Word Template for the

Journal of Creative Music Systems

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Abstract

The abstract paragraph should be indented ½ inch (3 picas) on both left- and right-hand margins. Use 10 point type, with a vertical spacing (leading) of 11 points. The word **Abstract** must be centred, bold and in point size 12. Two line spaces precede the abstract. The abstract must be limited to one paragraph.

1   Submission of Articles to *JCMS*

JCMS requires electronic submission. The submission site is

https://www.jcms.org.uk/submissions/

Please follow the instructions below carefully.

1.1   Author Guidelines

Papers to be submitted to *JCMS* must be prepared according to the guidelines presented at

https://www.jcms.org.uk/site/author-guide/

Authors are required to use the *JCMS* LaTeX or *Word* template files obtainable from the *JCMS* website at

https://www.jcms.org.uk/site/author-guide/

Please make sure you use the current template files and not previous versions.

1.2   Layout and Style

The file `JCMS.pdf` contains layout instructions and illustrates the various formatting requirements your *JCMS* paper must satisfy. The file `JCMS.docx` may be used as a "shell" for writing your paper. Please replace the author, title, abstract and text of the paper with your own.

At submission time, please omit all author details.

The formatting instructions contained in this file are summarised in Sections 2, 3, and 4, below.

2   General formatting instructions

The text must be confined within a rectangle 5.5 inches (33 picas) wide and 9 inches (54 picas) long. The left margin is 1.5 inches (9 picas). Use 10 point type with a vertical spacing of 11

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[*] Use this asterisk-prefaced footnote for providing further information about author (webpage, alternative address, etc.) – *not* for acknowledging funding agencies.

points. Times New Roman is the required typeface throughout. Paragraphs are separated by ½ line space, with no indentation.

The paper title should be 17 point, initial caps/lower case, bold, centred. Allow an extra ¼ inch space above and below the title. All pages should start at 1 inch (6 picas) from the top of the page.

For the final version, authors' names are set in boldface, and each name is centred above the corresponding address. The lead author's name is to be listed first (left-most), and the co-authors' names (if at different address) are set to follow. If there is only one co-author, list both author and co-author side by side.

Please pay special attention to the instructions in Section 4 regarding figures, tables, acknowledgments, and references.

3   Headings: First Level

All headings should be title case, flush left, and bold. First-level headings should be in 12-point type.

3.1   Headings: Second Level

Second-level headings should be in 10-point type.

3.1.1   Headings: Third Level

Third-level headings should be in 10-point type.

4   Citations, Figures, Tables, References

4.1   Citations Within the Text

Please use the APA7 referencing system (https://apastyle.apa.org/style-grammar-guidelines/references/examples). The corresponding references are to be listed in alphabetical order at the end of the paper, in the **References** section. The use of reference management software (such as *Endnote*, *Mendeley* or *Zotero*) is strongly recommended for conformity to APA7 style and for consistency.

Because submission is double blind, please refer to your own published work in the third person. That is, use "In the previous work of Jones et al. (2022)", and not "In our previous work". If you cite your own papers that are not widely available (e.g., a journal paper under review), use anonymous author names in the citation, e.g., an author of the form "A. Anonymous".

4.2   Footnotes

Footnotes should be used sparingly. If you do require a footnote, indicate it with a number[1] in the text. Place footnotes at the bottom of the page on which they appear. Precede the footnote with a horizontal rule of 2 inches (12 picas).

Note that footnotes are properly placed *after* punctuation marks.[2]

4.3   Figures

All artwork must be neat, clean, and legible. Lines should be dark enough for purposes of reproduction. The figure number and caption always appear *after* the figure. Place one line space before the figure caption, and one line space after the figure. The figure caption should be lower case (except for the first word and for proper nouns). Figures should be numbered consecutively.

You may use colour figures. However, it is best for the figure captions and the paper body to be legible if the paper is printed either in black/white or in colour.

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[1] Sample of the first footnote.
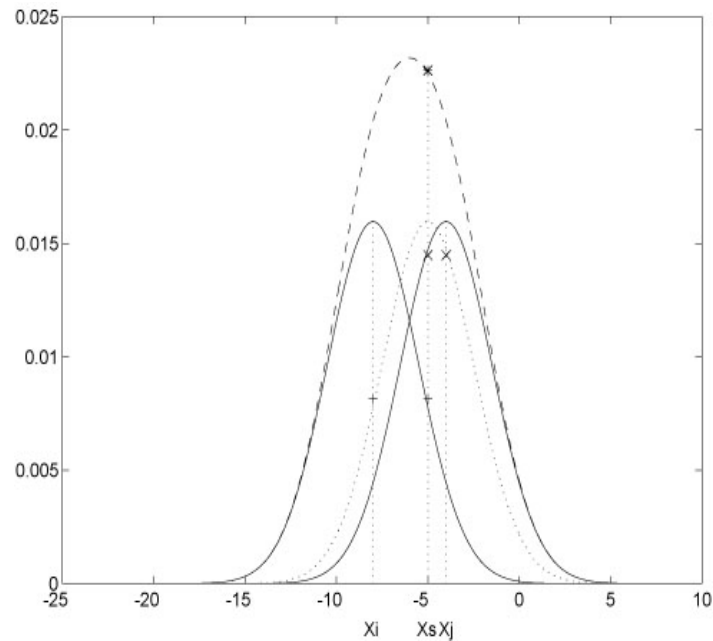
[2] As in this example.

Figure 1: Sample Figure Caption.

4.4 Tables

All tables must be centred, neat, clean and legible. The table number and title always appear *before* the table. See Table 1.

Place one line space before the table title, one line space after the table title, and one line space after the table. The table title must be lower case (except for the first word and for proper nouns). Tables should be numbered consecutively.

Note that publication-quality tables *do not contain vertical rules*.

Table 1: Sample Table Title

	Part	
Name	Description	Size (μm)
Dendrite	Input terminal	~100
Axon	Output terminal	~10
Soma	Cell body	Up to 10^6

5 Final Instructions

Please do not change any aspects of the formatting parameters in the template file. In particular, please do not modify the width or length of the rectangle the text should fit into, and please do not change font sizes (except perhaps in the **References** section; see below). Please note that pages should be numbered.

Acknowledgments

Use unnumbered first-level headings for the Acknowledgments. This section goes at the end of the paper, before the References section. Please do *not* include Acknowledgments in the anonymised submission, only in the final paper.

References

References follow the Acknowledgments. Use an unnumbered first-level heading for the References. It is permissible to reduce the font size to 'small' (9-point) when listing the references.