

EDITORIAL POLICY

REDAKSIONELE BELEID

Aims and scope

vir die MUSIEKLEIER / to the DIRECTOR of MUSIC (VdM) is a peer-reviewed academic journal, published annually by the Southern African Church and Concert Organist Society.

Focus of the journal

The journal focusses on research and issues related to all aspects of Christian church music in Southern Africa, as well as internationally, from different cultural perspectives.

The journal contains research-based articles of an academic nature that make a new contribution and stimulate debate on aspects regarding liturgy and church music; spirituality; hymnology; historical events; and organ building and architecture in Southern Africa. Commentary on other (controversial) articles; critical reviews of books, CDs and DVDs associated with church, organ and/or choral music are also included. Manuscripts containing other topics of interest, in line with the scholarly nature of the journal, will also be considered.

The journal will be of interest to academics, organists, leaders in worship, church musicians, choir masters, educators, ministers of religion as well as people with a keen interest in church music.

Submission of manuscripts

Manuscripts may be submitted in Microsoft® Office Word 2003 or later format via email to gideone@uj.ac.za. As the journal is based in South Africa, it publishes mainly in Afrikaans and English, but manuscripts may also be submitted in German or Dutch.

To ensure a timeous editorial process, all manuscripts submitted annually by the end of August will be included in the current year's edition. Late submissions will have to stand over to the following year.

Please refer to the section INSTRUCTIONS FOR AUTHORS for other very important and specific requirements when preparing and submitting manuscripts for review.

Authorship

All individuals listed as an author of a manuscript should have participated in conceptualising the research or content of the manuscript, in writing or critically editing the manuscript, and/or in the analysis of data presented in the manuscript. All authors should be thoroughly familiar with the substance of the final manuscript and be able to defend its conclusions. Individuals who have made subsidiary contributions may be listed in a section called *Acknowledgements*.

Originality

No manuscript will be considered that has already been published or is being considered by another journal. When work described in conference proceedings is substantially revised and extended, it will, however, be considered for publication. By submitting a manuscript, the author(s) certify that it is not being considered for publication nor has it been published elsewhere.

The journal accepts manuscripts that offer new, original insights or interpretations by academics, researchers, musicians, and leaders in worship and church music from Southern Africa as well as other countries. Manuscripts should contribute to this field and display a fine balance between well-attested facts and well-informed arguments.

Review process

All manuscripts will be sent for blind peer reviewing to two anonymous reviewers. A decision about acceptance, revision or rejection is sent to the corresponding author. Original artwork, photographs or other illustrations will not be returned unless the author specifically requests this when submitting a manuscript. Manuscripts that are neither accepted nor rejected may be returned to the author(s) with suggestions for revision. Such manuscripts may require revisions before a decision is made regarding acceptability for publication.

Copy editing

After a manuscript has been accepted for publication, it will be edited to conform to the journal's publication style and standards. Authors are responsible for all statements made and provided in their published articles, including changes made in the process of copy editing. The final edited manuscript will be sent to the corresponding author for a review and an approval prior to publication.

Formatting manuscripts

Manuscripts should reflect writing proficiency and the correct use of syntax, grammar, spelling and symbols to ensure the transmission of accurate information. Text should avoid sexual and racial bias, and gender-inclusive language should be used whenever possible.

Use of reference management software

Authors are welcome to utilise reference management software (e.g. EndNote, CiteULike, RefWorks, etc.) in the preparation of a manuscript. Prior to electronic submission, authors should, however, ensure that all citations and references have been converted to ordinary text.

Ethics and confidentiality

The journal embraces an all-encompassing transparent and ethical publication process.

Manuscripts submitted are privileged communications that are authors' private, confidential property. The editorial staff will not share information about manuscripts, including whether they have been received and are under review, their content and status in the review process, criticism by reviewers, and their ultimate fate, to anyone other than the author(s) and reviewers.

As it is the policy of the journal to make use of a double-blind peer-review process, neither the identities of the author(s) nor those of the reviewers will be revealed to anyone without the reviewers'/authors' expressed written permission and only in very special circumstances. It is the responsibility of reviewers to keep manuscripts, associated material, and the information they contain strictly confidential. Reviewers are furthermore requested not to discuss anything with the author(s) associated with the manuscript. When a manuscript is published, the journal will keep copies of the original submission, reviews, revisions, and correspondence for at least three years to help answer future questions about the work should they arise. The journal will not publish or publicise peer reviewers' comments without expressed written permission of the reviewers and author(s).

Correspondence

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