

## **GCNA *Bulletin* Submission Guidelines**

### **Editorial Policy**

The *Bulletin* of the Guild of Carillonneurs in North America is a member-driven journal. The *Bulletin* encourages submissions on subjects including, but not limited to, carillon and campanological history, composer and performer biographies, musical criticism, GCNA and WCF congress reports, technical campanological research, and book, score, and recording reviews. Although the *Bulletin* concentrates on practices, events, and people in North America, it welcomes submissions pertaining to the carillon throughout the world.

### **Submissions**

Authors should send proposals in an email message to Kimberly Schafer, editor of the *Bulletin*: schaferk80@gmail.com. The proposal should be 100-500 words in length, provide an overview of the topic, and mention supporting photographs and other illustrations and figures that would accompany the article. The *Bulletin* committee will evaluate the article, with a majority vote deciding whether to accept or reject the proposal. If they vote to accept, the author will then be asked to send the complete article in electronic form, preferably as a Microsoft Word file. The committee will evaluate the article again and vote whether to accept, revise & resubmit, or reject it; an initial affirmative response to the proposal does not guarantee publication. Alternatively, an author may choose to bypass the proposal stage altogether and submit a complete article for consideration. The committee will evaluate and vote whether to accept, revise & resubmit, or reject it.

All continuous tone images (digital photos, scans of photos) should be provided as eps or tiff files at a resolution of 300 ppi or higher at an image measurement of 4" x 5" or larger. Bitonal images (tables, graphs, line art) should be provided as pdf or ai files at a resolution of 1200 ppi or higher for the intended image measurement. Proper citation using footnotes is required, where appropriate; a bibliography is requested but not required.

By submitting an article for publication, the author implicitly agrees to collaborate with the editor to edit the article for clarity and strength of argument and adherence to the journal's house style. Editorial suggestions are meant to improve the article and make it's style consistent with other articles in the journal. The author will have the opportunity to review editorial suggestions at the copyediting and proofreading stages.

Authors will also be asked to sign a publication agreement that specifies the author's responsibilities and copyright assignment.

### **Source Citation**

The *Bulletin* uses the notes and bibliography style explained in chapter fourteen of the *Chicago Manual of Style*, seventeenth edition. This style provides a method for writing footnotes and an optional end bibliography. Please see the *Chicago Manual of Style* website for a free citation quick guide:

[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

Additional examples regarding basic footnote and bibliography formatting are available from the editor.

The full bibliographic entry for a source needs to be given only once in the footnotes and once in the end bibliography. Complete information should appear in the first note in which the source is referenced, and subsequent notes should refer to the source in a shortened form. Source entries for footnotes are formatted differently than those in the end bibliography—both cases are given in the examples below. Entries for the end bibliography should be alphabetized according to the author's last name.

**Book with one or more authors.** The author's name(s) appears first, which is followed by the book title in italics. Next the facts of publication appear: the city of the publisher's main offices (usually listed first on the title or copyright pages), the name of the publisher, and the year of publication. In the second example, the original years of the publication are followed by "repr." indicating that the book was reprinted. Following the publication information are the specific pages referenced. Note the placement of punctuation.

#### *Footnotes*

1. Percival Price, *Bells & Man* (Oxford: Oxford University Press, 1983), 208.
2. Eric Sloane and Eric Hatch, *A Celebration of Bells* (1964, 1966; repr., Mineola, NY: Dover Publications, Inc., 2009), 89-95.

#### *Shortened references in subsequent footnotes*

3. Price, *Bells & Man*, 174-79.
4. Sloane and Hatch, *A Celebration of Bells*, 101-5.

#### *Bibliographic entries*

Price, Percival. *Bells & Man*. Oxford: Oxford University Press, 1983.  
Sloane, Eric and Eric Hatch. *A Celebration of Bells*. 1964, 1966. Reprint, Mineola, NY: Dover Publications, Inc., 2009.

**Editor or translator in addition to an author.** The editor's and/or translator's name(s) follow the title of the book.

#### *Footnotes*

5. Nora Johnston, *A Memoir*, ed. Jill Johnston (New York: Print Means Inc., 2002), 61-68.

6. Alain Corbin, *Village Bells: Sound and Meaning in the 19<sup>th</sup>-Century French Countryside*, trans. Martin Thom (New York: Columbia University Press, 1998), 218-223.

*Shortened references in subsequent footnotes*

7. Johnston, *A Memoir*, 25.
8. Corbin, *Village Bells*, 186. [Note the abbreviated title in the shortened reference]

*Bibliographic entries*

- Johnston, Nora. *A Memoir*. Edited by Jill Johnston. New York: Print Means Inc., 2002.
- Corbin, Alain. *Village Bells: Sound and Meaning in the 19<sup>th</sup>-Century French Countryside*. Translated by Martin Thom. New York: Columbia University Press, 1998.

**Article in a journal.** After the journal title follows the volume number, then the issue number and year. The page numbers of the article follow the year.

*Footnotes*

9. Linda Dzuris, "Geoffrey Cook: A Composer Spotlight," *Bulletin of the Guild of Carillonneurs in North America* 55 (2006): 25-27. [Since the *Bulletin* publishes only one issue per year, there is no issue number]
10. Janet S. Dundore, "The Carillon," *Journal of Church Music* 17, no. 1 (1975): 2-5.

*Shortened references in subsequent footnotes*

11. Dzuris, "Geoffrey Cook," 25-27.
12. Dundore, "The Carillon," 2-5.

*Bibliographic entries*

- Dzuris, Linda. "Geoffrey Cook: A Composer Spotlight." *Bulletin of the Guild of Carillonneurs in North America* 55 (2006): 25-27.
- Dundore, Janet S. "The Carillon." *Journal of Church Music* 17, no. 1 (1975): 2-5.

**Article in a newspaper.** The author (if known), headline, month, day, and year should be included. Because a single paper may be published in several different editions, page numbers may be omitted. A website address should be provided if the article was viewed online.

*Footnotes*

13. Susan Dibble, "Naperville Carillon Attracts Performers from around the World," *Daily Herald*, June 23, 2011,  
<http://www.dailyherald.com/article/20110623/news/706239930/>

*Shortened references in subsequent footnotes*

13. Dibble, "Naperville Carillon Attracts Performers," June 23, 2011.

*Bibliographic entries*

Dibble, Susan. "Naperville Carillon Attracts Performers from around the World." *Daily Herald*. June 23, 2011.  
<http://www.dailyherald.com/article/20110623/news/706239930/>.

**Website.** Include as much of the following information as possible: title or description of webpage, author, owner or sponsor of the site, and a URL. If possible, include a publication or revision date. If none is available, include an access date.

*Footnotes*

14. "The House of Commons Heritage Collection: The Carillon," Parliament of Canada, last modified March 2011,  
<http://www.parl.gc.ca/About/House/Collections/carillon-e.htm>. [No discernible author]

*Shortened references in subsequent footnotes*

15. "The House of Common Heritage Collection: The Carillon," March 2011.

*Bibliographic entries*

Parliament of Canada. "The House of Commons Heritage Collection: The Carillon." Last modified March 2011.  
<http://www.parl.gc.ca/About/House/Collections/carillon-e.htm>.

**Personal interview.** The person interviewed comes first, followed by the interviewer. The place and date of the interview should follow, if known.

*Footnotes*

16. Frank DellaPenna, interview by Charis Lasky, January 12, 2011.

*No shortened references necessary*

*Personal interviews not included in bibliographies*

**Personal correspondence.** These citations are similar to those for personal interviews.

*Footnotes*

17. Richard Watson, letter to John Bordley, February 12, 2011.
18. Larry Weinstein, e-mail to author, December 10, 2011. [e-mail addresses of individuals should not be listed in citation references]

*No shortened references necessary*

*Personal correspondence not included in bibliographies*