



Excellence in Music Education

Since 1897

CMT Submission Guideline and Information

General Submission Rules

- CMT will not consider manuscripts that have been submitted to any other publication.
- If you have an idea for an article, but have not written a manuscript, you may e-mail a query to gauge interest (cmt@mtac.org). A query should include a brief outline, the angle and tone that will be used, and a list of suggested illustrations or other supporting materials. Please include your name, address, telephone number, fax number (if applicable) and e-mail address. CMT retains and controls the copyrights to all published manuscripts.
- The statements and opinions expressed in the CMT are not necessarily those of the publisher (MTAC).

Readership

- Members of Music Teachers' Association of California receive CMT as a member benefit.
- Nearly 75 percent of CMT's readers are independent music teachers; 15 percent are college/university instructors; 5 percent are college students; and 5 percent teach in other settings.
- Approximately 75 percent of CMT's readers list piano as their primary instrument; voice, strings, woodwinds, and brass comprise the remaining primary instruments.

CMT Manuscript Submission

- CMT accepts manuscripts submitted only as a Microsoft Word or text document and sent via e-mail attachment as a doc. Do not send the article as a PDF.
- Use endnotes, not footnotes or references (Consult the Chicago Manual of Style for examples.) For periodicals, include volume number and date of the issue (Consult Turabian "A Manual for Writers")
- The author's name, address, phone number, e-mail address, and a 2-3 sentence biography should be on a separate page.
- A photo sent as a JPEG attachment should accompany the biography.
- Manuscripts should be submitted to cmt@mtac.org.
- Receipt of the manuscript will be acknowledged.
- Please use Times-Roman 12-point font for your manuscript. Hard returns should only be used at the end of a paragraph. Do not indent paragraphs. Send all text without justification. Include only one space after a period, question mark, or exclamation mark.
- When using quotation marks, end sentences with a period and include the quotation marks after the period.

CMT Photos/Illustrations

- Authors are asked to provide musical examples, photos and/or other artwork to accompany their manuscripts. Digital photos/scans must be high-resolution (300 dpi minimum, 600 dpi preferred) and a minimum 3"x5". Color photos are ideal, but black-and-white photos are acceptable.
- Only files in JPEG, TIFF, EPS or PDF formats will be accepted. Printed photos and other printed artwork will not be accepted.
- Authors are responsible for obtaining written permission to reprint musical examples and photos when necessary. If a publisher requests a fee for the right to reprint, the fee is the author's responsibility.
- All copyright information (i.e. date, publisher, etc.) must accompany any copyrighted material that is being used. Correct copyright approval wording from the publisher must be provided with the musical examples.

Length

- Feature articles are any length from 1,500 words up to 2,500 words.

Review of Manuscripts

- Most manuscripts are reviewed individually by the CMT's editorial committee, who will recommend one of three courses of action: accept with definite publication, accept for further consideration, or reject.
- Based on these recommendations, a final decision will be made regarding a course of action. This process can take several months.
- Authors will be notified of the decision.
- CMT will not provide commentary on rejected articles.

Manuscript Editing

- CMT staff editors reserve the right to edit manuscript submissions as they deem necessary. These edits may include but are not limited to punctuation, sentence structure, length, and vocabulary substitutions (synonyms).
- Authors will receive a copy of edited text to proofread prior to print.