



UTAH MUSIC EDUCATORS JOURNAL

SUBMISSION INFORMATION, DEADLINES, FORMAT

2011-2012 Issue Schedule

<u>Issue</u>	<u>Deadline</u>
Fall.....	July 15, 2011
Winter.....	October 1, 2011
Spring.....	February 15, 2012

Please plan to submit on time or early.

Who Should Contribute Articles and How Often?

UMEA President, All Vice Presidents and Advocacy Chair

- Responsible for a column or article in each issue. Preferably, write your own column, but you may occasionally delegate it to someone who you think can make a valuable contribution. **Inform the editor with that person's contact information.**
- **Other members of the executive, auxiliary board and general membership are invited to contribute articles and information.** This may include matters of association business, calendar 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 (PDF)
- 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.
- Avoid placing art in the body of your article or including too much paragraph formatting.
- Mailed hardcopy photos will be scanned and returned
- No specific length requirement. (approximately 900-1200 words fit on one page, depending on editor's layout choices.
- Include references (footnotes) when quoting or referring to others' work.
- Single space - regular paragraph formatting.

Send Submissions and Inquiries to:

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