

Canadian Journal of Music Therapy (CJMT)

Style Guide for English Writers and Editors

Revised July 2020



Style Guides

- The *CJMT* adheres to the guidelines of the *Publication Manual of the American Psychological Association*, 7th ed., except as noted below.
- For details not covered in the APA manual, use the *Chicago Manual of Style* (CMOS), 17th ed.
- For uniquely Canadian matters, use *The Canadian Style*:
<http://www.btb.termiumplus.gc.ca/tpv2guides/guides/tcdnstyl/index-eng.html?lang=eng>

French and English Conventions

French and English have many differences of style, particularly in regard to punctuation and capitalization.

- Use French conventions in French text and English conventions in English text, including translations of titles and reference listings.
- Further information:
 - Typographical rules
<http://www.btb.termiumplus.gc.ca/tcdnstyl-chap?lang=eng&lettr=chapsect17&info0=17>
 - More detailed style information in *Le guide du rédacteur* (<http://www.btb.termiumplus.gc.ca/tpv2guides/guides/redac/index-eng.html>).
 - Guidelines for references in APA Style for French articles
 - https://profs-perso.teluq.ca/mcouture/www/apa/normes_apa_francais.pdf
 - http://www.espace-ressources.uqam.ca/images/Bibliographie_Normes_APA_franaises_2019.pdf
 - <https://bib.umontreal.ca/citer/styles-bibliographiques/apa>

Spelling

- The *CJMT* uses Canadian spellings as per the *Oxford Canadian Dictionary*, 2nd ed. (CanOx)
- For words not found in the *Oxford Canadian Dictionary*, use the online *Merriam-Webster Dictionary* (M-W): <https://www.merriam-webster.com/>
- Use the -ize form of verbs, not the -ise form (e.g., authorize not authorise; vocalize not vocalise)

- Use the -ization form of nouns, not the -isation form (e.g., organization not organisation)
- For spelling specific to the *CJMT*, see the list below.

General

- The *CJMT* strives for a professional yet accessible and unpretentious tone.
- In general, avoid passive voice to ensure greater clarity and readability.
- Foreground the research, not the researcher, but use first person when it is clearer to do so.
- Avoid long noun strings.
- Ensure that parallel structures are truly parallel, both syntactically and conceptually.
- The “singular they” not only is acceptable but is preferable to he/she and him/her (e.g., “If a patient feels that the therapist’s goals are congruent with their own, the patient may...”)
- The *CJMT* does not use footnotes or endnotes, except if necessary for the editor to clarify or correct. Authors should put all relevant material within the text. Supplementary material can be put in appendices, but should not be inserted as notes.
- When describing groups of people, descriptive phrases are preferred to the use of nouns to label such groups (for example, “People living in poverty,” not “the poor”).
- When citing age ranges, use exact ranges rather than broad categories (for example, “people 65 to 75 years old,” not “people over 65”).

Canadian Provinces

- In reference listings and bylines, use the postal abbreviation for provinces (e.g., ON, QC, NS). Note, the same applies for American states (e.g., NY, CA, ME).

Capitalization

The *CJMT* follows a “down” style of capitalization, a sparing use of capitals. In general, capitalize proper nouns—those belonging to a unique, individual person, place, country, or other entity. Note that some of these rules specifically apply to academic writing and differ from those used in corporate or business writing.

- Do not capitalize the terms “music therapy” or “music therapist,” or any other occupation. Similarly, do not capitalize board of director positions such as “president” or “education chair.”
- Do not capitalize music therapy methods or techniques (e.g., analytic music therapy, receptive music therapy, neurologic music therapy, community music therapy). An exception is the Bonny Method of Guided Imagery and Music.
- Do not capitalize academic titles, unless an endowed title:
 - Mary Voiceguitar, professor of music therapy
 - Joe Musictherapist, director of the Department of Arts Therapies
 - Professor Joe Voiceguitar, the John B. Enefactor Chair of Applied Music Therapy
- Do not capitalize informal names of boards and organizations:

the board of directors
an ethics review committee
the research ethics office

But DO capitalize when the official title is used in full:

the CAMT Board of Directors
the University of Somewhere Ethics Review Board

- Do not capitalize acronyms and initialisms when written out unless they are proper nouns.
- Capitalize all major words and all words of four letters or more in headings, titles, and subtitles. Capitalize the first word after a colon or a dash in a title. (Note: Reference lists may have different rules.)
- Capitalize the first word after a colon if what follows is a complete sentence.
- If a name that begins with a lowercase letter begins a sentence, then it should be capitalized:
 - Correct: De Waal (1994) concluded that ...
 - Incorrect: de Waal (1994) concluded that ...
- Capitalize nouns followed by numerals or letters that represent sequences, except when they indicate minor subdivisions (e.g., Chapter 3, Figure 2, Table 1, Appendix B, Day 3, but page 37, row 4, column 3, track 6 of a CD, paragraph 7)
- Do not begin a sentence with a statistical term (e.g., *t* test, *p* value) or a lowercase abbreviation (e.g., lb). However, when necessary to avoid awkward writing, you can begin a sentence with a capitalized abbreviation (e.g., U.S.) or with a symbol connected to a word (e.g., β -Endorphins).

Citations and References

- The *CJMT* uses the author-date citation system within the text (see APA, 7th ed., sections 8.10 to 8.22).
 - “Kessler (2003) found that among epidemiological samples . . .”
 - “Early onset results in a more persistent and severe course (Kessler, 2003) . . .”
- The *CJMT* does not use footnotes or endnotes, except if necessary for the editor to clarify or correct.
- An alphabetical reference list will be included at the end of the article or review, and should follow APA, 7th ed. guidelines.
- All titles of journals in the reference list should be written out in full. Abbreviations are not to be used.
- Please note that the 7th edition of APA has the following changes from the 6th edition:
 - The publisher location is no longer included in the reference.
 - An in-text citation for works with three or more authors is shortened with the first citation (include only the first author’s name and “et al.”).
 - In the reference list, for works with multiple authors, include the surnames and initials for up to 20 authors (instead of 7).
 - DOIs are formatted the same as URLs. The label “DOI:” is not required.

- URL references: “Retrieved from” is not required unless a retrieval name is needed; the website name is included; web page titles are italicized.
- eBooks: the format or device (e.g., Kindle) is not included BUT the publisher is.

Figures and Tables

Follow the APA (7th ed, section7) guidelines for figures and tables.

Figures

NOTE: There are changes to figure formats in the 7th edition. They are now the same as tables.

- Figures have titles which are placed above the table, left-justified (i.e., at the left margin).
- Formatting of the figure title:
Figure 1
A Brief Title
- Use headline-style capitalization.
- Labels on figures follow this same style of capitalization.
- Notes are placed under the figure, beginning with the word “Note” in italics followed by a period, then a space and the text of the note:
Note. Aba aba aba aba.
- Use the appropriate number of decimal points for numerical data (e.g., do not label an axis 1.00, 2.00, 3.00 when only whole numbers are possible)
- Always spell out “Figure” in the text when cross-referencing.

Tables

- Tables have titles which are placed above the table, left-justified (i.e., at the left margin).
- Formatting of the table title:
Table 1
A Brief Title
- Use headline-style capitalization.
- Headers in tables: Capitalize only the first word and proper nouns.

Keywords

- *Keywords* (not key words), in italics
- Indent as for a block quotation
- Format:
Keywords: keyword A, keyword B, keyword C

Lists

- Lists should follow APA, 7th ed. style; see sections 6.49 to 6.52.
- APA specifies three list styles:

- **Lettered Lists**, occurring within a sentence or paragraph narrative, where points are designated by lowercase letters in parentheses, separated by commas or semicolons:

The participant’s three choices were (a) working with another participant, (b) working with a team, and (c) working alone.

A semicolon can be used to separate points that are more complex and contain commas themselves.
- **Numbered lists**, used to display complete sentences or paragraphs in a series. Points are designated by numerals with periods:

We addressed the following research questions:

 1. How are training outcomes assessed?
 2. What are the outcomes of cultural competency training?
- **Bulleted Lists**, used for items that are phrases or sentence fragments (e.g., not full sentences) OR when the author does not want to imply an ordinal position (e.g., chronology, importance, priority), in which case the points can be full sentences.
 - Always use parallel syntax for each point in a list (e.g., identical punctuation at the end of each point).
 - For list items that are full sentences, begin with a capital and end with a period.
 - It is acceptable to use a colon even if the lead-in statement is not a full sentence; however, if the entire list constitutes one full sentence, omit the colon and punctuate the sentence as you would without the bullets.
 - When using bulleted lists to separate elements of a complete sentence, punctuate the list as you would the sentence without the bullet points. Do not capitalize the bulleted items.

Numbers/Numerals

- In general, spell out one to nine; use numerals for 10 and above. An exception is any number that begins a sentence; that number should be spelled out (e.g., “Fifteen patients were seen.” Not “15 patients were seen.”)
- Use numerals when numbers below 10 are mixed with those above (e.g., The experimental group included 7 women and 12 men).
- Use numerals for all numbers that denote a specific place in a numbered series or parts of books and tables. (See also section on capitals.)
 - Chapter 3, Figure 2, Table 1, Trial 4, Appendix B, Grade 6, Day 10
 - page 37, row 4, column 3, track 6 of a CD, paragraph 7
- Use numerals for numbers that represent time, dates, ages, scores and points on a scale, exact sums of money, and numerals as numbers.
- Use numerals plus the per cent sign for percentages. Use whole numbers (i.e., not decimals) in percentage figures unless the digits are significant.

Punctuation (note that the guidelines for French text differ significantly)

- Use the serial comma.
 - There were pianos, guitars, and flutes.
- Do not use periods or spaces when spelling acronyms and initialisms: the CAMT, the *CJMT*, MTA, PhD (exception, U.S. when used as an adjective).
- Use 3 spaced dots for ellipses (. . .). However, if the omission follows a complete sentence, finish the sentence with a period and then the three spaced dots (i.e., four dots).
 - Do not use ellipses at the beginnings or ends of quotations—the deletion of material before and after the quotation is assumed.
- Use closed-up en dashes for number ranges in parentheses, tables, or reference lists (e.g., pp. 3–12). Use the word “to” in text (e.g., 12 to 15 years old).
- Use an en dash for coequal compounds (e.g., client–therapist relationship).
- Use closed-up em dashes for breaks in sentences:
 - The instruments—piano, guitar, and flute—were brand new.

Statistics

- See APA 7th edition, sections 6.40 to 6.45 for guidelines for presenting statistics. Statistical symbols and abbreviations can be found in section 6.44, Table 6.5.
- Use an uppercase, italicized *N* to designate the number of members of the total sample (e.g., *N* = 135) and a lowercase, italicized *n* to designate the number of members in a limited portion of the total sample (e.g., *n* = 30).
- Do not use a leading zero if the value can never exceed 1 (e.g., probability [*p*], correlations [*r*, *r*², *R*, *R*²], eta squared [η_p^2], strength of statistical relationship [ω^2]).
- For examples of ANOVA reporting, see APA 7th edition, section 7.21, Tables 7.2 and 7.3.

Word List

A

analytical music therapy (AMT)
analyze
anglophone/francophone (not capped)
authorize
avant-garde

B

behavioural
benefit, benefited, benefiting (not benefitted or benefitting)
bidimensional (M-W)
bodywork (not body work)
the Bonny Method of Guided Imagery and Music (capped)
bpm – write out in full first time (beats per minute)

C

Canadian Association of Music Therapists (not Canadian Association for Music Therapy) / the CAMT (use “the”)

Canadian Journal of Music Therapy / the *CJMT* (use “the”) – in italics

centred, client-centred

co-led, co-leader

countertransference, not counter-transference (overruling CanOx)

criticize

the Nordoff-Robbins approach, not Creative Music Therapy or creative music therapy

D

decision maker (no hyphen)

drumstick

E

e.g. / for example – Write out in full in narrative; use abbreviation when inside parentheses or in figures and tables. A comma is always required afterwards, for both versions (e.g., or for example,).

email, not e-mail (CanOx)

emphasize/emphasizing

enrol, not enroll

F

focus/focused/focusing (one “s”) / foci, not focuses

for example / e.g. – Write out in full in narrative; use abbreviation when inside parentheses or in figures and tables. A comma is always required afterwards, for both versions (e.g., or for example,).

francophone/anglophone (not capped)

fulfill, fulfilled, fulfilling, fulfillment (not fulfil)

G

groundbreaking (Spell check doesn’t like it, but CanOx says it’s fine)

H

health care, not healthcare but health-care professionals

hide-and-seek

hip hop, not hip-hop (CanOx)

I

i.e. is okay in parentheses, but with comma after (i.e., like this)

improvise (CanOx)

in-depth
in regard to (not in regards to)
institutionalization
internalize

J
judgement, not judgment

K

L
lifelong, not life-long
long-lasting
long-term
low-key with hyphen (“to keep it low-key”)

M
metre (measurement)
mind-altering
mixed method (without a hyphen – e.g., mixed method research)
multidisciplinary, not multi-disciplinary
musicking, not musicing
music-making, but music playing or music listening (Michele’s decision)

N
non-denominational
non-essential
non-judgemental
non-musical
non-verbal
the Nordoff-Robbins approach, not Creative Music Therapy or creative music therapy
normalize, not normalise

O
on-site
outpatient, not out-patient

P
posttest (no hyphen; not in CanOx – this is M-W)
practice vs. practise

Practice is a noun; practise is a verb.

She has established a music therapy practice where she practises music therapy.

Many *CJMT* articles are concerned with music therapy practice.

It is standard practice to use the serial comma in a publication that follows APA style.

I did some good practising yesterday. (That's a lie, but this is just a made-up sentence.)
Full-time practising music therapists are not all that numerous in this country.
Music therapists practising with assorted populations are a highly creative bunch.

(Practising with assorted populations is a participial phrase.)

preconceived (no hyphen)

R

redirect (CanOx)

reevaluate (APA is explicit that hyphen is not used)

in regard to, not in regards to

reissue

rewriting

road map

role play (n.) or role-play (attr. adj.), not roleplay

S

sing-along, not sing-a-long

song sheets

songwriter

songwriting, not song writing or song-writing

storytelling

subcode (same as with subquestion)

subquestion (found on dictionary.com – seems like the best solution to finding a word for questions within questions on an interview or questionnaire)

T

that is (i.e.): okay abbreviated in parentheses (i.e., that is okay)

time limits, not time-limits

towards, not toward (contrary to CanOx)

U

United States – write out in full unless used as an adjective (e.g., U.S. Navy). Note that when using the abbreviation, periods are used (unlike Chicago Style), and there is no space between the internal periods.)

V

vocalize

W

well-being, not wellbeing (CanOx)

well-known

Western – when referring to European and North American style

with regard to, not with regards to

