

## EDITORIAL GUIDELINES

- I. General specifications regarding data submission
- II. Citation according to APA rules
- III. Organisation of manuscripts
- IV. Copy right and usage rights

## I. General specifications regarding data submission

1. **Data submission:** USB memory key/CD/transmission via WeTransfer, open-format data (Word) **and** pdf-format, if applicable you may add a printed copy.
2. **Typeface:** Font: Times New Roman, 12 pt. Please use a special font for ancient Greek and other languages requiring a special typeface and make sure to provide us with this font. Please take care to delete all other, unused fonts from the document. Fonts must be embedded for pdf export!
3. Please set text in **left-justified**, not in full justification. Please refrain from manual hyphenation, instead activate **automatic hyphenation**. Unnecessary character formatting is to be avoided.
4. **Headings** are to be marked in such a way that indicates their rank (paragraph style or numeration). **Small print** for case reports, digressions, long citations, poems etc. No further paragraph styles (i.e. paragraph indents).
5. **Bold** print and *italics* are to be used sparingly and only when required for better comprehensibility. Please refrain from underlining and character-spacing if possible.
6. **Spelling:** Please take care of correct spelling and punctuation already during the writing process (if writing in German, please adhere to the Duden dictionary). This also applies to the correct and uniform usage of **typographical quotation marks** (double and single in German, respectively: „...“ , ‚...‘; double and single in English, respectively: “...” , ‘...’) and the apostrophe (both languages: ’), which is not to be confused with the prime symbol (!) For pagination and dates please use the **en dash**, not the hyphen (correct: 1986–1989, wrong: 1986-1989).
7. **Gender-fair language:** In German texts please either use both the male and female word-form with a conjunction (i. e. Teilnehmer und Teilnehmerinnen) or the shorter version with capitalized 'I' (TeilnehmerInnen). In English texts please make use of neutralization (replacing male-masculin forms (policeman) with gender-unmarked forms (police officer)) and/or feminization, if applicable (use of feminine form to make female referents visible, for example, *the student ... she* instead of *the student ... he*). In order to achieve a text more easily readable, you may also use only male or female forms. In that case, please add a note stating the inclusion of the respective other gender, if not otherwise implied. If writing for an anthology, this might require previous consultation with the editor/editors in charge.

8. **Images:** Please provide us with your image data (tif/jpg/png) in high resolution (at least 300 dpi for photos, 1200 dpi for line drawings), as separate files, numbered and equipped with a short key. Please mark the places within your manuscript at which the images are to appear. Images taken from other publications require information on the source material and permission of the respective author and/or publishing house; **in any case you are to make sure the necessary reproduction rights have been granted (see also point IV.)!**

## II. Citation according to APA rules

### I. Information in bibliography

The bibliography contains solely sources which have actually been used in the writing process. Each source is to be listed once in the bibliography. Formatting of the source follows the APA rules.

#### a) Monographs/anthologies/journals/online sources:

Monographs	
APA format	Author, A. (Publication year). <i>Book title</i> . [If applicable] <i>Subtitle</i> . Place: Publisher.
Bibliography	Schumacher, K. (2017). <i>Musiktherapie bei Kindern mit Autismus. Musik-, Bewegungs- und Sprachspiele zur Behandlung gestörter Sinnes- und Körperwahrnehmungen</i> . Wiesbaden: Reichert.
Anthologies	
APA format	Author, A. (ed.) (publication year). <i>Title of anthology</i> . [If applicable] <i>Subtitle</i> . Place: Publisher.
Bibliography	Nöcker-Ribaupierre, M. (ed.) (2018). <i>Musik in Therapie und Medizin. 25. Musiktherapie-Tagung am Freien Musikzentrum München e.V. (4.–5. März 2017)</i> . Wiesbaden: Reichert.
Articles within anthologies	
APA format	Author, A. (Publication year). Title of article. In B. Author: <i>Title of anthology</i> . [If applicable] <i>Subtitle</i> (p./pp. page number(s)). Place: Publisher.
Bibliography	Wölfl, A. (2018). Musik in der Therapie mit Jugendlichen. In M. Nöcker-Ribaupierre: <i>Musik in Therapie und Medizin. 25. Musiktherapie-Tagung am Freien Musikzentrum München e.V. (4.–5. März 2017)</i> (S. 93–103). Wiesbaden: Reichert.

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 Articles in journals

APA format	Author, A. (Publication year). Title of article. [If applicable] Subtitle. <i>Title of journal</i> , Volume(number of issue), pages.
Bibliography	Haslbeck, F. (2014). Responsiveness. Die zentrale musiktherapeutische Kompetenz in der Neonatologie. <i>Musiktherapeutische Umschau</i> , 35(3), 170–177.

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 Online sources

APA format	Source/Author (Year). <i>Title of article</i> . Available at <a href="http://URL">http://URL</a> [Day,Month,Year(of viewing)].
Bibliography	Landesinstitut für Lehrerbildung und Schulentwicklung (2011). <i>Family Literacy (FLY)</i> . Available at <a href="http://li.hamburg.de/family-literacy">http://li.hamburg.de/family-literacy</a> [08.04.2013].

**Notes regarding authors**

All authors of a source are to be named in the bibliography. Authors' names are to be given in the following format: "Last name, initials of first name." For works with several authors their names are to be given in the order of appearance on the title page. Two authors are to be linked with an ampersand ("&"). For three authors, use a comma and the ampersand – **please note:** if you are submitting a book which is written fully in English (that is to say, not an English article within an otherwise German book), you are to use the serial comma, or Oxford comma, before the ampersand. The fourth and all following authors can be abbreviated with "et al." Name affixes, such as the German "von", are given after the initial of the first name. The last author ends with a full stop.

**Examples**

Schmid, A. (2013).

Schmid, A. & Müller, K.-J. (2013).

Schmid, A., Müller, K.-J., [.] & Weber, M. van. (2013).

Schmid, A., Müller, K.-J., Weber, M. van et al. (2013).

**Notes regarding editions and other additional information**

If information regarding the edition of a title or any other additional information is to be given, this is placed within brackets and in regular (**not italic**) style behind the subtitle.

**Example:** Hegi F. & Rüdüsüli M. (2013). *Der Wirkung von Musik auf der Spur. Theorie und Erforschung der Komponenten* (2. verb. Aufl.). Wiesbaden: Reichert.

## b) Alphabetical order

The sources in the bibliography are to be given in alphabetical order (within the work of one and the same author; the titles are to be listed chronologically beginning with the oldest title).

## c) Exclusions from bibliography

There are three exceptions which allow an exclusion of a title from the bibliography. (These titles are, nonetheless, to be listed within the text!)

- Classical works such as the Bible
- Personal communication like emails, private letters, telephone calls, chat records
- A website on the whole

## d) Reference management programmes

You may use reference management programmes like EndNote or Citavi to create a bibliography according to the APA rules.

## 2. Citations within the text

### a) Primary citations

– Within the continuous text citations are to be given in short and always **before** the punctuation mark, like so: (Last name of author; year of publication, pages)

– Page numbers are left out when referring to a work on a whole

**Example:** A new study on this topic has just been published (Schmid, 2014) ...

– For indirect citations leave out “cf.”

**Example:** ... is a special operation (Bartlett, 1932, p. 14) ...

– Text with two authors → cite both

**Example:** (Blondin & Waller, 2006)

– Text with three or more authors → on first mention cite all, consecutively cite only the first author and add “et al.”

**Example:** (Baschek, Bredenkamp[,] & Wippich, 2001). Then: (Baschek et al., 2001)

**Please note:** If applicable, please use the serial or “Oxford” comma as stated above in *notes regarding authors*.

**Please further note:** When citing outside of brackets use “and” instead of the ampersand (“&”): In the survey by Baschek, Bredenkamp[,] and Wippich (2001) ...

– For works without page numbers please add “n. p.”. For works without year of publication at “n. d.” (“no date”).

**Example:** (Müller, 2006, n. p.) or (Senger, n. d., p. 17)

–When referring to one and the same source in a row you can use the abbreviation “ibid.” with added page number (if you are referring to two lines in the book, which are on separate pages). The page number can be left out when referring to two lines on the same page.

**Example:** (ibid., p. 14) or (ibid.) respectively

### b) Secondary citations

When referring to a source mentioned within another source it is generally preferable to use the original source (after close examination). If this is impossible (and only then!) a so-called secondary citation is to be used: Both authors are given, starting with the original source followed by “cited in” and the source in which the original source was cited in. As year of publication, give the year of the source which you are using.

**Example:** Driessen (cited in Swaen, 2014) uses several methods.

Three possible reasons are being described (Driessen, cited in Swaen, 2014).

Driessen describes this as a “polymorphic phenomenon” (cited in Swaen, 2014).

This “polymorphic phenomenon” (Driessen, cited in Swaen, 2014) is found ....

## III. Organisation of manuscripts

1. Text according to specifications made in I and II.2.
2. Bibliography according to specifications made in II.1
3. If applicable: Keywords for index in separate file
4. If applicable: Register with exact information on music/audio used in separate file
5. Required information for registry of authors at the end of book: name and surname, address, (possibly) email-address, short note on field of work as well as occupational focus of authors (2–4 lines each).

## IV. Copy right and usage rights

This applies in particular to articles for anthologies/journals

With the acceptance of any manuscript the publisher also acquires all rights. The manuscript should not be offered for publication anywhere else. All image/reproduction rights should be available. In case of a secondary publication of the same text the publisher's consent is to be obtained. The author guarantees that he/she does not violate the rights of any third parties.