

Graduate Association of Musicologists *und* Theorists (GAMuT) *Harmonia* Journal
Instructions to Authors

*Initiated Fall 2024; 2024-2025 Editor: Rachel Schuck; GAMuT Faculty Advisor: Dr. April Prince; MHTE Department Chair: Dr. David Heetderks; last updated Fall 2024

If you are a student author submitting to or publishing your work in GAMuT's peer-reviewed *Harmonia* Journal, please observe the following guidelines and instructions:

I. Purpose of the Journal

- a. *Harmonia* is the in-house journal of the Graduate Association of Musicologists und Theorists (GAMuT) at the University of North Texas. The objective of GAMuT is to provide a forum for the professional development of the graduate student community, and the annual publication of *Harmonia* functions in support of this goal.
- b. Previous editions of *Harmonia* are available at the following link:
<https://music.unt.edu/mhte/gamut/index.html>
- c. The current version of the journal accepts submissions in the following formats:
 1. Articles
 - a. Original scholarly contributions related to music in article format. Between 6,250-8,750 words in length is typically appropriate for this journal.
 2. Book Reviews
 - a. Concise reviews of monographs or edited volumes pertaining to studies of music. Book reviews must contain a summary of source contents as well as the student author's evaluation. Source(s) reviewed are not limited to the areas of music theory, music history, and (ethno)musicology, but must contribute significantly to the discipline(s) within music scholarship. Between 1,000-1,750 words in length is typically appropriate for this journal.
 3. Review Essays
 - a. Concise reviews of creative or artistic medium publications. Subjects of review may include but are not limited to: films, documentaries, live performances, albums, theater productions, etc. Source(s) reviewed are not limited to the areas of music theory, music history, and (ethno)musicology, but must contribute significantly to the discipline(s) within music scholarship. Between 1,000-1,750 words in length is typically appropriate for this journal.

II. Authorship Criteria

- a. Authors published in each *Harmonia* cycle must be currently enrolled graduate students at UNT. UNT graduate students who have recently graduated may submit their work for consideration for the active cycle if they were an enrolled student in the Spring semester of the cycle's Call for Submissions release.

- b. While the core of *Harmonia* readership and authorship is geared towards the College of Music graduate student community, graduate students from all departments across UNT working on music-related subjects are welcome and encouraged to apply.
- c. Authors contributing to *Harmonia* shall complete the following activities:
 - 1. Make a substantial contribution to the conception or design of the journal
 - 2. Draft the work and review it critically for important intellectual content
 - 3. Give final approval of the version to be published
 - 4. Agree to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved

III. Expectations of Authors

- a. Authors shall familiarize themselves with the Instructions to Authors document before submitting any work for consideration.
- b. When applicable, the authors shall identify and credit any co-authors or contributors. The authors shall have confidence in the integrity of the contributions of their co-authors or contributors.
- c. The corresponding author takes primary responsibility for communicating with the journal during the manuscript submission, peer-review, and publication process.
- d. This author, with the support of the editor, is the one responsible for ensuring that all the journal's administrative requirements, such as providing details of authorship, ethics committee approval, and disclosures of relationships and activities are properly completed and reported, although these duties may be delegated to one or more co-authors.
- e. Authors shall communicate with the editor in a timely manner via UNT e-mail regarding questions, concerns, or clarifications.
- f. If a conflict emerges and author is no longer able to publish their work in *Harmonia*, or will not be able to allocate the time to complete necessary edits, the author will notify the editor as soon as possible.
- g. The corresponding author should be available throughout the submission and peer-review process to respond to editorial queries. If questions about the paper arise after publication, the author should be available to respond to critiques of the work and cooperate with requests from the journal for data or additional information.
- h. Writing Procedures:
 - 1. Authors and editors should refer to the Chicago Manual of Style, Online Edition (<https://www.chicagomanualofstyle.org/home.html>).
 - 2. At submission, the author is required to disclose whether they used artificial intelligence (AI)-assisted technologies in producing submitted work. Authors who use such technology should describe, in both the email communication with the editor and the submitted work in the appropriate section, if applicable, how they used it.
 - 3. For example, if AI was used for writing assistance, describe this in the acknowledgement section.

- i. *Harmonia* is NOT the intended platform to publish theses, dissertations, or related material. Seminar course projects, independent research, and related materials worked into journal-appropriate publication formats are the intended subjects of publication.
- j. The editor recommends that authors considering publishing their thesis or dissertation projects in part or in whole consult with their major advisor to discuss possible submission avenues for disciplinary or topical-specific publications beyond the scope of *Harmonia*.

IV. Paper Acceptance Guidelines

- a. Submitted papers will be accepted solely based on the following elements:
 1. The paper's importance of contribution to music scholarship
 2. The paper's originality and clarity
 3. The paper's relevance to the purpose of *Harmonia* (See section I)
- b. The following will not be considered while evaluating acceptable submissions:
 1. The author's degree program or level in the program
 2. The author's previous publication record
 3. The author's relationship with the *Harmonia* editor and/or GAMuT leadership board

V. Faculty Review Panel

- a. The editor shall compile a faculty review panel; each member of the faculty review panel will participate on a volunteer basis.
- b. The faculty reviewers shall be full-time faculty of the Music History, Theory, and Ethnomusicology (MHTE) Department.
- c. The faculty reviewers will read journal submissions over the summer break and comment on these submissions with a standardized evaluation form and comment sheet.
- d. The number of faculty reviewers is contingent upon availability and interest, but no fewer than three faculty members will review each submission.
- e. The editor shall collaborate with the faculty reviewers to determine which submissions will be accepted based on faculty reviewers' comments and elements in subsection "IVa."

VI. Associate Editors

- a. One associate editor will be assigned per paper accepted to the journal.
- b. Role of Associate Editors:

The role of associate editor for *Harmonia* is two-fold:

 1. Associate editors will work closely with the editor and student authors throughout the revision process to provide content-based, writing-based, and research-based feedback to their assigned student author.
 2. Serving as an associate editor will provide current GAMuT members with important professional experience with the music scholarship peer-review publication process.
- c. Associate Editor Eligibility:
 1. All associate editors will be enrolled at UNT for a minimum of one semester during the journal's publication year. Graduated UNT students who were enrolled in the Spring of the Call for Submissions release *are* eligible to serve as an associate editor.

2. All associate editors must currently be or have been active members of GAMuT for a minimum of one semester during their entire enrollment period at UNT.
 1. Before associate editors are finalized, the editor will inquire about their GAMuT membership status to the current GAMuT president to confirm eligibility.
 2. A member of GAMuT is considered active once they have paid their dues for the academic year (<https://music.unt.edu/mhte/gamut/membership.html>).
 - a. Please contact the current GAMuT president to join GAMuT or review your GAMuT membership. You can also join/renew using PayPal. Please note that Paypal charges a fee for this service (reflected in the costs shown in the drop-box).
 - b. To join/renew via PayPal, log into your PayPal account, search “Graduate Association of Musicologists und Theorists,” mark as a contact, and send appropriate dues.
- d. All associate editors must be willing and available to work closely with the editor and their assigned author throughout the Spring semester to provide content-based and writing-based feedback to authors through several rounds of deep edits.
- e. Associate Editors will be selected solely based on the following elements:
 1. Associate editor’s willingness and availability to commit to the time-intensive process of providing several deep rounds of edits on student papers
 2. Associate editor’s own research interests and specializations and how these would speak to their ability to critique and hone student paper’s related material
- f. The following will not be considered while selecting Associate Editors:
 1. The associate editor’s degree program or level in the program
 2. The associate editor’s previous publication record
 3. The associate editor’s relationship with the *Harmonia* editor and/or GAMuT leadership board
- g. At the editor’s discretion, associate editors with previous experience in the publication process within and beyond *Harmonia* may be given priority if experience with publication and review would benefit the assigned submission.

VII. Expectations of Faculty Reviewers and Editors

- a. Journal Editor, Faculty Reviewers, and Associate Editors must observe the following:
 1. Reviews and feedback should be conducted objectively.
 2. Personal criticism of the author is inappropriate.
 3. Reviewers and editors should express their views clearly with supporting arguments and references as necessary.
 4. Reviewers and editors should declare any competing interests.
 5. Reviewers and editors should decline to review manuscripts in which they have a competing interest.
 6. An editor should not submit a paper to the journal during their term.

7. Reviewers and editors should respect the confidentiality of material supplied to them and may not discuss unpublished manuscripts with colleagues or use the information in their own work.
8. Any reviewer or editor who wants to pass a review request onto a colleague must obtain the editor's permission first.

VIII. Publication Procedures

- a. The editor will anonymize student author submissions prior to submitting them to faculty reviewers.
- b. The editor will ensure that any identifying information of submitting authors is removed from the submission in the document's text and in the hidden data and personal identifying information of the submission file.
- c. Faculty reviewers will view anonymized submissions throughout the review process.
- d. Editor will return anonymized faculty reviewers' comments to submitting students at the time of acceptance notification.
- e. Authors will communicate with both the editor and associate editor throughout the peer-review process regarding any major changes to the submitted material.
- f. Authors, in conjunction with the editor, should gain permissions for any images or art used, if applicable.
- g. Authors, in conjunction with the editor and any engravers selected at the editor's discretion, should collaborate and certify the accuracy of any musical notations used, if applicable.
- h. The *Harmonia* edition will be published online and open-access in the "Harmonia" section of GAMuT's tab on UNT's MHTE Department website.
 1. <https://music.unt.edu/mhte/harmonia.html>
- i. All contributing authors will be provided with a physical copy of the journal for their records.
 1. If the author has a preferred delivery method for the physical copy of the journal, they should inform the editor before the edition is published.

IX. Timeline of Submission, Notification, and Peer-Review Process

- a. Early May
 1. Call for Submissions goes out to all College of Music graduate students and graduate students in related departments across campus
 2. Call for Submissions goes out in collaboration between past and current editor
- b. Early June
 1. Release of *Harmonia* edition from the previous academic year
 2. Graham Phipps Paper Prize announced concurrently with release of the *Harmonia* edition
 3. Submissions for the current *Harmonia* edition are due to editor
- c. Summer Break
 1. Editor solicits participation from faculty reviewers
 2. Editor and faculty reviewers read and evaluate all submissions using standardized evaluation and comment form
 3. Editor, in conjunction with faculty reviewers' responses, selects papers to be published
- d. Mid-August (Pre-Fall Semester)
 1. Editor notifies submitters of acceptance status

2. Editor requests written confirmation of willingness to participate from accepted authors
- e. Early Fall Semester
 1. Editor meets with accepted authors individually to review expectations and initial feedback on papers
 2. Authors make revisions based on editor and faculty reviewers' initial feedback
 3. Editor and authors pursue permissions, IRB protocol, etc., as applicable
- f. Late Fall Semester (Pre-Winter Break)
 1. Editor solicits participation from associate editors
 2. Editor connects associate editors with their respective authors
 3. Authors submit initial edits to editor and associate editor
- g. Spring Semester
 1. Authors, editor, and associate editors engage in several rounds of deep edits on authors' papers until they are acceptable for publication.
 1. Authors and editors should refer to the Chicago Manual of Style, Online Edition.
(<https://www.chicagomanualofstyle.org/home.html>)
Typically, the editor requests anywhere between 3 to 7 rounds of edits, based on paper's readiness.
 2. For an efficient timeline, the rounds of edits are suggested to span 2 weeks at a time for author review and revision, and 1 week at a time for editors to review and provide feedback.
- h. Early April
 1. Authors send editor and associate editors the finalized version of their paper as it will appear in the finalized journal
 2. Editor will make final polishing and typesetting edits and confirm any changes with the authors
- i. Late April
 1. Editor submits the *Harmonia* journal to Eagle Images for printing (<https://printingservices.unt.edu/eagle-images/index.html>)
 2. GAMuT budget provides for the printing of 1 hard copy for the UNT Library, the current editor, and 1 for each author

X. Procedures in Case of Author Plagiarism, Data Fabrication, Undisclosed AI Use or Instances of Academic Misconduct

- a. In the case of suspected or reported plagiarism, data fabrication, or instances of academic misconduct, the editor, in conjunction with the GAMuT president and faculty advisor, will follow the procedures outlined in UNT's 06.003 Student Academic Integrity Policy (<https://policy.unt.edu/policy/06-003>).
- b. If academic dishonesty is suspected, the editor, in conjunction with the GAMuT president and faculty advisor, will meet with the student to give them an opportunity to respond.
- c. If academic dishonesty is confirmed, the editor, in conjunction with the GAMuT faculty advisor, will report the case to the Office of the Provost and the Office for Student Success.
 1. The editor will submit a violation form to the Academic Integrity Office.

2. After a violation form is submitted to the Academic Integrity Office, the reporting parties will not have access to the result of the violation under FERPA guidelines.
3. Due to FERPA privacy guidelines, if a violation form is submitted regarding a *Harmonia* author's work, that author's work will not appear in the published edition.
4. The UNT Office of the Provost and the Office for Student Success are responsible for issues concerning academic integrity. The Academic Integrity Officer works with faculty and students regarding investigations of misconduct. Authors should submit all questions related to academic integrity to academic.integrity@unt.edu.

XI. Procedures in Case of Allegations of Misconduct or Complaints against *Harmonia*

- a. Authors are required to read the journal's author instructions carefully and to adhere to the terms before submission.
- b. Report of editorial or ethical misconduct regarding *Harmonia* may be related to a published article, a manuscript under the peer-review process, or the review process itself. The procedure for the application and management of complaints of author or editor misconduct should proceed with sensitivity, tact, and confidence, and in the following manner:
 1. The editorial members of the journal receive a complaint that an article submitted to or published in the journal is suspected of containing research misconduct, or that the editorial process is subject to misconduct. Individuals who wish to report misconduct for an article published in our journal should submit a detailed written complaint to the current *Harmonia* editor and/or the current GAMuT faculty advisor, as appropriate.
 2. The complainant needs to clearly indicate the parties involved and specific manner and detail of misconduct.
 3. The editorial office will investigate in conjunction with the MHTE department chair. During that time the editor of the journal and the corresponding author(s) of the suspected article will be in contact.
 4. The corresponding author(s) will be asked to explain with factual statements and any available evidence.
 5. If the author(s) of the suspected article accepts the misconduct complaint, the editorial staff will take the following actions depending on the situation:
 1. If the article has been published, an erratum or retraction may be necessary.
 2. If the misconduct is reported during the review process, the review process may continue, with the author(s) making the relevant changes. Personnel change of associate editors or editor may be pursued, if conflicts of interest arise.
 6. In the case of nonresponse in the stipulated time or an unsatisfactory explanation, the article may be permanently retracted or rejected. Before deciding, editorial members will seek confirmation from the experts of the relevant institution or other authorities as required.

7. The complainant will be informed of the outcome once the issue is resolved.
8. The complaint case will thereupon be considered concluded.
- c. In the case any complaints arise toward *Harmonia* staff or the publication process, the editor will refer to COPE materials.
 1. For handling various “what-if” concerns
([https://publicationethics.org/guidance?t=&type\[\]=Discussion+documents&sort=score](https://publicationethics.org/guidance?t=&type[]=Discussion+documents&sort=score))
 2. For handling complaints
(<https://publicationethics.org/guidance/Flowcharts>)

XII. The Graham Phipps Paper Award

- a. The Graham Phipps Paper Award shall be awarded to the most outstanding student contribution to each edition of *Harmonia*. All students who publish their work each cycle are eligible and automatically considered.
- b. The Graham Phipps Paper Award shall be announced at the journal’s publication in May.
- c. The Graham Phipps Paper Awardee shall be given an honorarium of \$50 (subject to change as per allocated from the GAMuT budget each year) from GAMuT.
- d. The Graham Phipps Paper Awardee shall be announced on GAMuT’s social media and via email to all MHTE members.

XIII. Miscellaneous

- a. The editor shall refer to the Committee of Publication Ethics (COPE; https://publicationethics.org/sites/default/files/COPE_G_A4_SG_Ethical_Editing_May19_SCREEN_AW-website.pdf) for all details, questions, inquiries, concerns, etc., related to the publishing process.
- b. As applicable, the editor shall work in conjunction with the student author(s) to secure the copyright clearance to republish images or text as necessary.
- c. The editor shall work in conjunction with the UNT Copyright Advisory Services (<https://library.unt.edu/services/copyright-advisory/>), the Copyright Clearance Center (<https://www.copyright.com/>), and any other applicable organizations.
- d. As applicable, the editor shall work in conjunction with the student author(s) to re-engrave musical notation examples for the purpose of publishing in the journal.
- e. As applicable in any cases of submissions involving human subjects, student authors shall complete the IRB process through UNT’s Human Subjects Review Board (<https://research.unt.edu/research-services/research-integrity-and-compliance/human-subjects-irb/index.html>).
- f. The IRB process must be complete, with the project in “approved” status, by the publication date of the journal.

Thank you for your efforts in sharing your exciting work with the UNT music community! Please reach out to the current editor with any questions.