



UTAH MUSIC EDUCATORS JOURNAL

SUBMISSION INFORMATION, DEADLINES, FORMAT

2010-2011 Issue Schedule

<u>Issue</u>	<u>Deadline</u>
Fall.....	August 1, 2010
Winter.....	October 1, 2010
Spring.....	February 1, 2011

Please note submission deadlines and make sure your article arrives on time.

Who Should Contribute Articles and How Often?

UMEA President, All Vice Presidents, Advocacy Chair and State Fine Arts Specialist

• Responsible for a column or article in each issue. You may wish to delegate your column to a UMEA member who you feel has something of value to share. **But give the editor that person’s contact information and the topic you suggested.**

Other members of the executive, auxiliary board and general membership are invited to contribute articles. This may include matters of association business, information, motivational or informative articles, and matters of association policy.

How Do I Submit an Article or Information for Publication?

- Submit by e-mail to: rcoleman50@comcast.net by attachment and/or cut and paste into the body of the e-mail.
- Preferred format: MS Word or Adobe Acrobat attachment
- Authors should provide a photo of themselves whenever possible. Guest contributors should include a short biography that can be run with the article.
- Illustrations and other artwork should be sent as JPEG or PDF files. Do not place art in the body of your article. Attach art and tell editor where it belongs.
- Submitted hardcopy photos will be scanned and returned
- No specific length requirement.
- Approximately 900-1200 words fit on one page in a typical layout
- Use clear, concise, descriptive sentences.
- Include references (footnotes) when quoting or referring to other works.
- Single space - regular paragraph formatting.
- Indent three spaces at the beginning of paragraphs.

Send Submissions and Inquiries to:

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