



UTAH MUSIC EDUCATORS JOURNAL

SUBMISSION INFORMATION, DEADLINES, FORMAT

2017-2018 Issue Schedule

<u>Issue</u>	<u>Deadline</u>
Fall.....	July 31, 2017
Winter.....	October 15, 2017
Spring.....	February 28, 2018

**Please observe
posted deadlines**

Officer responsibilities:

- **UMEA President:** submit an article for each issue.
- **Vice Presidents/Vice Presidents-elect, Advocacy Chair, Adjudication Chair, Mentorship Chair:** submit an article for each issue from your division area.
- **Contributions from other board members, staff and the general membership:** Contributions are welcome. They may include matters of association business, calendar information, motivational or informative articles and matters of association policy.
- **All Board Members:** Recommend members from your areas who you think would be able to contribute a journal article that would be of interest to the membership.

Submission instructions:

- DO NOT FORMAT your submission with footnotes, endnotes, embedded illustrations, artwork or graphics. Send illustrations, tables, graphics and footnotes/endnotes separately with instructions about where they should be placed using brackets [].
- Only one space after periods, please.
- Preferred format: MS Word
- Guest contributors, please provide a photo and brief biography.
- Send illustrations and other artwork as JPEG, TIFF or PDF files.
- Mailed photos or hard copies will be scanned and returned.
- No specific length requirement. After formatting, an article's first page usually contains up to 800 words. Succeeding pages usually contain about 1200 words, unless tables, photos or other media are used in the layout.

Send Submissions and Inquiries to:

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