

FHJ Submission Guidelines

FOLK HARP JOURNAL

The *Folk Harp Journal* relies on the excellent content and submissions that we receive from our members. We appreciate and are excited to read about any harp adventures, stories, music, or ideas that you would like to share with our readers. Following are some guidelines to help with your submission.

The *FHJ* is PLANNED! As one issue is going to press I have usually already chosen the articles for the next issue and will quickly determine the articles for the following issue. Article deadlines assumes we have discussed your idea and it is a planned part of an issue. If you submit something unsolicited, your story will be used when appropriate as space allows. As you can see, my lead time is long in deciding what will run—so do not expect to see a submission printed immediately. I am always looking for interesting adventure stories that are told in the first person and describe an individual journey—perhaps 1,500-2,000 words. We do not run Q&A's, so you must submit in a story format. We also need pictures to be an important part of the story. If you are interested in sending me something, I will be happy to review the submission. However, I do not guarantee when or if the story or music will run. We search for balance in content and views and not all things are appropriate, or timely, for our audience.

Please send articles in a Word document and limit formatting—such as fonts, tabs, indents, and returns. Do not include pictures in the file. Pictures should be sent as separate attachments. Pictures should be submitted as jpeg files at 300dpi at actual size, if possible.

Here are few highlights of the “*FHJ* Stylebook.” Many of these may seem weird but they get adjusted when I do the layout in inDesign.

- o There is ONE space after a period, exclamation mark, etc.
- o The basic body font and size for the Journal is Adobe Garamond Pro 11pt.
- o Don't put indents in the first line of a paragraphs.
- o Don't put spaces after bullet points before text. (The spaces in this list are the default here and not worth fixing just for this!)
- o Don't put in extra paragraph returns. This might look weird on your screen but this is corrected in my style set up.
- o Song titles are in “quotes” and collections and book titles are in *italic*.
- o Capitalize most chronological periods of music history (the Renaissance, the Baroque, the Classical era, the Romantic piano) but not “medieval.” However, don't capitalize genres (use folk, traditional, opera, symphony, jazz) except for Celtic, Welsh, etc.
- o Major and minor are not capitalize (as in... This work is in C major) unless, obviously, it is part of a title. The names of the modes are capitalized.
- o Periods/commas/etc. go inside quote marks.
- o Website references no longer need to include the http or www. Websites are not case sensitive so I use uppercase letters on key words such as FolkHarpSociety.org.
- o Quotes of more than four lines are indented in a standalone paragraph.
- o Don't link footnotes or included mid text/or bottom of page. A separate document is actually best for layout.
- o I'm married to a journalist. So when I have usage/text questions I start with the AP Stylebook. In case you are wondering.

Music must be submitted as a PDF with fonts embedded. Please add the title of the piece to each page but not page numbers. Be sure to have a harp friend proof your arrangement. Double check grand staff format, pick-up note balance, and note values in each measure. Please include a SHORT bio of yourself (in Word or email) that will run along with your arrangement.

Classified ads are free to members of the ISFHC, and must be 50 words or less. We **do not** publish events in the Classified area. For questions or to submit a classified ad, email Elizabeth Goossen at elizabethgoossen@gmail.com.

The *FHJ* has a **Calendar** feature in each issue, maintained by Danielle Schagrin. The Spring issue features the annual outlook. All other issues show the upcoming quarter. Please send concert and conference updates to Danielle at FHJcalendar@gmail.com.

The *Folk Harp Journal* is published four times per year according to the following schedule:

Issue	Article Deadline	Column/Ad Deadline	Est. Mailing Date (hits US mailboxes about 10-days later)
Spring Issue	mid-December	January 8 th	February 15 th
Summer Issue	mid-March	April 8 th	May 15 th
Fall Issue	mid-June	July 8 th	August 15 th
Winter Issue	mid-September	October 8 th	November 15 th

Sincerely,
Beth A. Stockdell, Editor-in-Chief
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