JCMS House Style

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1. Template

- Use either the LaTeX or the *Word* template available on the *Author Guidelines* page.

2. General

- Use British English throughout. Examples: "bars", not American English "measures". Similarly "imperfect" (not "half") cadence, "perfect" (not "full") cadence, "interrupted" (not "deceptive") cadence. "Colour" not "color", etc.
- "Double", not 'single', inverted commas. But 'single' for quotations, etc., *within* indented (block) quotations (which are implicitly in "double"), except for the Abstract.
- Quotation marks, single or double, should be smart/angled ("), not straight/vertical ("): see the article "On the ontological category of computer-generated music scores" (*JCMS* Volume 1, Issue 2) for examples.
- "Editorial" comments, such as bibliographic items requiring insertion, should be given in [square brackets].
- The reference for indented quotations comes *after* the quotation's closing full stop.
- "*versus*" is always italicized.
- Italicize the titles of computer programs: *Iamus*, *GenJam*, etc.
- Traditional symbols should be employed for indicating flats, sharps and naturals (e.g., F♯ B♭). We recommend the *Bach* musicological font (https://www.wfonts.com/font/bach) for *Word* users. All note names should be followed by a number which identifies the octave if the context is ambiguous (where C4 = middle C).
- "Generic" work titles should not be in italic or inverted commas (Beethoven's Piano Sonata no. 1), but "given" titles (of operas, oratorios, albums, etc.) should be in italic (*Don Giovanni*, *Sgt. Pepper's Lonely Hearts Club Band*). Song and aria titles should be in inverted commas and not italic ("Dove sono", "Telephone").
- Commas needed after "i.e.," and "e.g.,".
- No "Oxford" commas ("X, Y and/or Z", not "X, Y, and/or Z"), in the text or in 3-author citations.
- "He/she", "him/her" and "his/hers" for gender-neutral pronouns.
- Punctuation (, and . but not ; or :) comes *after* inverted commas, not *before*: "quotation". not "quotation."
- Use indented (block) quotations for citations which would be longer than three lines of normal text.
- In the text and in references: "J.S. Bach" not "J. S. Bach", etc. (i.e., no space between two or more initials).
- "This article", not "this paper".

- Use the EN-dash for page/number/date ranges and for parenthetical clauses: "1756–1791", "today – Tuesday 18 October – it was raining"; not a hyphen: "1756-1791" , "today - Tuesday 18 October - it was raining".
- Numbers up to ten written out in full ('six'); above ten as numerals ('11', '97', etc.).
- Hyphenate compound adjectives ("computer-generated music") and compound nouns ("test-bed").

3. Figures/Examples/Tables

- Captions should have the following format: "Figure 1: [description, in sentence case (i.e., main words with initial capital letter).]". Abbreviate "Figure", "Table" to "Fig.", "Tab." in the text, even on first mention.
- Figure sub-components should have *both* bounding brackets: "(i)", not "i)" when referred to in the text.

4. Referencing

- APA7 style (https://apastyle.apa.org/style-grammar-guidelines/references/examples) is required. Use the APA BibLaTeX package (included in the *JCMS* template) in LaTeX.
- Note particularly the format for papers in printed conference proceedings:

  Krizhevsky, A., Sutskever, I., & Hinton, G. E. (2012). Imagenet classification with deep convolutional neural networks. In P. Bartlett, F. Pereira & K. Weinberger (Eds.), *Proceeding of the neural information processing systems conference* (pp. 1097–1105). Lake Tahoe, USA: Neural Information Processing Systems Foundation, Inc.

- Page ranges in in-text citations should be given in full: "pp. 123–124", not "pp. 123–4".
- No use of "f." or "ff." in in-text citation page numbering: give only the starting page.
- 'et al.' should be italicized in in-text citations: "(Jones *et al.*, 2017, p. 1)".
- Use *et al.* (note that it should be italicized) in in-text citations for publications with 3+ authors, but use both names separated by the ampersand for 2 authors: "(Smith & Jones, 2017, p. 1)".