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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

HTML HyperText Markup Language

JSCM Journal of Seventeenth-Century Music

Grove Grove Music Online, available by subscription at 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.

CMOS/17 7.1 (CMOS/16 7.1) recommends Webster’s Third New International Dictionary or its principal abridged version, Merriam-Webster’s Collegiate Dictionary, for American English spelling and common usage. For spelling and simple definitions, the convenient abridged version at http://www.merriam-webster.com often suffices. On good usage, see CMOS/17 5.250.

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, and Regularization of Words in an English Sentence

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)
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 efgeD
  • a(b(vt)) a(b(vt))

Act (use arabic numerals, 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
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

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, etc., see other sections of this Style Sheet.
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
capriccio, capriccios
Carnival
castrato, castrati (not italicized, but not castratos)
catalog (prefer to catalogue)
chaconne
choirbook
ciaccona
cibell
Classical (referring to the era and its style; prefer to Classic)
 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
Continent, 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)
crotchet (prefer quarter note)
custos; plural: custodes
da capo aria
divertissement (in an article that uses the term frequently, anglicize as 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, Example 2, ex. 2 (space after period; in tables and the like, abbreviate and capitalize;
in prose, spell out, and capitalize when referring to a specific example (contrary to
CMOS/17 8.180 [CMOS/16 8.178]); in citations, abbreviate and use lower case)
  • An analysis of Example 3 shows
  • See Varwig, par. 2.3, ex. 1.
falso bordon, falsobordoni
fantasia, fantasias (prefer to other spellings as generic term)
Fig., etc.: see Ex., etc.
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)
greve (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.)
imperial (not capitalized unless part of a proper title)
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
œuvre (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
ottava rima (ottave rime)
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; see also Section 5 on abbreviation)
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; see also Superscripts in Section 6)
ritornello, ritornellos (not ritornelli)
ritournelle
roman (numerals, font)
Romanesca
Romantic (referring to the era and its style; adjective only)
rondeau
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)
sestesialtera
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 (religious text)
Te Deum, or Te Deum laudamus (title of a musical piece)
theater (not theatre)
Thirty Years War
thoroughbass
time signature (not hyphenated)
tragédie en musique (not tragédie lyrique in a seventeenth-century context)
toccata, toccatas
tono (but italicize compound forms, e.g. tono humano)
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: see CMOS/17 13.7)
vespers (a religious service or musical genre; see also Section 2 on titles)
villancico
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
Western society
Z 746 (for Purcell’s works: space, no period)
zarzuela

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 they 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.3
• 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
When the parts of a book, such as chapter, preface, and appendix, stand as titles of specific entities, they are capitalized in running text (contrary to CMOS/17 8.180 [CMOS/16 8.178]) but in lower case as elements in citations. When there is a number, it is an arabic numeral.
• may be found below in Chapter 2
• Hammond, chapter 17, exx. 17.2 and 17.3
• 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
(on non-English titles in general: CMOS/17 14.98 [CMOS/16 14.107])

English titles. Modern titles are normally given “headline style”: capitalize all words except coordinating conjunctions, articles, and prepositions (CMOS/17 8.159 [CMOS/16 8.157]).

German titles. Capitalize first word and all nouns.

French, Italian, Latin, and Spanish titles. Titles are normally given “sentence style”: capitalize only the first word and proper nouns (CMOS/17 11.6 [CMOS/16 11.3]; see also CMOS/17 11.39 on German titles and 11.27 on French titles); but post-medieval titles in Latin may be capitalized headline style (CMOS/17 11.54 [CMOS/16 11.59]).)

3 An incipit is given in quotation marks when the poetic text is cited without reference to a musical setting.
Titles of works from before 1800 may retain original capitalization and punctuation (see \textit{CMOS/17} 14.97 [\textit{CMOS/16} 14.106]).\footnote{In practice, specialists generally follow this guideline for German and English titles, while modernizing capitalization in romance languages.} Words entirely capitalized are given with initial capital only. In shortening such titles, \textit{JSCM} does not bracket ellipses.

3. Capitalization, Punctuation, and Style of Names

Character names that are not proper names. 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.

\begin{itemize}
\item la Vertu
\item then Virtue said
\item the Gods of the Underworld enter
\item she exclaimed “Help me, o Heavens”
\item she asked for help from the heavens
\item Couperin’s “la Garnier”
\end{itemize}

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

\begin{itemize}
\item in The Hague
\item in le Blanc-Mesnil
\end{itemize}

Proper names. Treatment of particles (e.g., “de,” “Da,” “von”) varies from language to language, and there are sometimes exceptions; consult \textit{CMOS (CMOS/17} 8.7–11 \textit{[CMOS/16} 8.7–11]). Capitalize an article (“La”).

\begin{itemize}
\item Élisabeth-Claude Jacquet de La Guerre
\item Johann Wilhelm von Neuberg-Wittelsbach
\item Anna Maria De Chiara
\end{itemize}

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

\begin{itemize}
\item J.J. Froberger
\end{itemize}

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

\begin{itemize}
\item Bruhns’s
\end{itemize}

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

\begin{itemize}
\item Bibliothèque Nationale de France
\item Staatsbibliothek Preußischer Kulturbesitz
\end{itemize}

4. References

Nomenclature. \textit{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 (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, vnà cum fortissimis propugnatoribus religionem nondum adultam conabantur extinguerre; 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 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]).

On italicized terms within titles and titles within titles, see CMOS/17 8.173.

For early modern works, citation of digital facsimiles is encouraged.


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 Author, in Encyclopedia Name, edition number, s.v. “Article Name.” The New Grove Dictionary of Music and Musicians, 2nd ed., and Grove Music Online should be treated as different reference works; similarly, Die Musik in Geschichte und Gegenwart, 2nd ed., and MGG Online are treated as different works. 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. For continually updating online encyclopedias, a date is necessary; if a “last modified” date is given, it must
JSCM does 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 Die Musik in Geschichte und Gegenwart, 2nd ed., Personenteil, s.v. “Lully, Jean-Baptiste,” col. 587.
• 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, op. cit., loc. cit. (etc.). JSCM does not use these; use the author’s surname and short title on the second occurrence (see CMOS/17 14.29–30, 14.32–33 [CMOS/16 14.47]).

5CMOS 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]).

6The titles of websites without printed counterparts are given in roman (e.g., WikiArt). JSCM italicizes the titles of websites derived from printed works—e.g., Grove Music Online, MGG Online, RISM: Online Catalogue of Musical Sources. (Compare CMOS/17 8.191.) We identify JSCM and JSCM Instrumenta primarily as a journal and a series, and only secondarily as websites.
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* 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).

pp. 81–82
pp. 101–2
pp. 241–43
fol. 241r–243v (no superscripts)

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); copyright symbol may also be used, for instance in a caption
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 or d. 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*
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)
(P) copyright for sound recording; try to avoid
par. paragraph(s)
PhD (no periods)
Ps. Psalm (for a specific one; can be followed by a colon and the number and verses without a space, e.g. “Ps. 100:1–4”)
q.v. quod vide (no space after first period; used after the term being referenced)
reprint (do not abbreviate)
sc. scene
ser. series
s.v. sub verbo (no space after first period)
trans. translator, translated by (used only in citations)
University (do not abbreviate)
vol., vols. volume, volumes

6. Punctuation, Text Style, and Symbols

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 titles and headings, full dates are used.

• in the 1685–86 season
• from 1685 to 1686
• 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-style 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 and references, but not necessarily in prose in the main
text or in captions. They are identified in JSCM’s separate page of “Library
Abbreviations” (found under “JSCM Resources” at the website); that page is
hyperlinked to the siglum in the text. RISM’s sigla are available in a free online

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 particular 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 be consulted
regarding HTML possibilities.

• the cadence to E-flat major
• the e-flat is dissonant, as is the g'-sharp
• 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; use Word’s prime symbol (in the “general punctuation” subset), not the straight apostrophe.7

- \( C \) two octaves below middle C
- \( c \) one octave below middle C
- \( b \) one half step below middle C
- \( c' \) middle C
- \( e'^{-}\text{flat} \) a minor third above middle C (prime follows note name)
- \( e' \) 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.

Poetry (early modern). English and French are capitalized line by line; German may be capitalized line by line or sentence style; Italian and Spanish are capitalized sentence style. Prose translations are capitalized sentence style, even if presented line by line.

Punctuation. In transcribing original texts, archaic punctuation marks (slash for comma or period, equal sign for hyphen) may be silently modernized. If the archaic punctuation is retained, spacing should nonetheless follow modern practice.

- Auff Erden/ und ins Himmelssaal/

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/17 6.11 [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 (but see above regarding adjacent quotation 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/17 10.27 [CMOS/16 10.28]).

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7 In JSCM’s current font, the italicized f and prime mark are best separated by a space: f’. Please note that our software will automatically convert straight apostrophes to curly ones—hence the requirement that we use the prime symbol instead.
Superscripts. Use only in automatic endnotes and in quotations and titles preserving old spelling. Where relevant, follow institutional practices—for instance, RISM B/1, 160417 (as opposed to 16047), one of the choices offered at https://opac.rism.info. Suspension points. Use Word’s ellipsis character with no space before (see Ellipsis; contrary to CMOS/17 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)
- 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. With regard to horizontal alignment of the columns, keep in mind that soft line-wrap will depend on each reader’s device and settings; use separate rows to align material. A table in a separate linked file will be published as a pdf rather than in HTML; it should nonetheless be submitted as a Word file for editing.

Avoid superscripts in text to be converted to HTML, 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/submissions/. 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, original scan should be at least

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8 This guideline reflects current practicalities in HTML software. Superscripts may be used more freely in attached pdfs, so long as citations are handled consistently throughout the article.
1200 pixels wide and at least 300 ppi (at bare minimum, 800 pixels wide and 150 ppi).
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 may be placed at the end of the typescript (above the endnotes), or it may be sent to the editor separately, for instance in the body of an email.
Authors are encouraged to divide their texts into titled sections (“chapters”).
Acknowledgments 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


9. JSCM Instrumenta

The JSCM Instrumenta series comprises individual collections of data, prepared by their authors in “camera-ready” copy, each presented as a set of pdfs. At minimum each typically includes an introduction, a main body, and a bibliography; most include other prefatory material and appendices. Authors submit the files for editing in MS Word; they then submit the edited files as pdfs. Authors should be aware that some browsers call attention to the file “title” (derived by default from the file name) as found on the pdf properties page; every effort should be made to maintain consistent, clear labeling.

Instrumenta are revised by their authors when new information is discovered; the date of the most recent revision is given on the contents page (i.e., the sidebar). The revision might involve the addition of entirely new files, or it might be limited to replacing existing files with new ones having the same file names. In order to avoid having to renumber items throughout the volume when revisions are made, each pdf contains its own pagination and footnote numbers, starting with “1.”

In general, JSCM Instrumenta follow JSCM style, including these formatting conventions:

- Line spacing: single, with double line breaks between paragraphs
- Spacing after punctuation: just one space after a colon or period
- Italics for titles and foreign words (see Section 1)
- Occasional italics for emphasis, used sparingly
- Indented block quotations

JSCM Instrumenta, however, have several distinct formatting conventions:9

- Automatic footnotes rather than endnotes
- Pagination in the upper righthand corner of each page
- No paragraph numbers since pagination is stable in pdfs
- Times New Roman font: normally 12-point for body of text (left justified), 11-point for footnotes, 14-point for title of each pdf (centered but not boldface), and

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9 Some of these are present throughout the series; others have been established starting with vol. 5 (2019).
12-point for internal section headings (may be boldface; either centered or left justified according to the particular organization of the document)
• Superscripts where they are conventionally used since these files will not be converted to HTML
• Embedded tabular material as needed, created using either tabs or MS Word’s table function; embedded illustrations as needed (see CMOS 17/chapter 3 [CMOS 16/chapter 3])
• Avoidance of external hyperlinks since pdf software will not permit opening them in a separate tab: authors should just give URLs for readers to copy and paste
• Footer on every page of all pdfs (10-point and centered; preceded by a blank line): author, title, JSCM Instrumenta [no.], URL
• Sidebar serving as title page and table of contents (see existing volumes for models)
• Indices linked to compiled pdfs as necessary: a simple alphabet might appear in the sidebar; a more complex index will appear as a linked index page, in HTML
• Biographical note on the author (100–150 words) as an independent pdf (it should resemble a scholarly book-jacket blurb rather than a university faculty bio)

Authors are encouraged to consult the editor during the planning process, before they generate files, for a discussion of how they envision readers using the volume. Initial peer review can be based on material analogous to a book proposal, including a small number of representative files. Once the proposal has been accepted, authors should alert the editor as soon as possible to any special characters that might require customizing the search engine.

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10 Library shelf numbers, RISM sigla, and the like may thus be given in their traditional forms, as developed for printed catalogs, or they may be given in the simplified formats created for online catalogs, so long as citations for any institution are handled consistently throughout the volume.

11 An index page comprising file names of the pdfs in a particular folder can be created automatically by the technical director; it will then update automatically if new files are subsequently added.