

Music Teachers National Association

Mission Statement

The mission of Music Teachers National Association is to advance the value of music study and music making to society and to support the professionalism of independent and collegiate studio music teachers.

MTNA e-Journal

Mission Statement

The purpose of the *MTNA e-Journal* is to provide our members, especially those in academia, an online, peer-reviewed journal, which features in-depth, scholarly, research-oriented articles enhanced through the use of sound, image and video.

Why Should I Write For The *MTNA E-Journal*?

- Peer Reviewed
- Indexed with ProQuest, Repertoire International de Literature Musicale and EBSCOhost
- The inclusion of audio and video enhance content
- Digital platform allows for lengthy articles
- High visibility for maximum exposure
- Prompt publishing



Writing For The MTNA e-Journal

The MTNA e-Journal is a peer-reviewed online journal that welcomes submissions from all areas of the music teaching profession. We seek in-depth, scholarly research-oriented articles that are well-written, engaging and offer original perspectives.

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General Guidelines

- *The MTNA e-journal* will not consider manuscripts that have been submitted to any other publication.
- If you have an idea for an article, but have not written a manuscript, you may send a query letter to gauge interest. A query letter should include a brief outlines, the angle and tone that will be used and a list of suggested illustrations or other supporting materials. On a separate page, include your name, address, telephone number, fax number and e-mail address.
- *The MTNA e-journal* retains and controls the copyright to all published manuscripts.
- Authors are asked to sign an Article Submission Agreement will be sent via email after a manuscript is received by MTNA.
- **Frequency**
- *The MTNA e-journal* is an Internet-based journal published four times a year by Music Teachers National Association: September, November, February and April.

Readership

- Members of Music Teachers National Association receive the *e-Journal* as a member benefit.
- Nearly 75 percent of MTNA members are independent music teachers; 15 percent are college/university instructors; 5 percent are students; the balance teach in other settings.
- Approximately 75 percent of MTNA members list keyboard as their primary instrument; voice, strings, woodwind, brass and percussion comprise the remaining primary instruments.

Indexing

- Indexed with ProQuest, Repertoire International de Literature Musicale and EBSCOhost

Length

- Articles are generally more than 3,000 words.

Graphics/Audio/Video

- Authors are asked to provide digital files of music, graphs, photos and other illustrations. Color digital photographs or scans are best.
- When possible audio and/or video files will also be used. Audio must be submitted as .mp3 files, and video must be submitted as .flv, .F4V or .MP4 files.
- Authors are responsible for obtaining written permission to use musical examples, audio, video and photos when necessary. If a publisher requests a fee for the right to reprint, the fee is the author's responsibility.
- All copyright information (i.e. date, publisher, etc.) must accompany any copyrighted material that is being used.

Manuscript Preparation/Submission

- *The MTNA e-journal* accepts only manuscripts submitted as a Microsoft Word or text document and uploaded via the MTNA website.
- Use endnotes, not footnotes or references (Consult the Chicago Manual of Style for examples.) For periodicals, include volume number and date of the issue.
- Manuscript should include a brief abstract/synopsis of the article.
- The author's name or other identifying marks should not appear anywhere on the manuscript.
- The author's name, address, phone number, fax number, e-mail address and a 35-word biography should be in a separate document.
- Manuscripts should be submitted via the MTNA website..
- Receipt of the manuscript will be acknowledged.

Peer Review

- Most manuscripts are reviewed individually by three members of *The MTNA e-journal's* editorial committee, who will recommend one of three courses of action: accept with definite publication, accept for further consideration or reject.
- Based on these recommendations, a final decision will be made regarding a course of action.
- The author's identity remains unknown to everyone but the managing editor throughout the review process.
- This process can take several months.
- Authors will be notified of the decision.
- *The MTNA e-journal* will not provide commentary on rejected articles.

Compensation

- Authors do not receive compensation for published articles.

**MUSIC TEACHERS NATIONAL ASSOCIATION
ARTICLE SUBMISSION FORM**

AUTHOR:

(Name of Author)

ARTICLE:

(Name of Article)

The Author submits the Article to the Music Teachers National Association (“MTNA”) for publication in the *MTNA e-Journal*. It is solely in MTNA’s discretion whether to publish the Article. MTNA may edit the Article for content and publish all or specific parts of the Article. The Author grants to MTNA exclusive rights and permission to publish, transmit, or otherwise exhibit all or any part of the Article, post all or any part of the Article on its website, use all or any part of the Article in a derivative work or collection of works, and license content to companies that can redistribute the Article in a variety of formats.

In order to accept the article for publication in the *MTNA e-Journal*, MTNA must receive all of the following representations by the Author. The Author should place his or her initials in front of the statements below, type the Author’s name on the acceptance (signature) line, and return the Article Submission Agreement to MTNA via e-mail to ejournal@mtna.org.

_____ The Author warrants that the Article is the sole, exclusive and original work
(Initials) of the Author, except for such excerpts from copyrighted works as may be included with permission of the copyright holders thereof. In addition, Author warrants that nothing in the Article will infringe upon any copyright, trademark, patent, statutory right or proprietary right of others in any intellectual property or otherwise.

_____ The Author warrants that the Article shall not contain any libelous or
(Initials) slanderous material.

_____ The Author warrants that neither the Article nor any portion thereof has
(Initials) been submitted to any other magazine or periodical for publication.

IF THE AUTHOR CANNOT WARRANT EACH OF THE ABOVE THREE REPRESENTATIONS, PLEASE PLACE YOUR INITIALS ON THE LINE BELOW REQUESTING THE RETURN OF THE ARTICLE.

_____ The above three representations cannot be made. Return the Article to the
(Initials) Author.

Author’s Signature (typed): _____

Date: _____

MTNA Plagiarism Policy

Plagiarism may include, but is not limited to:

1. Using concepts, ideas, text, charts, graphics or other works that were created by others without properly acknowledging the author who actually created the work.
2. Copying verbatim or nearly verbatim the work of another person or persons without citation.
3. Paraphrasing without crediting the source
4. Not using quotation marks or indented paragraphs to indicate quoted material even if it is credited.

If plagiarism is reported to MTNA or suspected by MTNA, the following steps will be taken:

1. MTNA will contact the Author informing him/her of the allegation.
2. Author has 14 days to respond, in writing, to the allegation.
3. After an investigation by MTNA, MTNA will determine if the allegations are substantiated.
4. The degree of plagiarism, as determined by MTNA, will dictate the action taken.

After investigating the allegations and the Author's response, MTNA will make a determination and inform the Author in writing of MTNA's findings and determination. If plagiarism is found to have occurred, MTNA may take one or more of the following remedial actions depending upon the degree of plagiarism and the culpability of the Author:

1. A notice of the plagiarism determination will appear in the publication where the violation occurred and will include:
 - An apology from the Author; and
 - An erratum.
2. The Author will be banned from submitting manuscripts to any MTNA publications for 3 years.
3. The Author will be ineligible to sit on any MTNA editorial committee/board.

Adopted by the MTNA Board of Directors
July 2012

Accessing back issues of the *MTNA e-Journal* for research is easy. All issues are archived and available for purchase on the MTNA website. Subscriptions are also available. In addition, the *MTNA e-Journal* is indexed with ProQuest LLC (www.proquest.com); Répertoire International de Littérature Musicale, Inc. (www.rilm.org); and EBSCOhost Research Databases (www.ebscohost.com).



EBSCOhost



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International Repertory of Music Literature
Internationales Repertorium der Musikliteratur

