

The Maud Powell Signature Guidelines for Contributing Authors

Audience

The Maud Powell Signature's readers range from people with no knowledge of music or music history to those with extensive knowledge. Our readers range in age from 14 to 90s. Readers may read **Signature** to learn more about the achievements of women in the accessible format that **Signature** provides. Please keep in mind that **Signature's** purpose is to make known in an engaging manner the achievements of women in music. **Assume that each subject is being introduced for the first time to the reader.**

Content

Biographical, not critical, in nature. **Each article should be a satisfying whole so that the reader can go away feeling she/he has been well introduced to the subject.**

Attention should be paid to the subject's childhood, adolescence, and adulthood.

A subject's life should be placed **concisely** in **historic context** with the achievements or character of her era that illuminate the subject's character, development, choices, achievements and legacy.

Ultimately, we want the reader to know why the actions or achievements of the subject were historically significant and what made them so.

Remember that **Signature** is devoted to **women** in music and our readers are interested in the peculiar challenges faced by the subject as a woman in music, how the subject faced those challenges, and how other women have been affected by the subject's life and work.

Where appropriate, how you came to know the subject can be included.

Areas of particular interest to our readers:

- ♪ aspects of the subject's schooling and family life that relate to the discovery and development of her musical and other artistic gifts or to her interest in music that led to her devotion to its cause; early influences
- ♪ anecdotes or quotes (including the subject's own remembrances) that demonstrate the subject's early motivation, talent, vision, character
- ♪ the subject's character -- intelligence, determination, courage, vanity, friendships

- ♪ how the subject's talent was trained and developed
- ♪ the personality of the subject so that the subject comes alive to the reader as a real person
- ♪ her major achievements, successes, setbacks
- ♪ the nature of her contributions overall
- ♪ the subject's enduring legacy

Details to include

- ♪ name variations
- ♪ date and place of birth and death, cause if known.

Style

Please begin your narrative with a dramatic incident or some statement that provokes interest.

Since *Signature* is a magazine, not a dissertation, please minimize references in the text. There is room in the Resources section for recommending further reading.

Tab indents and Spacing: Indent each paragraph with a 5-space tab. We are using one space between sentences.

Italics: Please italicize names of books and periodicals and titles of music.

Quotations: All quotations must fall into the category of fair use.

Endnotes: We only use endnotes and we need you to set up the numbers manually as superscript numbers within the text. [In MS Word, you can achieve superscript by selecting the number 1, for example and then hitting Ctrl, Shift, + on the keyboard.] At the end of the article's text, use manual superscript numbers to indicate the endnote before typing in the text for that endnote. We apologize to our writers for adopting this somewhat cumbersome method but this seems to be the easiest way for us to ensure that the endnotes can be accurately transferred from MS Word or WordPerfect into MS Publisher.

As for endnote style, we have adopted no particular style but we do ask that the endnote style you use be consistent throughout all the notes. When in doubt, consult the *Chicago Manual of Style*.

Accent Marks: Please key in accent marks. If for some reason you cannot do so, let us know when you submit your article.

Manuscript Form

Average length: 2,000-5,000 words, typed, double-spaced

Preferred maximum length: 6,000 words

Resources on the Subject

Please include a **reasonable, accessible list of references** where a reader can find more information on the subject.

- ♪ Collections of subject's papers, music, recordings, writings
- ♪ Selected Discography
- ♪ Selected Bibliography, alphabetically by author's last name
- ♪ Selected Scores/Compositions
- ♪ Radio/Video Interviews/Performances
- ♪ Upcoming Performances
- ♪ Relevant web sites

Refer to sample entries for format and follow as closely as possible. When in doubt, refer to the *Chicago Manual of Style*, for reference material format.

Contributing Author Biography

Please submit a brief biography of yourself, 100-250 words, with a photograph.

Photographs/Graphics

Please include photographs or other graphics of your subject and submit them in the form specified below. If you cannot include a particular photograph, please provide references where we may find it with a photocopy of the same. Please credit the photographer and source and indicate whether the photo is used with permission or by courtesy of Please indicate where the photo may be found.

Submission

Please submit your article via e-mail. We prefer to receive the file in WordPerfect but MS Word 6.0 for Windows is fine. We prefer photographs to be submitted as scanned images at 300 dpi, color or grey-scale, on a CD-R or via email.

Tone

We ask that you **present your subject as if you were telling a riveting story. Writing in an engaging style is fully compatible with truth and objectivity.** Please be reserved in your judgments and, as much as possible, let the reader form her/his own.

While your subject may have been related to great men, remember that your subject is primary and the men in her life are secondary to the subject!

Feel free to ground the reader with descriptions of gender roles and expectations during your subject's era. However, limit your descriptions to information that directly illuminates the subject's life, helping readers to better weigh the significance of her achievements or the magnitude of her disappointments.

Re-evaluate the language used in your sources to describe women when such language creates arbitrary differences between women and men. If you remain alert, you will be able to prevent subtle biases from being passed on in your own presentation of a subject.

Questions?

Contact the editor Pamela Blevins via email or via telephone at 828-884-8500.

Editorial Control

We reserve the right to edit articles to suit the needs and requirements of the publication. We will make every effort to inform you of changes and to discuss them with you.

Thank you for taking the time to read this and for your interest in writing for *The Maud Powell Signature!*