

# REDAKSIONELE BELEID

## Editorial mission

*vir die MUSIEKLEIER / to the DIRECTOR of MUSIC* publishes articles related to all aspects of Christian church music in Southern Africa, as well as internationally, from different cultural groups. The journal will be of interest to academics, church organists, leaders in worship, church musicians, choir masters, educators, ministers of religion as well as people with a keen interest in church music.

## Scope of the journal

The journal consists of different sections:

- research-based articles of an academic nature on aspects of Christian church music and organ building in South Africa;
- critical reviews of books and CDs related to church, organ and choral music in order to stimulate dialogue;
- the submission of original compositions;
- an essay competition for young researchers to motivate students to investigate suitable relevant topics and thereby promote research in this field;
- other topics of interest in line with the scholarly nature of the journal will also be considered.

## Submission

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. Should an article be published in any other language than English, a *detailed, comprehensive summary* of the article in English must be given stating the main arguments and conclusions reflected in the article.

In order 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.

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 make a contribution to

# EDITORIAL POLICY

this field and display a fine balance between well-attested facts and well-informed arguments.

The style of writing should be intelligible, accessible and arouse readers' interest. The journal is committed to maintaining high scientific and ethical standards, and therefore all academic manuscripts are subjected to blind peer review by expert referees based in Southern Africa and abroad.

Submitted manuscripts should comply with the following requirements.

- Manuscripts written in Afrikaans, English, Dutch and German, not exceeding 6 500 words, are welcomed.
- All English contributions should contain an English abstract of 250 - 300 words. Submissions in Afrikaans, Dutch or German should contain an abstract (250 - 300 words) in the language the article was written in AND a detailed, comprehensive summary (400 - 600 words) of the article in English stating the main arguments and conclusions reflected in the article.
- Manuscripts must be accompanied by a brief autobiographical note which includes the name(s) and surname of the author(s), postal address(es) and e-mail address(es), as well as high quality images/photos of all the authors.
- Manuscripts must be typed in Arial 12 pt font, and submitted electronically to the editor in MS Word® format using the UK English language style.
- Photographs, pictures, music excerpts, tables, etc. should be of high quality and must be numbered and identified clearly. These should also appear in their final positions in the submission.
- Manuscripts must be properly checked for correctness of language and facts.
- The Harvard system of referencing should be used.
- Headings and sub-headings are to be numbered logically, and should appear adjacent to the left margin in bold typeface.
- Any notes should be presented as footnotes.
- Abbreviations should be used with caution.
- Authors may not submit manuscripts which have been presented or published elsewhere.
- Authors must guarantee that the work submitted does not infringe on any existing copyright. All articles published in the journal are subject to the journal's copyright and may not be published or reproduced in any form without the Editor's prior consent.

- Any views expressed in the journal are that of the author(s) and do not necessarily reflect the view of the Editorial Board or the publisher.
- The language and content of papers should be non-discriminatory, i.e. it should be non-sexist and non-racist.

## Peer-review process

The process of blind peer review is followed, which means that the author(s) and the referee(s) do not know each other's identity.

After receiving a manuscript, the editor sends it to between one and three referees who are experts in the field relevant to that of the submitted manuscript. Members of the Editorial Board may also act as referees. Together with the manuscript, referees receive an evaluation form that has to be completed and returned to the editor. Referees are expected to note any weaknesses or problems along with suggestions for improvement. The editor evaluate the referees' comments, before making a final decision about the manuscript. Authors are then informed about the editor's decision either to reject or accept a manuscript for publication. In the case of provisional acceptance, authors may be required to modify manuscripts according to the referees' comments or recommendations.