Contents

Abbreviations.................................................................................................................................2
Preface..................................................................................................................................................2
1. Spelling, Italicization, Capitalization, and Regularization of Words ........................................3
2. Capitalization and Punctuation of Titles.....................................................................................8
3. Capitalization, Punctuation, and Style of Names.................................................................10
4. References....................................................................................................................................10
5. Abbreviations..............................................................................................................................13
6. Punctuation, Text Style, and Symbols ......................................................................................14
7. Formatting of Final Submission ..................................................................................................16
8. Format for Headings of Reviews ...............................................................................................17
Abbreviations


**CMOS/16** *The Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press, 2010); **online version available** by subscription at [http://www.chicagomanualofstyle.org/16/contents.html](http://www.chicagomanualofstyle.org/16/contents.html)

**HTML** HyperText Markup Language

**JSCM** *Journal of Seventeenth-Century Music*

**Grove** *Grove Music Online*, available by subscription at [http://www.oxfordmusiconline.com](http://www.oxfordmusiconline.com)

Preface

*JSCM* adheres in most cases to the policies enunciated in *CMOS/17*; references to the previous edition (*CMOS/16*) are given for the convenience of readers who happen to have that edition at hand. The present *Style Sheet* lists policies that contradict those in *CMOS/17*, that specify a particular option offered by *CMOS/17*, or that are frequent issues of confusion for authors and editors of *JSCM*. This *Style Sheet* is occasionally revised, and authors should be sure that they are using the most recent version.


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Once an article has been accepted for publication, the author should submit a final text to the editor, formatted according to the instructions given in Section 7, below.
1. Spelling, Italicization, Capitalization,¹ and Regularization of Words
   in an English Sentence²

17th century (not used in prose): see seventeenth century
A–B-flat–C motive (en dashes for a series of pitch names that signify motion from one to
the next; to use a flat, sharp, or natural sign, consult the editor about the
possibility of introducing the appropriate symbol during the conversion to HTML)
a cappella
“A” section (punctuation is placed outside the quotation marks, primes within)
• This is true in section “A’”, but not in “B”.
  but
• It is in ABA form.
a3, a4 (etc.)
abca (rhyme schemes; upper case letters can be introduced as needed, for instance to
show refrains; the letters can be spaced apart if other symbols are to be
introduced—in this example (vt) for verso tronco)
  • abcaD efgD
  • a b(vt) a b(vt)
Act (use arabic numerals,³ but retain capital A when the word functions as a title,
contrary to CMOS/17 8.184 [CMOS/16 8.182]; for abbreviated citation where
meaning is clear from context, the words “Act” and “scene” may be omitted
(compare CMOS/17 13.67 [CMOS/16 13.65])
  • as is seen in Act 2, scene 4
  • First she proclaims her love (2, 4), then she denounces him (2, 5).
air (English or French)
allemande (prefer as a generic name to allemanda, almain, almand, etc., except for
specific titles, where a distinction is being drawn among types of the dance, or
where the national or chronological category is being emphasized)
alternatim
arabic (numerals)
* ballet de cour
bar (prefer measure)
Baroque (referring to the era and its style; noun or adjective)
basso continuo, continuo (prefer simply continuo; not basse continue)
basso seguente

¹ For capitalization of titles of works, their constituent parts, and of names, see Sections 2
   and 3.

² For articles and reviews in languages other than English, the conventions of the primary
   musicological journal in that language will be followed, including the language’s style
   for quotation marks. For conventions such as abbreviations in references, captions, etc.,
   see other sections of this Style Sheet.

³ This is a change from previous JSCM policy.
Book 4, Fourth Book (capitalized when standing as the title of a specific book)

• the sonatas in Book 4
• She never published a fourth book.

breve (prefer to double whole note; see semibreve)

brevis, semibrevis, minima, semiminima, fusa

bourrée

BuxWV 196 (neither periods nor spaces between letters)

BWV 196 (neither periods nor spaces between letters)

canary (prefer to canarie or cario; see comments under allemande)

canceled, cancellation

canticle (as a generic word)

Canticles (the Song of Songs from the Bible)

cantor

cantus, superius, altus, tenor, bassus, quintus (parts)

Cantus, Superius, Altus, Tenor, Bassus, Quintus (partbooks)

cantus firmus, cantus firmi (“cantus” is both singular and plural)

canzona, canzonas; canzonetta, canzonettas

castrato, castrati (not italicized, but not castratos)

catalog (prefer to catalogue)\footnote{This is a change from previous JSCM policy.}

chaconne

choirbook

ciaccona

cibell

Classical (referring to the era and its style; prefer to Classic)

c claveciniste (prefer harpsichordist)

clefs, C-clef, G-clef, etc. (if common names of clefs are used, include the identification by staff line number in parentheses)

• French violin clef (G1)
• treble clef (G2)
• soprano clef (C1)
• alto clef (C3)
• tenor clef (C4)
• baritone clef (F3)
• bass clef (F4)

comédie-ballet

concertato

concerto, concertos

concerto grosso, concerti grossi

consort song

Continental, continent

• the Continent
• the continent of Europe

continuo: see basso continuo

contredanse (prefer “country dance” when appropriate)

copy (prefer “exemplar” when referring to a printed book)

countersubject
couplet (English and French)
courante (prefer to corrente, corant, coranto; see comments under allemande)
crotch (prefer quarter note)
custos; plural: custodes
da capo aria
divertissement
double (meaning a single variation in French music)
duret
en rondeau (the preceding dance name is in the French spelling and italicized)
  • a menuet en rondeau
entrée (in an article that uses the term frequently, anglicize as entrée; may be capitalized
  as a generic title [see Section 2])
Ex. 2 (space after period; used in tables, citations, and the like; in prose, spell out)
Example (with number, whether or not a hypertext link); capitalized when referring to a
  specific example (contrary to CMOS/17 8.180 [CMOS/16 8.178]; see Section 2)
  • An analysis of Example 3 shows
falsobordone, falsobordoni
fantasia, fantasias (prefer to other spellings as generic term)
Figure (with number); see Example
formula, formulas
G string (no hyphen)
galliard, galliards
gavotte (prefer to gavot, gavotta; see comments under allemande)
gigue (prefer to giga; see comments under allemande; see jig)
God (modern deity)
Gods (a specific group of characters, parallel to Amazons, etc.)
god, gods (ancient deities; see Section 3)
grey (Italian, French tempo marking)
GusC 59 (for Chambonières’s works: no periods, no space)
H 145 (for Charpentier’s works: no period)
harmonic progressions: see I–V–I
harpsichordist (not claveciniste, etc.)
i/j: see u/v
In Nomine
intermedio, intermedi
I–V–I (harmonic progressions, with en-dashes)
jig (only if referring to the Irish/anglo dance; see gigue)
Kapellmeister (not italicized)
key signature (not hyphenated)
Kyrie, Gloria, Credo, etc.
lacuna, lacunae
lauda, laude
libretto, librettos (for operas, including tragédies en musique); livret is reserved for the
  written words associated with ballets for which the “book” differs substantially
  from an opera libretto
lied, lieder; Lied, Lieder
lines (of a libretto): see CMOS/17 13.67 (CMOS/16 13.65) for citation of lines
livret: see libretto
LMC 196 (neither periods nor spaces between the letters; requires an initial full citation)
  • Meredith E. Little and Carol G. Marsh, La Danse Noble: An Inventory of Dances and Sources [LMC]
    (New York: Broude Bros, 1992)
Louisquatorzian (JSCM does not use this neologism)
LWV 19/6 (neither periods nor spaces between the letters)
maestro, maestro di cappella, maestri di cappella (not italicized); both maestros and
  maestri are acceptable, depending on context
Magnificat
major, minor
  • in E-flat major
  • in C minor
march (prefer to marche, Marsch or marcia; see comments under allemande)
mass (a musical genre)
Mass (a religious service; see also Section 2 on titles)
matins
Medieval (referring to the era and its style; adjective only)
  menuet: see minuet
minim (prefer half note; see semibreve)
minuet (prefer to menuet, Menuett, minuetto, minuete; see comments under allemande)
missa brevis
neoclassical
Nunc Dimittis
oeuvre (an anglicized word, no ligature)
œuvre (a French word, use ligature)
onstage (as an adjective)
op. 15 no. 22 (no comma; spaces after periods)
Opéra in Paris (informal name of the Académie Royale de Musique; prefer to Paris
  Opéra; omit “in Paris” when the context makes it obvious)
opéra comique
opera seria, opera buffa (opere serie, opere buffe)
opus, opuses
out-of-tune (adjective), out of tune (adverb)
  • out-of-tune notes
  • played out of tune
partbook
partita, partitas
partsong
passacaille
passacaglia
passim
pavan, pavans
pitch series: see A–B-flat–C
prelude, unmeasured prelude (not prélude non mesuré)
premiere (noun only; meaning first performance, as an anglicized word)
psalm (a sacred literary genre)
Psalm (a specific item from the Book of Psalms)
quaver (prefer eighth note)
*recte* (no punctuation before corrected word)
Renaissance (referring to the era and its style; noun or adjective)
repertory (prefer to repertoire)
ricercar, ricercars
rigaudon (prefer to rigodon, rigadoon; see comments under allemande)
RISM (neither periods nor spaces between letters; series may be specified if it is not obvious in the context)
ritornello, ritornellos (not *ritornelli*)
*ritournelle*
roman (numerals, font)
Romanesca
Romantic (referring to the era and its style; adjective only)
rondelleau
rondo
sarabande (prefer to saraband, *sarabanda*, or *zarabanda*; see comments under allemande)
scene (see Act)
scherzo, scherzi (not italicized)
scordatura
*scudi*
Seicento (if a noun; for an adjective, prefer “seventeenth-century” or “… of the Seicento”)
semibreve (in general, prefer whole note; however, breve, semibreve, and minim can be used by authors as American translations of the Latin terms if they prefer)
semiquaver (prefer sixteenth note)
*sesquialtera*
seventeenth century (noun), seventeenth-century (adjective) (not 17th in prose)
  • in late seventeenth-century style
  • in sixteenth- and seventeenth-century France
[sic] (see *CMOS*/17 7.53 [*CMOS*/16 7.53])
siciliana (not siciliano; prefer to *sicilienne*; see comments under allemande)
solo, solos (but soli when paired with tutti)
staff, staves (not stave)
string names: see G string
*style brisé*
SWV 81 (neither periods nor spaces between letters)
Table (treated the same as Example, q.v.)
tactus
Te Deum
theater (not theatre)
thoroughbass
time signature (not hyphenated)
*tragédie en musique* (not *tragédie lyrique* in a seventeenth-century context)
toccata, toccatas
trio sonata
tutti
u/v (in transcribing original texts, the use of u and v, as well as i and j, can be silently regularized)
vespers (a religious service or musical genre; see also Section 2 on titles)
*viola da braccio, viole da braccio*
*viola da gamba, violas da gamba*
*violoncello*
*violone*
websites: prefer “on” for site (but “in” for publication) and “at” for URL
  • recordings available on YouTube
  • articles in *JSCM*, on the journal’s website at [http://sscm-jscm.org](http://sscm-jscm.org)

Western society

2. Capitalization and Punctuation of Titles  
(see *CMOS/17* 8.156–62, 8.193–96 [*CMOS/16* 8.154–59, 8.188–92])

**Musical Works**
In the context of English prose (not lists), there are two basic issues involved in deciding how to treat names of musical works: (1) whether the words in question function as a title, and if so, (2) whether the title is generic. Titles that apply only to the music in question are non-generic.

Non-generic titles of large works are italicized. Such titles of small works or excerpts are set in roman type and enclosed in quotation marks (but see below for textual incipits functioning as titles of independent pieces); textual incipits that serve as titles are given with sentence-style capitalization.

• the chorus “Cupid only throws the dart” from the opera *Dido and Aeneas*
• “Cupid’s Garden,” a country dance published by Playford
  In the first example, “chorus” and “opera” are names of genres, not titles; “Cupid only throws the dart” is a textual incipit functioning as the non-generic title of an excerpt; *Dido and Aeneas* is the non-generic title of a large work.
• the “Prelude for the Witches” from *Dido and Aeneas*
  Even though “prelude” is a generic word, it is part of a title that is non-generic and identifies an excerpt.

Names of genres are capitalized when they are intended to be understood as titles of specific pieces or sections of works; they are in roman type without quotation marks. (See Section 1 for policies on italicizing specific genre designations when they are not serving as titles.)

• a courante is a serious dance
• the second movement, the Courante, is in binary form
• this Concerto was composed or this concerto was composed
  The third example illustrates the issue of intended understanding. Capitalized, “concerto” is to be read as the title of the work; in lower case, “concerto” represents a genre, one example of which is under discussion. Both are acceptable in *JSCM*.

Standard tempo markings are capitalized when they represent the titles of specific movements, or can be in quotation marks if they refer to how a composer marked a movement or passage.
• the Allegro follows directly
• this Minuet is marked “allegro”

Standard names for the movements of a mass are treated as generic titles and are always capitalized, by tradition.
• the Kyrie from the Missa Sancta Maria de Victoria

Textual incipits functioning as titles of independent pieces are given in italics, with sentence-style capitalization.\footnote{An incipit is given in quotation marks when the poetic text is cited without reference to a musical setting.}
• settings of Ave maris stella and Laudate pueri Dominum
• the anthem Remember not, Lord, our offences
• Tornate, o cari baci from the Seventh Book of Madrigals

Textual incipits used as titles of movements or of excerpts from larger works, including operatic arias, are in quotation marks (as in the first example above, the chorus “Cupid only throws the dart”).

Non-generic titles (in English) for masses, including imitation masses, honorific titles, and descriptive titles are italicized. Mass titles that have essentially generic qualifiers, such as a number, or are well-known categories of mass are in roman.
• the Pope Marcellus Mass
• his Requiem Mass

Literary Works
The names of the parts of a book, such as chapter, preface, and appendix, are treated analogously to generic musical names: when they are standing as titles of specific entities they are capitalized (contrary to CMOS/17 8.180 [CMOS/16 8.178]). When there is a number, it is an arabic numeral.
• in Chapter 2
• in the second chapter, “Modality and Tonality,”
• the complete text is in Appendix 2

Subtitles are separated from titles by colons, even in languages where periods would be preferred (unless the whole JSCM article is in that language). The first word of the subtitle is capitalized.

Languages
English titles. Modern titles are normally given “headline style”: capitalize all words except coordinating conjunctions and prepositions (CMOS/17 8.159 [CMOS/16 8.157]). For long, sentence-like titles of works from before 1800, the capitalization can be sentence-style, retaining the original capitalization and punctuation (CMOS/17 14.97 [CMOS/16 14.106]).

French titles. Use sentence-style capitalization (CMOS/17 11.27; [CMOS/16 11.30]).\footnote{This is a change from previous JSCM policy.}

German titles. Capitalize first word and all nouns.

Italian, Latin, and Spanish titles. Capitalize only the first word and proper nouns (contrary to CMOS/17 11.54 [CMOS/16 11.59] for post-medieval titles in Latin).
3. Capitalization, Punctuation, and Style of Names

Character names that are not proper names (in theatrical works, titles of character pieces, etc.). Capitalize nouns that are the names of specific characters or specific groups of characters. Capitalize nouns that are metonyms for gods if the speaker is a character, but not if the voice is that of the modern author. In French, use lower case for articles in such names, or use the English translation in English prose.

• la Vertu
• then Virtue said
• the Gods of the Underworld enter
• she exclaimed “Help me, o Heavens”
• she asked for help from the heavens
• Couperin’s “la Garnier”

Geographical entities. In English, capitalize articles; in French (CMOS/17 11.26 [CMOS/16 11.29]), use lower case for articles.

• in The Hague
• in le Blanc-Mesnil

Proper names (CMOS/17 8.7 [CMOS/16 8.7]). Use lower case for particles (e.g., “de” and “von”) except for Dutch, in which the particle is capitalized when the first name is omitted (CMOS/17 8.10 [CMOS/16 8.10]). Capitalize an article (“La”).

• Élisabeth-Claude Jacquet de La Guerre
• Johann Wilhelm von Neuberg-Wittelsbach

When initials replace first names, do not put a space between the initials, but do put a space before the surname.

• J.J. Froberger

Possessives are formed by adding both an apostrophe and an “s” to the name regardless of its final letter (CMOS/17 7.17 [CMOS/16 7.16]).

• Bruhns’s

At the first mention of a modern person, the first and last names are given. In subsequent references, just the last name is given, usually without titles such as Ms., Mr., or Prof.

Institutions. In all languages, capitalize all words other than coordinating conjunctions, articles, and prepositions.

• Bibliothèque Nationale de France
• Staatsbibliothek Preußischer Kulturbesitz

4. References

Nomenclature. JSCM uses “References” as the heading for endnotes (an artifact of the early history of the journal, when the “references” included unlabeled appendices as well as notes); however, citations of notes, including those found in JSCM, use the abbreviation “n.”

Placement of endnote numbers. Normally, endnote numbers should appear after the punctuation that concludes a sentence or a clause (CMOS/17 14.26 [CMOS/16 14.21]). If logic dictates, the endnote number can come at any point in the text.

7 This is a change from previous JSCM policy.
(e.g., if the endnote pertains to a specific word in a sentence), but only as exceptional cases.

Order of content. In an endnote containing a citation and a quotation, the citation normally comes first (contrary to CMOS/17 14.38 [CMOS/16 14.33]).

• Donati, *Ars Poetica*, 142–43: “Contrà verò quia crudeles olim Caesares, ac reges, vā cum fortissimis propugnatoribus religionem nondum adultam conabantur extinguere; in illos vehementer exardescimus.”

Books, journals. Citation style should follow CMOS/17. See especially CMOS/17 14.123 (CMOS/16 14.128), citation of a book in a series; CMOS/17 14.171 (CMOS/16 14.180), journal citation; and CMOS/17 9.61 (CMOS/16 9.60), truncation of inclusive page numbers. For journals that use continuous pagination for each volume, JSCM now cites the number of the issue as well as the volume to facilitate searching online journals.

Authors are cited with complete first name, not merely one or more initials. If more than one city is listed in the imprint, use only the first (CMOS/17 14.129 [CMOS/16 14.135]).

If the citation is to specific pages of a specific volume of a book, no space follows the colon (see CMOS/17 14.152 [CMOS/16 14.159]).


Dissertations. Titles of unpublished dissertations and theses are enclosed in quotation marks (CMOS/17 14.215 [CMOS/16 14.224]).


Encyclopedias. The preferred format for well-known encyclopedias is *Encyclopedia Name*, edition number, s.v. “Article Name.” Usually standard encyclopedias are cited in JSCM only when there is an element of dispute; thus, the author(s) of the article must be cited. The *New Grove Dictionary of Music and Musicians*, 2nd ed., and *Grove Music Online* should be treated as different reference works; unless there is a specific reason to cite a specific printed edition of *Grove*, citation to *Grove Music Online* is preferred. The URL need not be included (contrary to CMOS), and no hyperlink is given to such sites since they are accessible only by paid institutional subscription and thus via the institution’s server. Similarly, *Die Musik in Geschichte und Gegenwart*, 2nd ed., and *MGG Online* are treated as different works, and the online edition should be preferred unless there is a reason to specify one of the print editions. For continually updating online encyclopedias, a date is necessary; if a “last modified” date is given, it must be cited; otherwise, the posting date is preferable to the date of access. JSCM does

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8 This is a change from previous JSCM policy.
9 This is a change from previous JSCM policy. CMOS recommends that citations of electronic sources include a date of access only if no date of publication or revision can be determined from the source (CMOS/17 14.12 [CMOS/16 14.7]).
not follow the citation styles suggested by Grove and MGG; nor does it precisely follow CMOS (compare CMOS/17 14.232–34 [CMOS/16 14.247–48]).

- Herbert Schneider, in MGG Online, s.v. “Lully, Jean-Baptiste,” last modified November 2016.

For less well-known encyclopedias, full publication details should be given, as for a book, but using “s.v.,” with the article name, not volume/page numbers; the URL should be given for online encyclopedias in this category.

Editions other than the first. Use abbreviations.

- 2nd ed.

Facsimile editions. Use the following format: Place: Publisher, date; reprint, Place: Publisher, date. Do include the publisher of the original edition (see CMOS/17 14.114 [CMOS/16 14.119]).


Multivolume works subdivided into series. Inclusion of series name is optional, according to its importance.


Physical documents reproduced on websites. Date of posting or access is unnecessary. (See CMOS/17 14.235 on citing artworks, CMOS/17 14.263 on citing CDs.)


Electronic documents published on websites, and streaming media. Last modified, recording, and publication dates are preferred to date of access.


Ibid., idem, loc. cit. (etc.). JSCM does not use these; use the author’s surname (and short title if necessary) on the second occurrence (see CMOS/17 14.29–30, 14.32–33 [CMOS/16 14.24–25, 14.27–28]); do not use the formula “hereafter cited as …” in the initial citation unless a siglum has been created.

Page and folio numbers. For inclusive numbers, JSCM now follows the style recommended by CMOS (CMOS/17 9.61 [CMOS/16 9.60]):
- Less than 100: use all digits
- 100 or multiples of 100: use all digits
- 101–109 (201–209, etc.): use changed part only
- 110–199: use two digits unless more are needed to show all changes

If another character intervenes, full numbers are given. Space between period and number(s).
5. Abbreviations

numbers (ordinal) see Section 6
proper names see Section 3
publications see prefatory list
state names see Section 6

Unless otherwise specified, use a space before the subsequent word or number.

c. copyright (no space between period and year)
C1, C3, etc. C clef on the first line, third line (etc.) of the staff
ca. circa (space before year)
CD compact disc (normally do not abbreviate)
died (do not abbreviate in prose; dagger may be used in tables, titles)
  • Cardinal Francesco (died 1679) served as archpriest of St. Peter’s
  • The Case of Prince Paolo Savelli (†1632)
diss. dissertation (abbreviated in citations only)
ed. editor, edited by, edition (not edn.)
e.g., exempli gratia (no space after first period, comma after the second)
et al. et alia
Ex. Example (a specific one; space after period)
F3, F4 F clef on the third line, fourth line of the staff
ff. JSCM does not use f. or ff. for following pages; cite specific inclusive pages
fol., fols. folio, folios; in lists, particularly when there is a mixture of pagination (“p.” and “pp.”) and foliation, “f.” and “ff.” may be used; see also “page and folio numbers” in Section 4
G1, G2 G clef on the first line, second line of the staff
G2-8va G clef on the second line of the staff, transposed an octave lower than treble clef (“octave treble clef”)
i.e., id est (no space after first period, comma after the second)
m., mm. measure(s) (space before number)
MS, MSS manuscript(s) (including citations in all languages, except when part of a shelf number with words in another style, e.g. “Mus. Ms. 25”)
n., nn. note(s) (endnote, footnote; space before number[s])
no., nos. number, numbers (not nr.); capitalize if used in the title of a piece
  • no. 12 in the collection, taken from his Cantata No. 3
p., pp. page(s) (space before number[s]; see “page and folio numbers” in Section 4)
op., opp. opus, opera (space before number)
Boldface. Do not use to differentiate headings in a Word document; HTML will specify the style via heading levels.

Captions. Sentence fragments typical of captions have no concluding period. If there is more than one element, separated by a period, the caption concludes with a period (see CMOS/17 3.21 [CMOS/16 3.21]).

Carats over numbers. See Schenkerian symbols.

Clef designations. See C, F, and G in Section 5.

Colons. Use lower case for the word following the colon unless it begins two or more complete sentences (CMOS/17 6.63 [CMOS/16 6.61]).

Commas. Do use serial commas (CMOS/17 6.19 [CMOS/16 6.18]).
• in allemandes, courantes, and sarabandes

Dashes:
• Em dash (—, not --) is not surrounded by spaces.
• En dash (–) means “to,” so is used to connect inclusive page numbers, dates, etc., without spaces. See also A–B-flat–C and I–V–I in Section 1. JSCM does not use en dashes in place of hyphens in compound formulations (contrary to CMOS/17 6.80 [CMOS/16 6.80]).
• Hyphen (-) is used as a meaningless visual marker (e.g., in an ISBN number) and a link in compound modifiers; see seventeenth century in Section 1. Compounds that use adverbs ending in “ly” are not normally hyphenated (CMOS/17 7.86 [CMOS/16 7.82]).
• The book—at least in the reviewer’s opinion—plagiarizes pages 240–43 of 0-8357-1069-6
• largely irrelevant footnotes [no hyphen]

Dates. Do not pair “from” with an en dash. In prose, titles, and headings, full dates are used.
• in the 2002–2003 season
• from 2002 to 2003
• The History of Music: 1600–1650
Ellipsis. Use Word’s special character (using American keyboard layout, Macintosh: option-semicolon; Windows: ctrl-alt-period). A space should separate the ellipsis from the text. If there is a period, it goes before the ellipsis, with no space (see Suspension points). Normally, ellipses are used to indicate only omitted text within a quoted passage; opening or closing ellipses should be used only when the grammar or poetic line of the original has been intentionally fractured (CMOS/17 13.55 [CMOS/16 13.53]).

• “… she concluded.… Then she said little … about it.”

Headings. See Captions; see also Section 2 (for titles).

Italics. If a word or phrase in italics is surrounded by text in roman, the punctuation is normally roman, including parentheses and brackets, unless the sense of the passage dictates otherwise (see CMOS/17 6.4 and 6.2 [CMOS/16 6.4]); do not use underlining to indicate italics.

Keys. See Pitch nomenclature.

Library abbreviations. RISM-syle sigla are in italics with a hyphen between country and library, without punctuation before a shelf number.

• F-Pn VM7-1234

Sigla are used in all citations, references, and captions, but not necessarily in prose in the main text. They are identified in JSCM’s separate page of “Library Abbreviations,” which is hyperlinked to the siglum in the text. It is also available from the JSCM home and “Guidelines for Contributors” pages. RISM’s sigla are available in a free online database at http://www.rism.info/sigla.html.

Line breaks. A poetic text may be presented using line breaks in an indented block quotation. If for some reason run-on notation is preferred, slashes (/) surrounded by spaces may be used to separate lines.

Musical symbols (within prose). Spell out “sharp,” “flat,” etc., with a hyphen; roman face, upper case, for keys; italics, lower case, for notes (see Pitch nomenclature); use a slash for meters; when the symbol is part of a composite symbol such as a continuo figure, the journal’s technical director will assist with HTML codes.

• the cadence to E-flat major
• the e-flat is dissonant
• 6/8
• 4-3 suspension

Note names. See Pitch nomenclature.

Numbers (ordinal). Use 1st, 2nd, 3rd, 4th (not 2d, 3d); do not use superscripts.

Pitch nomenclature. Follow Grove; italicize pitch names, including their primes and subscripts; use Word’s straight single quotation mark for the prime symbol (not the curly version).

• C’ three octaves below middle C
• C two octaves below middle C
• c one octave below middle C
• b one half step below middle C
• c’ middle C
• e-flat a minor third above middle C (prime follows note name)
• c” one octave above middle C

For notes for which the octave is not specified, keys, and mode letter names, use upper case, roman letters.

• E-flat major
• F-sharp minor
• The passage returns to C.

Punctuation after italics. See Italics.

Quotation marks and apostrophes. Use curly quotes (the Word default), not straight quotes, in the prose text, but see Pitch nomenclature for primes. Commas and periods go inside quotation marks except for section names (see “A” section in Section 1).

• “… end of phrase,” (not “… end of phrase“)
• “… end of sentence.” (not “… end of sentence”)

Question marks and exclamation points go either inside or outside quotation marks according to the sense of the passage (which could entail an exceptional period or comma after the mark). *JSCM* does not use British-style single quote marks; American style uses single quotes for quote-within-quote. A space separates adjacent quotation marks (*CMOS* 16.11 [CMOS/16 6.11]).

• “Introduction to Giovan Battista Giraldi Cinthio’s ‘Discourse or Letter on the Composition of Comedies and Tragedies,’ ”

RISM sigla. See Library abbreviations.

Schenkerian symbols. Use a carat before the numeral. The technical director will be consulted on HTML possibilities.

• ^4

Spaces. Use single spaces, not double, after periods; do not space before any punctuation marks. In abbreviations with a period in the middle (e.g., i.e.) no space follows the period; similarly, there is no space between a volume number and pages in citations of multivolume books (e.g., 1:234).

State names. In prose, spell out; in bibliographic citations use postal abbreviations (for a list, see *CMOS* 10.27 [CMOS/16 10.28]).

Superscripts. Use only in automatic endnotes and in quotations and titles preserving old spelling. Where relevant, follow institutional practices—for instance, RISM B/1, 1604|7 (as opposed to 16047), according to http://www.rism.info/service/opac-search.html.

Suspension points. Use Word’s ellipsis character with no space before (see Ellipsis; contrary to *CMOS* 13.50 and 13.41 [CMOS/16 11.35]).

Underlining. Do not use; for special formatting needs, consult the editor.

7. Formatting of Final Submission

Once an article has been accepted for publication, the author should submit a final text to the editor in a Microsoft Word file (not converted to HTML) with any appendices, tables, examples, figures, and a set of captions in separate files. Only minimal formatting should be done in Word:

• Line spacing: single, with double line breaks between paragraphs
• Spacing after punctuation: just one space after a colon or period
• Automatic endnotes
• Italics for titles and foreign words (see Section 1)

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10 This is a change from previous *JSCM* style. It reflects current practicalities in the online environment.
• Indented block quotations
• Automatic hyperlinks

Do not use boldface or varying font sizes to indicate headings (this will be accomplished through heading styles in HTML).

Do not use boldface or underlining for emphasis; italics for emphasis may be used sparingly.

Do not use tabs to create columns; a two-column passage should be formatted as a table with invisible borders.

Avoid superscripts, with the exception of automatic endnote numerals and quotations and titles preserving old spelling.

Do not number the paragraphs (this will happen in the editing process).

Do not add brackets to the endnote numerals (this will happen as part of HTML conversion).

Examples in musical notation (made in programs such as Sibelius or Finale) should be submitted as individual high-resolution pdf files. Captions should be submitted as a list in a Word file (not included on the examples themselves).

Regarding audio and video examples, and documents to be reproduced as figures, see the “JSCM Guidelines for Contributors” at https://sscm-jscm.org/contributing-to-jscm/. For figures, high-resolution scans in formats such as png or tiff are ideal, but many jpegs are acceptable; if in doubt, consult the editor. Ideally, images should be at least 1200 pixels wide and at least 300 ppi (at bare minimum, 800 pixels wide and 150 ppi).

In designing tables (whether embedded in the text or in a separate linked file), use Word’s “table” option, and keep in mind that the table will be translated to HTML. Use cells, columns, and rows to position material, not tabs, spaces, and returns. Returns can, of course, be used to begin a new paragraph when there is no concern for alignment vis-à-vis another column.

The author’s biography should be short: approximately 100 words, maximum 150 words. Although it will appear as a footnote, it should not be formatted as one. It is sent to the editor separately, for instance in the body of an email.

Authors are encouraged to divide their texts into titled sections (“chapters”). Acknowledgements are now placed at the end of the article, as an unnumbered chapter (for examples, consult articles starting with vol. 21.1).

8. Format for Headings of Reviews

The headings are to be made by the Reviews Editor before sending the item out for review, based on the information provided by the publisher. The format must be adapted to the peculiarities of each publication but should adhere as closely as is reasonable to the models below. JSCM no longer gives list-prices.

Book


Critical Edition of Music


Facsimile Edition of Music


CD/DVD
