

## *European Journal of Musicology*

### **Submission Guidelines Special Issue (English)**

Potential guest editors can submit suggestion for special editions to the journal editors ([ejm-submissions@musik.unibe.ch](mailto:ejm-submissions@musik.unibe.ch)).

The concept needs to fulfill the following requirements for an evaluation by the EJM editors:

- It contains a description and contextualization of the topic into current scientific discourses (approximately 3-5 pages).
- It outlines the structure of the special edition.
- It contains the names of up to 15 potential authors.

The concept includes a schedule (including the deadlines for submission, peer review, feedback to authors, and the planned submission of the revised articles). The concept is checked by the EJM editors who decide on the basis of the submitted data on the acceptance or rejection of the proposed special edition. The EJM editors can also suggest improvements or modifications of the concept.

The guest editors are obliged to comply with the following rules:

- The articles meet the editorial guidelines of the journal (manuscript design: see *EJM Guidelines for Authors*). In accordance with the journal's general review practice, all submitted articles are subject to a double-blind peer-review. Only articles that are positively reviewed will be published.
- The guest editors ensure that the contributions are submitted in due time. They are responsible for compliance with the guidelines and ensure excellent text quality (spelling, grammar).
- The guest editors write an editorial or an introduction in which they introduce the topic of the special edition.
- If guest editors are not native speakers of the publication language, they are responsible for appropriate editorial control. The EJM does not undertake any translation work. The editors of the EJM reserve the right to reject articles due to poor language quality or to postpone the publication.
- The guest editors control the corresponding image licenses and other licenses. The EJM assumes no responsibility for unconfirmed or unpaid publication permits.

Further remarks regarding the submission process:

- As soon as the special edition has been completed and edited by the guest editors, they inform the EJM editors and submit the contributions of the special edition in agreement with the EJM editors.
- Authors must submit their contribution and an abstract of up to 150 words themselves on the EJM website so that the corresponding author status can be assigned.
- The guest editors are assigned an editor status after positive assessment by the EJM editors.
- The guest editors receive a template into which each article must be incorporated for the final editing (the template includes all relevant data).
- The guest editors convert the finished templates into pdfs and upload these via the submission button.
- The finalized pdfs are subsequently uploaded by the EJM editors.