

LEONARDO MANUSCRIPT CHECKLIST

Before any manuscript can receive final editorial office approval for publication, the following items must be provided by the author. Authors should also carefully review the editorial and illustration guidelines in order to minimize editorial processing time.

_____ WORDCOUNT: Maximum word count for Articles:
3,500 words. No manuscript with higher word counts can be considered for print publication.

_____ Document format: MS Word

_____ For indexing purposes, a DESCRIPTIVE TITLE that clearly reflects the contents of the text. Subtitles can be helpful for supplying key words and capturing the reader's attention.

_____ An ABSTRACT of 150 or fewer words summarizing the manuscript's essential points included within the manuscript.

_____ The author's (and co-author's, if any) OCCUPATION (note: not position; e.g. "educator" not "professor") and PREFERRED MAILING ADDRESS for publication should be listed on the first page.

_____ A short biographical paragraph (1-2 sentences) giving brief description of author(s)'s occupation, activities and affiliations.

_____ Optional: ID from ORCID.org

_____ As a guide to the reader, consider dividing the text into sections with titles.

_____ REFERENCES and NOTES. These should be integrated into one list appended to the body of the text. Footnotes are not used.

_____ ANY SOURCE CITED in the text must be referenced; page numbers should be given for direct quotations.

_____ Sources of ideas and influences as well as previous related work of note should be referenced.

_____ REFERENCE NUMBERS in the text should appear IN NUMERICAL ORDER in brackets on the line of type.

_____ Each reference number should appear only once in the text. Subsequent references to the same source should have a new number and refer back to the initial reference (Ex: "See Jones [1] p. 32").

_____ Refer to the LEONARDO Editorial Guidelines for styling References and Notes. References not in the journal's style will be returned to the author for revision.

_____ ILLUSTRATIONS (Refer to the LEONARDO Illustration Guidelines for full information.)

_____ Figures must be clearly numbered and discussed in numerical order in the text.

_____ A separate list of FIGURE CAPTIONS (including title of illustration, medium, dimensions, and date in the case of art objects) should be supplied. Captions including one or two descriptive sentences are strongly encouraged.

_____ TIFF or JPG format with a minimum resolution of 300 ppi at 7 inches wide.

_____ Each image should be sent as its own file.

_____ Please send images in color if possible and appropriate.

_____ Authors must supply WRITTEN PERMISSION FROM COPYRIGHT HOLDER(S) (this requirement applies to works by authors) and pay necessary fees to reproduce any copyrighted material. See attached Image Release Form.

_____ CREDITS due to a photographer and/or owner of an artwork should be included.

_____ In general, one color plate and up to 8 black-and-white illustrations may be used in an Article (up to 3,500 words); a maximum of 4 black-and-white illustrations may accompany a Note (1,500-2,500 words). Inclusion of plates are at the discretion of the Leonardo Editorial Office due to space constraints.

Color plates are not available in Leonardo Music Journal.