



music therapy
new zealand

Te Roopu Puoro Whakaora o Aotearoa
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THE NEW ZEALAND JOURNAL OF MUSIC THERAPY

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POLICY OF THE *NEW ZEALAND JOURNAL OF MUSIC THERAPY (NZJMT)*

The purpose of the *New Zealand Journal of Music Therapy* is to extend the knowledge of music therapists and develop their understanding of their own profession and of the context in which they work. It should also help to promote understanding of the use of music and the place of music therapy in the wider health professional community. Articles may be accepted which arise from research, clinical and professional perspectives, case studies, interviews of interest, or from experience in music therapy or in related professions. Reviews may be accepted on books, software and DVDs. Individuals who are approached directly by a book author to complete a book review should contact and discuss this with the Commissioning Editor in advance of the submission date.

The Journal will publish only original material, except where reprint rights have been sought for an article of particular relevance to New Zealand practice.

PEER-REVIEW

All articles will be anonymously peer-reviewed by two or more reviewers, with at least one of them being a music therapist. The Commissioning Editor shall select reviewers on an annual basis, according to the nature of articles submitted.

Contributors are responsible for obtaining copyright for figures, graphs, lengthy quotes or illustrations that have been published elsewhere. Once an article has been accepted for publication, the author will be required to assign rights to the *New Zealand Society for Music Therapy*. An article will not be published unless the Editors have received a copyright waiver.

GUIDELINES FOR CONTRIBUTORS

Preparing an article

Articles submitted for consideration for publication in the *New Zealand Journal of Music Therapy* need to be between 3,500–5,000 words in length (without references). Authors should submit an electronic version of the article to the Editors for anonymous peer-review.

On the first page you should state the title of the article and all the names and affiliations of each author. You are also requested to provide contact details: address, phone number and email of the principle author for contact purposes throughout the editorial process.

On a second page, you should include the title, an abstract and keywords for the article, and then the full article should follow. The article should be prepared in Microsoft Word 97-2003 version, double-spaced using Times 12 font with at least 1" margins on each side. Please do not justify the right margin.

Authors should prepare manuscripts in accordance with the *Publication Manual of the American Psychological Association*, 6th edition, particularly in preparation of the references.

If musical examples are included in the manuscript they need to be provided as high quality graphic files, created with a music typesetting programme such as *Sibelius* or *Finale*.

If authors are contributing manuscripts adapted from a conference presentation, articles should be prepared in prose and authors need to be mindful that the article should stand on its own merit and be a well-substantiated piece of writing.

When preparing the manuscript, it is the responsibility of the author to present case material in an unbiased manner that ensures anonymity of clients. If possible, ethical clearance should be obtained and stated within research articles.

The Process

The NZJMT has two editors, Karen Twyford, Commissioning Editor and Anne Else, Copy Editor. The Commissioning Editor co-ordinates the submission of articles to the journal, selects suitable peer reviewers for articles, co-ordinates the findings and recommendations of review reports, and provides the author(s) with a time frame to complete necessary revisions of the article.

Articles received by the Commissioning Editor will be acknowledged within 4 weeks of receipt and sent promptly for peer review. Once per review feedback is received the author(s) will be given 4-6 weeks to make necessary changes to the article before it is forwarded to the Copy Editor for editing at the beginning of June.

During the editing process the Copy Editor will liaise directly with the author(s) regarding any queries or comments concerning an article.

The publication date for *NZJMT* is the beginning of August each year.

Articles need to be submitted by 28th February each year to the Commissioning Editor:

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