

The Elgar Society Journal

Notes for Contributors.

Please adhere to these as far as possible and deliver contributions in Microsoft Word (doc or docx files) or Rich Text Format. Please ask if unsure. No contributions will be accepted in PDF format.

Contributors are invited to have an early discussion with the Editors about their proposed article, to ensure that it will be acceptable for publication. For example, it may not be possible to publish articles on similar subjects, especially within close proximity to each other, although there may be exceptions. NB For some years the Journal Editors and the Elgar Society have had a policy of not publishing possible solutions to the 'hidden theme' in the Variations on an Original Theme ('Enigma') or the 'Dorabella cypher' due in the main to the volume of such material forwarded for publication.

Please use only UK English, although contributions from US authors (only) will be accepted with US spellings/style. Editing may however still take place if US usage would be misleading to UK readers. For example 'pavement' in the US refers to the road surface used by vehicles whereas in the UK it means the part of the roadway set aside for pedestrians (US sidewalk).

Copyright: it is the contributor's responsibility to be reasonably sure that copyright permissions, if required, are obtained.

Illustrations (pictures, short music examples) are welcome, but *please ensure* they are pertinent, cued into the text, and have captions.

Music examples: please use *Sibelius* or a similar music notation software.

Please send illustrations and music examples separately in jpg or tiff formats with a high resolution (at least 300 dpi). For the avoidance of doubt, *Sibelius* and similar files must be converted to jpg/tiff.

Presentation of written text:

Subheadings: longer articles benefit from judicious use of these.

Dates: use the form 2 June 1857. Decades: 1930s, no apostrophe.

(apostrophes and quotation marks curved, please: 'Elgar's music', not 'Elgar's music')

Plurals: no apostrophe (CDs not CD's).

Foreign words: if well established in English (sic, crescendo) in Roman, otherwise italics.

Numbers: spell out up to and including twenty, then 21 (etc.) in figures.

Quotations: in 'single quotes' as standard. Double quotes for quotes within quotes.

Longer quotations see below

Emphasis: ensure emphasis is attributed as '[original emphasis]' or '[my emphasis]'. Emphasized text *italic*.

References: Please position footnote markers *after* punctuation – wherever possible at the end of a sentence. NB always footnotes please, not accumulated notes at the end of the article. *In footnotes*, please adhere as far as possible to these forms, with particular regard for the punctuation.

Books: Author comma, *Title in italics* Open parenthesis (Place of publication colon: publisher comma, year of publication close parenthesis) comma, page(s) referred to (no 'p.' is required, nor 'pp.'). Thus:

Michael Kennedy, *Portrait of Elgar* (London: Oxford University Press, 1968), 199.

Note. Place of publication: one place suffices, so take the principal city from which you think the publication really emanates. It's sometimes necessary to add the state for the USA (e.g. Cambridge Mass.: Harvard University Press).

There is no need to repeat a name when a University press is published in its own city: e.g. write (Cambridge University Press, 2003), not (Cambridge: Cambridge University Press, 2003) (similarly e.g. Chicago; this economy is frowned on in more pedantic circles). Be careful with Oxford University Press: Up to about 30?-40 years ago their books were published in London (so London: Oxford University Press). Then they moved to Oxford. Then music books among other things moved a few years ago to New York.

There's no need to include every detail from the title-pages (e.g. just Novello, not Novello & Co)

When book titles are repeated, please use a shortened version (author, *main title*, page), e. g.:

First:

Nalini Ghuman, *Resonances of the Raj: India in the English Musical Imagination, 1897-1947* (New York: Oxford University Press, 2014), 132.

Later

Ghuman, *Resonances of the Raj*, 43 f.

When it is the next footnote just: *Ibid.* or with reference to a different page in the same publication: *Ibid.*, 204.

Page numbers: we do not need more than the number; we assume our readers will understand that it is a page number. When you refer to the full essay or chapter: 199-232; or to next, too: 58 f.; or more pages: 79 ff. (with space between number and f. or ff.).

Periodicals:

Author, 'Title of article', *Title of periodical*, issue number and date sufficient to identify, page[s]. Thus:

Michael Allis, 'Elgar, Lytton, and the Piano Quintet, op. 84', *Music & Letters*, 85 (May 2004), 198.

When periodicals are repeated, please use a shortened version (with which you can still identify the essay and the magazine), e. g.:

Allis, 'Elgar, Lytton, and the Piano Quintet', *Music & Letters* (May 2004), 193.

Note that commas NEVER precede the opening of a parenthesis

Titles of musical works

Titles that are 'generic' in Roman: e.g. Violin Concerto, First Symphony.

Others in *italics*. *The Apostles*, *Caractacus*.

Units within a longer work in single quotes, e.g. 'Sanctus fortis' from *The Dream of Gerontius*.

The preferred form for the masterpiece of 1899 is Variations on an Original Theme ('*Enigma*') but context sometimes makes something less formal appropriate.

There is usually no need to add opus numbers. They have little real meaning in Elgar (e.g. they don't determine chronology very accurately). However in the case of a group of works published together (songs, usually) it may be helpful to include them in the form op. 59 no. 3.

This also refers to other composers, e. g. Robert Schumann's *Fantasiestücke* op. 12 no. 2 ('Aufschwung'), with space, please.

Formatting

Please use full justification. Don't indent the first paragraph, or the first paragraph after a subheading. The first line of subsequent paragraphs should be indented to 0.75 cm.

Present material in Times New Roman 12.

Tab-indented quotations in Times New Roman 11 (indented left and right to 0.75 cm).

Footnotes in Times New Roman 10. Users of Microsoft Word are strongly encouraged to use the automatic footnotes feature built in to this software: this will assist both contributors and the editors.

Page margins 2.54 cm (1 inch) each.

Quotations

Short quotations 'in single quotes' but:

Longer quotations in a separate paragraph, *not* in italic, *not* in quotes. *Either* leave a blank line before and after; *or* format fully by indenting the left and right hand margins: the left by the same as paragraph margins, the right by about the same distance. Don't reduce font size; that's something we might do when we see how the text fits the pages. But we don't see why quotations should be less easy to read than the main text!

Quoted letters

Our house style is for these to be formatted blocked left so that sender's address, salutations, etc. are all to the left NOT formatted right. Thus:

The Elgar Society Journal
Chislehurst Kent

23 April 2020

Dear Contributor

Thank you for complying with these requirements

Yours faithfully

PLEASE DO NOT set quotations in italics, or underline them. Quotation marks, or the indentation, are sufficient to identify them as quotations.

Where a sentence finishes with a quotation, the full stop (period) must appear after the closing quotation mark, thus:

XXXXX XXXXX 'XXXX'.

Where a quotation appears as a parenthesis marked by brackets at the end of a sentence the full stop MUST follow the closing bracket. There must be no full stop BEFORE the bracket. Thus:

XXXXX ('XXXXX XXXXX'). **NOT** XXXXX ('XXXXX XXXXX'.) or XXXXX ('XXXXX XXXXX'.).

If a nested quotation (i.e. a quote within a quote) is at the end, close the nested and then the main quotation. Thus

'XXXXX "XXXXX"'. NB ends with double quote, then single and finally full stop.

There are two principal exceptions to these rules:

1. if a quotation forms a complete sentence, i.e. starts after a preceding full stop. Thus:
XXXXX. ('XXXX XXXX XXXXX'.) In this instance the single full stop precedes the closing bracket.
2. similarly if a quotation ending a sentence, itself ends with ! or ? the final full stop is not required.
Thus XXXX 'XXXX?' NOT XXXX 'XXXX?'.

Omissions from a quotation ... use space and three dots then another space if you omit material from a quotation. Surrounding the dots by [...] is permissible if you feel it is necessary to avoid ambiguity.

Authorial interpolation within a quotation must be in [square brackets].

Authorial emphasis: please make sure this is clear; if there is emphasis in the quoted material, please add [original emphasis] or [his emphasis] or some such clear formula. And if it's your emphasis add [my emphasis]. This is *de rigueur*, please.

At the end – about 100 words about the author, please.

[JR 2008 / MS 2017/DPM 2020]