

## Directions for Contributors to *Organ Canada*

*Organ Canada* welcomes articles on any aspect of the organ, organ music, and church music.

(1) Text of an article should be:

- submitted as a MS Word document,
- have the author's name immediately beneath the title,
- have the author's email address beside the author name (in case of questions),
- be devoid of style formatting, but see the exception for organ specification tables at (4).

(2) High-quality, glossy illustrations (minimum resolution 300 ppi) are required. Illustrations and musical examples should *not* be inserted into the Word document but be submitted separately. The following formats are acceptable: TIF, JPG, EPS or PDF.

(3) Appended to the bottom of your Word document, *for each musical example or illustration*, should be a full description suitable as a caption and all necessary credits or acknowledgements.\* This information should be appended to your Word document in the order you wish the illustrations and examples to occur and *the information should be keyed to the file names*.

(4) **An organ specification**, when required as part of the article, should be formatted as a MS Word **table** (with borders made invisible), submitted as a separate attachment, and treated as in (3) above.

(5) *Organ Canada* has adopted the following style guides:

- For spelling: the first or primary spelling listed in the *Gage Canadian Dictionary* (Toronto: Nelson Education, 2013).
- For punctuation, abbreviations, and other mechanics of style: *The Canadian Style* (Dundurn Press).
- For titles of musical works and spellings of composers' names, the document at <http://content.ucpress.edu/chapters/2266001.ch01.pdf>

(6) Send all materials as attachments to one e-mail message to: [info@rcco.ca](mailto:info@rcco.ca)

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\*In all cases, the author has the responsibility of obtaining permissions for the use of copyrighted materials. A photographer's name will be published beside a photograph if and only if *the photographer's name has been provided in the list described in (3) above*. Contribution of a photograph implies that permission to use it has been obtained by the author.

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