any hyphens or spaces)

Name Surname: Optima 18

Institution: Optima 15

institutional@email.com: Optima 15

Abstract

Abstract: Optima, 11, justified. Please include an abstract of no more than 150 words, and up to six key words related to article themes and topic. Articles can be submitted to the journal website in Word format (doc, docx or rtf file), but not as pdf. IASPM Journal is a refereed publication; please allow three months for the reviewing process to be completed.

Keywords:keyword1, … (up to six keywords): Optima 11, justified

Titles of sections: Optima 16

Main Text, first line: paragraphs after titles and quotations must be in Optima 12, justified, with no indentation

Following paragraphs: Main Text, first line indent 0.5 cm. Please use Microsoft Word Quick Styles Gallery. Save this template as a new document (doc or rtf) with the title of your submission. Substitute items with your own text, taking care to complete all fields. Throughout your paper, pay special attention to the formatting, by applying *IJ text styles* as appropriate. In general, in order to put your text in the proper format, copy your text and paste it as “unformatted text” into the corresponding point of the template and check that the appropriate *IJ text styles*are used in the right text sections. Do not modify the style gallery settings or delete styles, as they will have to be used in subsequent rounds of formatting of your text.

This style sheet is for IASPM Journal English-language articles. Submissions in other languages may follow conventions of the particular language, such as ways of expressing the time. However, we do insist on adherence to the author-date Harvard referencing style and the specific use of endnotes (see below).

Please only use quotation marks as indicated below, avoiding their use for sections that are neither citations nor translations of foreign words.

Acknowledgement of sources

Contributors are responsible for obtaining permission to reproduce any material in which they do not hold copyright and for ensuring that the appropriate acknowledgements are included in their text and at the end of, in the list of References.

*IASPM Journal* uses the Harvard System of Referencing. References should be cited within the text, listing the author’s name, year of publication and, in case of a quote, with a page number (e.g. Blacking 1973: 52). As there are some variations across institutions in the application of the Harvard style, we have interpreted this in a way to make it as easy as possible for our authors. However, in case you do not find the formatting for an item in this Style Sheet, please check the following sources:

Anglia Ruskin University Harvard System of Referencing Guide. <http://libweb.anglia.ac.uk/referencing/harvard.htm> Accessed: 14 February 2018.

Citethisforme.com Harvard Referencing Generator. <http://www.citethisforme.com/>. Accessed: 14 February 2018.

Harvardgenerator.com Harvard Referencing Generator. <http://www.harvardgenerator.com/>. Accessed: 14 February 2018.

Examples of in-text referencing:

Guralnick (1999) documents the deterioration of Elvis Presley’s relationship with his manager, Colonel Tom Parker.

Nightclub owners stated that music copyright fee increases for the use of sound recordings would adversely affect the viability of their music venues (Donovan 2007).

In case the author is unknown:

*Rolling Stone* (2009) reported on the thoughts of Bruce Springsteen after his U.S. Superbowl half-time performance.

If the author’s name has been mentioned in the text, the name can be omitted:

(1973: 52).

Two works of identical date by one author should be distinguished:

1987a and 1987b.

Avoid the expression op. cit. and loc. cit.

Multiple references to different authors should be listed alphabetically, with different authors separated by semi-colons:

(Blacking 1973: 52; Merriam 1964: 65–72).

Within a parenthetical reference, same author with different years of publication should be separated by commas:

(Blacking 1973, 1987).

Multiple in-text references by the same author should be listed chronologically (oldest first):

(Blacking 1973, 1987).

Quotations

When quoting a text, add the relevant page number to the author and year of publication. Use double quotation marks for the quotation, while for quotations within quotations the marks should be single. Full stops should be placed outside the closing quotation mark:

Poiger (2000: 189) states that, “when Presley was stationed in West Germany, other commentators soon referred to him as a ‘tame’, yet now properly masculine, member of the occupying forces”.

To include a web site source in the main text, cite the author/organisation and year of publication:

The Recording Industry Association of America (RIAA) "supports and promotes the creative and financial vitality of the major music companies” (RIAA 2014).

Quotations of more than forty words should be placed in a free-standing block of lines without quotation marks, indented both 1 cm left and right. Maintain single-spacing throughout and use Optima 11. The parenthetical citation should come at the end of the transcribed text, following the closing punctuation. (Spacing before indented quotation: 14pt). Abbreviation of quotes should be kept to a minimum; however, when this may be necessary, please present the omission as (…);

Indented quotation: Optima 11, Left 1 cm. Right 1 cm, after: 14pt; before: 14pt.

The elements that integrate a dance – text, music, choreography and even its name – evolve themselves independently, and (...) the association of one element with the other may be, and generally is, historical. The Spanish text of a dance does not indicate that its music and choreography are also Spanish. (Vega 1952: 275).

When quoting a film/video, include the name of the director and the time code of the relevant scene:

In the 1978 comedy *The Rutles:* *All You Need Is Cash*, the commentator points to a venue door for Der Rat Keller in Hamburg stating that, “Inside here, is where they actually played” (dir. Idle and Weis 2001: 7.23–7.30).

Foreign words and spelling

Foreign words (relative to the original language of the article) in the text should be in italics and the translation given in quotation marks in parentheses: *gravure* (“engraving”).

Lyrics or quotations etc. in a foreign language (different from the original language of the article) requires a translation below the quoted lines, in quotation marks in parentheses

Abbreviations

Latin abbreviations are used for the following:

c. (circa)

cf. (compare)

et al. (and others)

ibid. (in the same work)

In all other cases, the full word should be employed rather than an abbreviation:

versus, and, number, for example. Do not use shortened forms (etc., e.g., no., i.e.).

Numerals

Numbers under 100 should be expressed as words in the main text:

There were eighty-four people at the concert.

Numbers over 100 should be expressed as figures in the main text:

647 people attended the concert.

In cases with particularly large numbers, a combination of words and figures is acceptable to make reading less cumbersome:

The group sold more than 1 million albums.

Spans of numbers should be linked with a figure dash (similar to minus hyphen):

135-139 George Street

Precise expressions of time and currency should be expressed in numbers:

The concert began at 10.30 p.m. and lasted three hours.

Since the release of the Live Aid DVD and Band Aid single in November 2004, the Band Aid Trust has received income in excess of 6.5 million.

Dates

Dates both in the main text and in the references list should be expressed in the full form: 10 September 1987

The use of words or figures to express spans of years is acceptable in the following:

The seventies / 1970 (do not use ‘70s or nineteen-seventies).

Tables, graphs, diagrams and music examples

It is possible to include audio and video fragments as long as they meet the following conditions:

* Their inclusion is strictly necessary to understand the text.
* All files together (including the text) should not exceed 10 megabytes and must be of acceptable quality.
* Provide all references, including from the internet, as well as permission to reproduce. Remember to include full titles and authors in the files, as well as in the metadata information.
* The author of the article owns the copyright or has the corresponding authorization for reproduction as well as the authorization of all persons that appear in the fragment. These authorizations must be submitted in writing when submitting the article.
* You should number the fragments and indicate in the text where the link should be placed. You should place a “call out” where you would like the illustration to appear: <INSERT FIGURE 1 HERE>. The final placement is determined during the lay-out stage. The tables, figures and examples should be submitted as individual files, and saved as “Table 1”, “Figure 2”, and so on, together with its caption title.
* All images (graphics, figures and musical examples) should be sent in jpg format and have a caption text. They will be inserted by the lay-out editor in the corresponding place in the text, numbered and identified with the caption. The requirements for a photograph, diagram or illustration are a minimum of 300dpi (dots per inch) for photographs, 1200dpi for line art. For musical examples in notation are a minimum of 300dpi.
* Video fragments must be sent in MPG or AVI format, audio fragments in MP3 or WAV.
* Submit images grouped together into a compressed folder, submitting this separately from the paper.

Captions

CAPTIONS: Optima 11, centred.

All images (graphics, figures and musical examples) should be numbered successively and referred to in the text. Captions should also contain a note on permission for reproduction, in brackets.

A distinction should be made between TABLESand FIGURES:

* A tableis a chart created on a word processor; a table can be provided as a Word document, and one can usually print a table with a standard printer.
* A figureis a photograph, diagram or illustration. A figure also refers to a musical transcription (of various forms, not necessarily 5-line staff notation). Full figure references should be presented as Endnotes.

A - Captions for tables should appear *before* the table (see Table 1).

TABLE 1. Text of caption: Optima 11, centred.

|  |  |  |  |
| --- | --- | --- | --- |
| TITLE |  |  |  |
| Text |  |  |  |
| Text |  |  |  |

B - Captions for figures, including graphs, photographs and musical examples, should appear *after* the figure (see Example 1 and Figure 1):



FIGURE 1. Lá no largo da Sé velha, part 2, composed by Candido Inácio da Silva (1800 - 1838). Optima 11, centred.

****

FIGURE 2. The Blues Juice. Optima 11, centred.

Add an Endnote to indicate the source of the image:

*Blues Juice Blogspot* <<http://bluesjuice.blogspot.com/2010/07/agenda-blues-juice-de-0807-1007.html>>. Accessed: 28 June 2009.

Endmatter

The endmatter will be ordered in three sections.

Endnotes

We use endnotes, not footnotes. Notes should be kept to a minimum and are used to provide the reader with relevant material without interrupting the flow of the main text. If the information is crucial to the argument, it should be included in the body of the text.

The notes in the endnotes should be Optima 11pt. Single spacing between notes. After: 6pt.

Guidelines for endnotes include inserting a number in brackets in your text at the end of a sentence or immediately following a direct quotation or a point taken from a source. For endnotes the numbering (1) is always consecutive and should be in numeral format (i.e. 1, 2, 3). With endnotes the same information is given in a consolidated list at the end of the essay.

The Layout Editor will finish formatting, placing the endnotes according to the journal’s default style. They will eventually appear before the Acknowledgements and References as in the Endmatter. Do not use automated endnotes as they are created by your word processor. Please insert these manually at the end of the text.

Acknowledgements

The author may wish to acknowledge assistance received in the preparation of the article. This section should follow the Notes section.

References

Format references in Optima 12, Align Left, with hanging line of 0.5 indent, in Harvard Style of Referencing.

All titles are presented as: Capital Letters at the Start of Nouns.

All books, book chapters, journal articles, dissertations, newspaper articles, magazine articles, television, film, radio, web and music sources should be listed in the References section, at the end of the text, after the Acknowledgements. These may then be organised further into the following subsections, with subtitles in list of reference in Optima 14, Italic, Align Left:

Bibliography

All text-based sources regardless of paper or electronic format.

Discography

All music recording sources, regardless of format (do indicate whether it is vinyl, CD, mp3. mp4, etc) and radio shows.

Videography

All A/V based materials, including YouTube, DVD, television and film.

Interviews

Ethnographic, primary, interview materials.

Bibliography

Listing works by the same author, published in the same year

In your reference list, order these works alphabetically according to the title of the work and use the letters a, b, c ... after the publication date to distinguish between them in your citations:

Frith, S. – (use en-dash --)

1996a. Entertainment. In J. Curran and M. Gurevitch Eds. *Mass Media and Society*. London and New York: Arnold.

1996b. *Performing Rites: On the Value of Popular Music*. Cambridge, Mass: Harvard University Press.

Books

Books should cite the author surname and first name, year of publication, title in italics, name of publisher, location of publisher, and numbered edition if not a first edition:

Marcus, G. 1991. *Mystery Train: Images of America in Rock ‘n’ Roll Music*. London: Penguin.

Chapters from Edited Books

Chapters from Edited Books should include the author(s) surname and first name, year of publication, title of chapter. In, Author(s)/Editor(s) of book (if different), *title of book in italics*, publisher, place of publication, page numbers:

Idel, M. 1997. Conceptualizations of Music in Jewish Mysticism. In L. E. Sullivan Ed. *Enchanting Powers: Music in the World’s Religions*. Cambridge: Harvard University Press: 159-188.

Journal Articles

Journal articles should include the author(s) surname and first name, year of publication, title of article, *journal name in italics*, volume number, issue number, page number(s):

Bradby, B. 1993. Sampling Sexuality: Gender, Technology and the Body in Dance Music. *Popular Music* 12 (2): 155-176.

Where available, add the DOI number, prefixed by <http://dx.doi.org/> (no need for date of last access, because the doi is registered to remain with the publication):

Bradby, B. 1993. Sampling Sexuality: Gender, Technology and the Body in Dance Music. *Popular Music* 12 (2): 155­-176. <http://dx.doi.org/10.1017/S0261143000005535>

If a DOI number is absent from an online journal, please provide the website address instead. This time, however, add the last date of access.

Web Sources

Web sources should include the site author (person or organisation), year of publication, Title of page(s) viewed, and web location of the article and date of access:

RIAA – Recording Industry Association of America .2014. RIAA – RIAA. <http://www.riaa.com/aboutus.php?content_selector=about-who-we-are-riaa> Accessed: 20 May 2014.

Collective article or book up to two authors

Brøvig-Hanssen, R. and Harkins, P. 2012. Contextual Incongruity and Musical Congruity: the Aesthetics and Humour of Mash-ups. *Popular Music* 31 (1): 87-104. <http://dx.doi.org/10.1017/S026114301100047X>

Collective publication of more than two authors

Verhagen, S. et al. 2000. Fast on 200 Beats per Minute: The Youth Culture of Gabbers in the Netherlands. *Youth & Society* 32 (2): 147-164. <http://dx.doi.org/10.1177/0044118X00032002001>

Author as editor

Nettl, B., Ed. 1998. *In The Course of Performance: Studies in the World of Musical Improvisation*. Chicago: University of Chicago Press.

Dissertations / Theses

Masters and doctoral theses should cite the author surname and first name, year of publication, *title of thesis in italics*, the award/degree granted, university of study and the location of the university:

Doyle, P. 2001. *Race with the Devil: Space, Place and Motion in Popular Music Recording, 1900–1960*. PhD. Macquarie University, Sydney.

Internet locations of theses should also be provided if available (such as for university library online thesis registries), with date of access.

Conference Papers

The required elements for a conference paper are: author, year. Full title of conference paper. In: followed by editor or name of organisation, *Full title of conference*. Location, Date. Where relevant, add: Place of publication: Publisher. Web location, date of last access.

D’Amato, F. 2003. Dance Tribes and Club Cultures. Experiences, Imageries and Values Concerning Dance Clubs in Rome. International Association for the Study of Popular Music, IASPM 12th Biennial Conference, McGill University: *Practicing Popular Music*. Montreal, 3–7 July 2003. [www.iaspm.net/archive/IASPM03sm.pdf](http://www.iaspm.net/archive/IASPM03sm.pdf). Accessed 14 April 2012.

Newspaper and Magazine Articles

Newspaper and magazine articles should cite the author(s) surname and initial, year of publication, title of article, *newspaper or magazine name italicised*, day, month, page number(s). The full Internet location of the article should be provided if available and date of last access.

1. Known author of a newspaper/magazine article:

Donovan, P. 2007 The day the music in nightclubs got dearer. *The Age*, 11 July. <http://www.theage.com.au/news/entertainment/latest-dance-hit-doofdoofdoof-kerching/2007/07/10/1183833519305.html>. Accessed: 28 June 2009.

1. Unknown author of a newspaper/magazine article:

*Rolling Stone*. 2009. Bruce Springsteen on his Super Bowl Slide: Rocker Opens Up. in Candid Journal, 11 February. <http://www.rollingstone.com/rockdaily/index.php/2009/02/11/bruce-springsteen-on-his-super-bowl-slide-rocker-opens-up-in-candid-journal/>. Accessed: 28 June 2009.

To include a newspaper or magazine article where the author is unknown in the main text, cite the *publication title* and year of publication:

*Rolling Stone* (2009) reported on the thoughts of Bruce Springsteen after his U.S. Superbowl half-time performance.

Encyclopaedia Entry

Encyclopaedia entries should cite the author(s) of the entry – surname and initial – Year of publication, Title of article in double quotation marks, *Full title of Encyclopedia Work in italics*, Volume Number and Title, page number(s):

Laing, D. 2003. Copyright. In *Continuum Encyclopedia of Popular Music of the World*, Volume 1, Media, Industry and Society: 480-485.

Discography

Music recordings

State the name of the artist, year of release, title of the album or single recording, title of the album in italics, name of the recording label, and date and country of issue. Individual song titles should be in double quotation marks:

Franz Ferdinand. 2005. “Do You Want To”, *You Could Have It So Much Better*, Sony BMG, 2 October, Australia.

If the exact date of release is not available for all discographic sources, please use only the year.

To include discography sources in the main text, cite the author/organisation and year of publication:

Franz Ferdinand’s single “Do You Want To” (Sony BMG 2005) from their *You Could Have It So Much Better* album has featured in television commercials.

Radio programs

State the name of the radio network, year of first airing, program title, program date, and Web location if available as a stored audio file:

BBC. 2009. *Sounds of the 60s*, Radio 2, 14 February, <http://www.bbc.co.uk/radio2/shows/sounds60s/>. Accessed: 28 June 2009.

In the main text, a radio source is indicated through broadcast company and year of broadcast:

Brian Mathews’ *Sounds of the 60s* program (BBC 2009) airs a range of 1960s pop and rock hits and artist interviews.

Videography

Audiovisual references should appear in a separate list. Please use the format listed below as a guideline; authors can add information deemed necessary for an accurate identification of the source.

Films

State the *Film Title* in italics, year of release, name of director, name(s) of publishing and/or distribution companies:

*Billy Elliot*. 2000. Dir. Stephen Daldry, Working Title/Universal Studios.

In the main text, a film is referenced through indicating director and year of release:

The film *Billy Elliot* (Daldry 2000) has been reconstructed as a stage musical in many countries.

DVDs

*The Rutles:* *All You Need Is Cash*. 2001. Dir. Eric Idle and Gary Weis. DVD. Rhino Video.

Television programs

Cite the name of the television network, year of first viewing, program title, episode title, (season number, if relevant, as well as episode number in brackets), program date, name(s) of publishing and distribution companies:

BBC. 2001. *Jazz: A Film by Ken Burns*, “Gumbo” (episode one), 9 June, PBS.

In the main text, a television programme is indicated through broadcast company and year of broadcast – unless it is a film that has its own release date and identifiable director.

Online video

Format: Author’s surname, Initials or username (year created/uploaded) Title of video [Online video]. Available from: URL Accessed day month year.

Stanford Humanities (2011) The art of living - R Lanier Anderson [Online video]. Available from: <http://youtu.be/-YnLyBRvAw>. Accessed 18 May 2014.

In text citation: (Stanford Humanities, 2011)

Interviews

Name of interviewee, year of interview, name of interviewer, place and remainder of the date:

Kenny Carpenter. 2012. Interviewed by Kai Fikentscher, Berlin, 14 April.

Social media sites (Facebook, Twitter)

Author’s surname, Initials or username (Year published) Title of message, Title of site, day and month of post. Available from: URL. Accessed day month year.

Smith, T. (2012) Referencing, Twitter, 14 June. Available from: <http://twitter.com/tomsmith/informationliteracy>. Accessed 15 July 2012.

In-text citation: (Smith 2012)

For any other type of sources, please always refer to Harvard style of referencing in the guides above.

Online Privacy Ethics

Please follow the guidelines in the infographic below proposed by Ellis Jones to the *IASPM Journal* editorial board in July 2023 and approved at the editorial board meeting in December 2023.

