

Canadian Journal of Music Therapy / Revue canadienne de musicothérapie



Guidelines for Contributors

The *Canadian Journal of Music Therapy / Revue canadienne de musicothérapie* (CJMT/RCM) is a peer-reviewed journal published by the Canadian Association of Music Therapists (CAMT) for dissemination of music therapy scholarship. We accept articles in English or French and publish them in their original language with the titles, abstracts, and keywords translated into both languages. We welcome submissions from music therapists and members of allied disciplines and publish both research (qualitative, quantitative, and mixed-method studies) and essays. Principal criteria for acceptance of material are originality, quality, and relevance. In addition to traditional approaches, we welcome creative, diverse, and alternative presentations and styles. The annual deadline is September 1, but submissions are welcome any time of the year.

The *CJMT/RCM* strives for a professional yet accessible and unpretentious tone. We seek articles that are clear and readable, and we encourage the use of active rather than passive voice. In addition, while it is important to foreground the research, we accept the use of first person when it is clearer to do so.

Articles need not be of a specific length. However, the manuscript should be written clearly and concisely. Book reviews are typically about 1000-2000 words.

Instructions for Authors

Ethical Considerations

Authors are expected to take ethical precautions into consideration as detailed in the [Code of Ethics](#) of the Canadian Association of Music Therapists. All aspects of the research—in particular, direct experimentation on individuals, surveys or questionnaires administered to individuals, and the use of data derived from records where individuals might be identified—must be approved by an institutional ethical review board and the approval explicitly stated in the submitted manuscript.

Manuscripts submitted to the *CJMT/RCM* must be original. They must not duplicate any previously published work, including your own, or be under consideration for or undergoing the process of publication elsewhere. Authors should ensure that the manuscript does not contain content that is abusive, defamatory, libellous, obscene, fraudulent, or illegal.

Authors must acknowledge sources and disclose conflicts of interest. Major professional contributions by two or more persons to a common project should be recognized by joint authorship; minor professional contributions can be recognized through an appropriate acknowledgement statement. The corresponding author will be sent a transfer of copyright, which they must sign before the paper is published. The editors retain the customary right to edit material accepted for publication.

After publication, authors are responsible for reporting errors or inaccuracies and are expected to cooperate with the editors to make corrections or retractions.

Manuscript Submission

Please submit your manuscript electronically to the Editor-in-Chief, SarahRose Black, PhD, RP, MTA (journal@musictherapy.ca) or the French Content Editor, Annabelle Brault, MA, MTA (revue@musictherapy.ca). Hard copies are not required. When submitting articles, attach an information letter and the article's cover page (see below) as well as any related files. Print correspondence may be sent to SarahRose Black, CJMT Editor-in-Chief, 1124 Gainsborough Road, Suite 5, London, ON, Canada, N6H 5N1.

Manuscript Preparation

Manuscripts should be prepared in APA Style as detailed in the *Publication Manual of the American Psychological Association* (7th ed.). In accordance with the APA guidelines and those specific to the *CJMT/RCM*, manuscripts should adhere to the following requirements:

- Set the page with 2.5 cm (1 inch) margins all around and use 12-point Times New Roman font. Number your pages. Double space the entire paper, including block quotations and lists. Use left justification. Do not use full justification for any part of the manuscript, including the abstract.
- Indent paragraphs using the tab function and do not leave a blank line between paragraphs. However, do not use tabs in the reference list; use the built-in hanging indent function in your word processing program to create hanging indents.
- Use one space after periods and other punctuation marks that require spacing.
- Avoid footnotes if possible. If you are unable to incorporate your footnotes into the text, consider not including the information.
- Avoid italics except where mandated by APA Style. Use bold only when specified by APA for headings. Do not underline.
- Use the APA's hierarchy of heading levels (section 2.27). Note whether the heading level should be centred, flush left, or indented; boldface or italicized; title case or sentence case; and whether or not there is a period at the end.
- Note that the *CJMT/RCM* uses Canadian spelling. Please refer to the *Canadian Oxford Dictionary* (2nd ed.) for guidance. In Microsoft Word it is helpful to select *English (Canada)* as the language for your document.
- For manuscripts written in English, see the [house style guide](#) for more details.

Citations

- Cite all references using the author–date format as per APA Style.
- Include the page number for any citations that are direct quotations.
- Avoid secondary sources unless the source is out of print and unavailable.

Reference Lists

- List references alphabetically by author on a separate page at the end of the manuscript as per APA Style.
- Ensure that the formatting is correct. This includes the use of italics and roman type; periods and commas; spacing; and capitalization.
- Do not use EndNote for your references; paste in the references or type them separately.
- Ensure that all citations are referenced and that all references have been cited.

Articles

Information Letter

Information letters should be addressed to the Editor-in-Chief and included as a separate document attached to the manuscript submission email. The author should indicate why the submission would be valuable to readers of the *CJMT/RCM* and verify the following:

- that the material contained in the manuscript has not been published and is not being considered for publication elsewhere
- that the material contained in the manuscript does not infringe on any copyrighted material
- that appropriate ethics approval was obtained for research with human participants

Cover Page

Since manuscripts are sent anonymously to members of the editorial review board, care must be taken not to reveal the name and affiliation of the author or authors in the manuscript. Include a cover page as a separate document with the following information:

- first name, middle initial, and last name of each author, including credentials and highest academic degrees and the names of institutions with which the authors are associated
- name, address, phone/fax numbers, and email address of the author responsible for correspondence

- short bio of 50 to 65 words of each author

Abstract

Include an abstract of 150 to 250 words.

Keywords

List six to eight keywords or phrases that identify the main themes of the article.

Tables and Figures

Do not paste figures and tables into your document. Include them in separate files and indicate in the document where you would like them to appear. Be sure to label your files clearly. Supply titles for tables and captions for all figures at the end of the manuscript. See the [house style sheet](#) for more details about formatting these elements of your manuscript.

Statistics

Every article that contains statistical testing should state the name of the statistical test, the n value for each statistical analysis, the comparisons of interest, a justification for the use of that test (including, for example, the actual p value for each test, not merely “significant” or “ $p < 0.05$ ”). Use of the word *significant* should always be accompanied by a p value; otherwise, use words such as *substantial* and *considerable*. Authors should be particularly attentive to APA style when typing statistical details.

Use of Copyrighted Material

Authors must obtain permission to reproduce all matter attributed to others including the following:

- maps, diagrams, figures, drawings, and photographs
- single passages of prose exceeding 90 words

Supply a copy of the publisher’s letter of permission to reprint along with full information for the work cited, including author, date published, publisher, and page numbers.

Book Reviews

Include full details about the book, including the year of publication, the publisher’s name, and the ISBN. Be sure to state your name and credentials. Unsolicited book reviews will be considered for publication subject to the editor review. Book reviews should be 1000-2000 words.

Review Process

Please note that this process can take several months:

1. The Editor-in-Chief acknowledges receipt of the manuscript by email.
2. The transfer of copyright from author to the CAMT, required after the manuscript is accepted, is executed and signed by the first author.
3. The manuscript is sent for blind review by two or more members of the editorial review board for evaluation as to quality and suitability.
4. The Editor-in-Chief advises the corresponding author about the decision of the editorial review board and then guides the author through a revision process that is informed by the results of the blind reviews.
5. Once the revision process is complete, the manuscript goes to the copy editor for editing of language mechanics and use in consultation with the author.
6. This revision then goes to the Editor-in-Chief for final review before going to the printer.
7. When the proofs are ready, the author receives a copy of the PDF for final review and approval and the opportunity to make minor editorial changes.

Checklist

- Study these submission guidelines carefully and refer to the [house style sheet](#) for further details.
- Ask two or three colleagues to give you feedback about your article.
- If the language you are writing in is not your first language, have a professional editor (preferably) or colleague proofread it before submitting.
- Make sure that your citations and references match and that they are presented according to the most recent edition of the *Publication Manual of the American Psychological Association*.
- Ensure that your article includes an abstract, keywords, and titles for your tables and figures. Also be sure there is a statement in your paper that you have received approval from an ethics review board if your study includes human participants.
- Include with your manuscript, the following files as separate attachments, as applicable:
 - information letter
 - cover page
 - tables and figures
 - publisher's letter of permission for any copyrighted material