

## Information for Authors

The thematic focus of the "Musiktherapeutischen Umschau" (MU) is on scientific questions concerning music therapy as well as practice-relevant contributions, supplemented by relevant professional and socio-political topics for the professional group. The MU is the leading German-language organ for the publication of state-of-the-art articles on music therapy and related fields in the national and international context and is oriented towards scientific publication standards. In addition to empirical contributions on the effectiveness of music therapy, the journal also includes survey papers, qualitative studies, case reports, narrative essay contributions and reviews.

### 1. Type and scope of contributions

The following publication formats are possible in the MU:

**Original works:** empirical and theoretical works as well as further education contributions (CME) of high scientific standard and relevance, also beyond the field of music therapy. For quality assurance purposes, these papers are evaluated anonymously by an external reviewer (peer review). (max. 30,000 characters - reviews/overviews max. 40,000 characters, incl. spaces, literature, abstract and keywords)

**Documents:** Casuistics/case presentations against the background of specific questions and contributions which are freer in their design than original works. (approx. 20,000 characters incl. spaces, abstract and keywords)

**Research profile:** Compact scientific publication format comparable to a conference poster. Ongoing projects with preliminary results are also published, and it is also possible to submit manuscripts at a later date after the study has been completed. (*Further information*)

**From practice:** methodological information on interventions and fields of application of music therapy, narrative contributions with a high practical relevance. (max. 20,000 characters incl. spaces, no abstract, no keywords)

**Essays:** The focus is on the author's personal or philosophical engagement with music therapy phenomena. (max. 20.000 characters incl. spaces, no abstract, no keywords)

**Forums:** Open publication format on the fields of health policy, research, migration and international developments.

**Reports:** Summary of the main contents of congresses, symposia and seminars. (*Notes for conference reports*)

## **2. Submission of the manuscripts**

Manuscripts must be submitted as Word files by e-mail to the editorial management at [redaktion.mu@musiktherapie.de](mailto:redaktion.mu@musiktherapie.de) Manuscripts must be saved as follows:

Name of author [ ] Short title [ ] YYMMDD (date, 2 digits year, month and day). An accompanying letter with a short summary of the article is requested. The manuscripts will be processed by the editors in the order in which they are received. The acceptance, revision or rejection as well as the time of publication will be decided at editorial conferences held three times a year. In principle, only works that have not yet been published elsewhere will be accepted.

## **3. Manuscript design**

The manuscripts are to be prepared in accordance with the guidelines of the German Society for Psychology (DGP) on manuscript design (DGP [2007]). Guidelines on manuscript design. Göttingen: Hogrefe Verlag. The complete guidelines can be sent as a PDF file on request.

In particular, the following points must be observed:

### **3.1 Exterior layout**

*Formatting and page layout:* The minimum page spacing of the text from all paper margins is 2.6 cm, Arial font 12 point, line spacing 1.5; continuous text, left-justified, no hyphenation.

*Small printing* is possible, for example, for more detailed quotations or case descriptions and can be carried out with 10 points.

*Highlighting in the text* by italics, not by underlining.

*Footnotes* can be set as annotations. To make the text easier to read, footnotes should be avoided as far as possible.

*Spelling and punctuation* according to Duden (the spelling rules that have been mandatory in Germany since 2007 apply).

*Male/female form:* The MU advocates gender-oriented formulation. Where a gender-neutral formulation (e.g. students) is not possible, we recommend double entries or the use of the gender point.

### **3.2 Order of manuscript pages**

The pages of the manuscript should be arranged in the following order, with each of the parts listed beginning on a new page: 1. title page; 2. summary/abstract with keywords; 3. text; 4. bibliography; 5. appendices; 6. footnotes; 7. tables; 8. illustration titles and legends if applicable.

### **3.3 Title page**

The title page contains the names of the authors (first names in full) supplemented by the respective institute affiliation with place as well as the German and the corresponding English title. Author details (contact details, address and institutional affiliation) as well as a current portrait photo will be requested separately.

### 3.4 Summary/Abstract

The summary and abstract contain a maximum of 200 words for original papers and 100 words for documents. At the end, a maximum of five keywords must be entered in German and English.  
(Notes on the abstract constitution)

### 3.5 Main text

The body of the text/the introduction begins without a heading. To structure the text, 3 levels of headings are provided: 1. centred and bold, 2. centred, bold and italic, 3. left-aligned, bold, italic and with period. Optionally at the end of the text body is a thank you and a statement on

### 3.6 Tables/figures

Each table is written on its own sheet and has a table number, a heading and - if necessary - comments. In the text, the desired position is marked with the remark "Insert table X here". Images must be submitted as separate documents in .tiff or .jpg format with a resolution of at least 150 dpi, formats such as .ppt (Powerpoint) are not accepted. Colour printing is not provided. Illustrations are referenced in the text as in tables.

The table name is left-justified above the table by the word table, digit without period, followed by the *title* in the next line in italics without period:

Table 1

*Sample Description*

The designation of illustrations appears below them by the word *illustration* and *number* in italics with a period, followed by the title in the same line in normal character position and with a period. The titles of the illustrations are to be entered in the manuscript, whereas legends are to be integrated into the illustrations.

*Figure 2: Flowchart of manuscript creation.*

Notes are to be placed in small print below the tables and figures as follows:

*Note. M = mean value, SD = standard deviation.*

### 3.7 Citation in the text

*Every reference in the text refers to a reference in the bibliography.* In principle, only the surnames of the authors and the year of publication of the work are indicated in the text. Names always appear in upper and lower case, they are not underlined.

The source reference can either be incorporated into the text:

... in the study by Müller (2011) it was shown that infants ...

... already in 1998 Meier proposed a therapeutic musical term ...

or after the text in brackets:

... Infants show a musical preference early on (Müller, 2011).

With several authors:

... Schmitt, Schuster and Wolf (1999) found ...

The "and" is written out in the text, replaced in the brackets by "&":

... could be confirmed (Schmitt, Schuster & Wolf, 1999).

If the same work is cited repeatedly by three to five authors, the following reference Schmitt et al. (1999) or equivalent (Schmitt et al., 1999) is sufficient from the second mention.

In the text, "et al." can be used from six authors onwards at the first reference. Particularly in the case of literal quotations, the corresponding page number must also be indicated:

... "Music does not always have to be beautiful." (Haase, 2000, p. 77). ...

This is not necessary for indirect quotations of *global statements*:

... Haase also points out that music does not always have to be beautiful (2000). ...

Figures (e.g. percentages, correlations) are to be understood as *exact statements* and a page reference is recommended.

... Musicians have a 57 % increased risk of tinnitus (Beth & Hoffer, 2016, p. 111). ...

Quotations are to be taken over from the original without changes. All changes must be marked as such: omissions [...] insertions ... "they [the children] shall have the opportunity" ...

If a statement in the text refers to several works, these appear alphabetically after the name of the first author and are separated by a semicolon:

... This finding has been confirmed several times (Adam, 1998; Bender & Zabel, 2012; Carrera et al., 1988). ...

Corporate authors are advertised:

... Clarity and legibility should be strived for (German Society for Psychology, 1987). ...

Several works by the same authors are listed chronologically, sorted alphabetically by title for the same year of publication, and lower-case letters are added:

... Demel (2001, 2005) proposes ... and (Monk, 2012a, 2012b) respectively

Personal communications are not included in the bibliography, but appear in the text as follows:

... Also in music therapy great importance is attached to correct quoting (V. Bernius, personal communication, 1.4.2017). ...

### 3.8 Literature

*Every reference in the bibliography is the explanation of a short reference in the text.*

Before a work is included in the list, it must be clarified what kind of literature it is (journal article, book, dissertation, website, ...). The information is given in alphabetical order by first author or by the name of the body, the same works by the same authors are given in chronological order, works by the same authors are given in alphabetical order by title, and the year is additionally marked with a lower case letter (a, b, c). Depending on the type of literature, the source is indicated in different ways; each literature reference contains the following information: Authors, year of publication, title, publication details (for *periodicals*: Name of the journal, volume, page references; for *books*: place of publication, publisher).

*Examples of references from journals:*

Müller, H. (2011). Music in the first days of life. *Infant Research*, 15, 248-253

Schmitt, A., Schuster, G. & Wolf, D. (1999). Neurophysiological correlates of the processing of trance-inducing auditory stimuli. *Music and Medicine*, 13(1), 47-58.

Tack, W. (ed.). (1986). Measurement of Change [booklet]. *Diagnostica*, 32(1).

*Examples of book references:*

Spitzer, M. (2014). *Music in the head* (2nd ed.). Stuttgart: Schattauer.

Haase, O. (2000). Is the good always beautiful? In H. Ostermann (ed.), *Musik- und Kulturkritik im 20. Jahrhundert* (p. 75-94). Berlin: Publisher New Thinking.

*Examples of literature references from research reports and dissertations:*

Kubinger, K. D. (1981). *An elaborated algorithm for discriminating subject groups by qualitative data* (Research Bulletin No. 23). Vienna: University, Institute of Psychology.

Meyer, K. (1961). *On the question of musicality*. Unpublished dissertation, Christian-Albrecht-Universität Kiel.

*Examples of literature references for conference papers and unpublished papers:*

Neumann, A. (2012). *Is there a musical intelligence?* Speech at the Annual Meeting of the Hans-Asperger-Society 2012 in Salzburg.

McIntosh, T. B. (2017). *Muslim musicians in the Trump-era*. Submitted for publication.

*Examples of references from audiovisual media:*

Shocked, M. (1992). *Over the waterfall*. On Arkansas traveler [CD]. New York: Polygram.

*Examples of literature references from electronic media:*

Deutsche Musiktherapeutische Gesellschaft (2017). *Musiktherapeutische Umschau online*. Information for authors. Available at <http://www.musiktherapie.de/zeitschrift/hinweise-fuer-autoren.html> [11.04.2017].

*The following abbreviations can be used for English-language works:*

ed. (edition); 2nd ed. (second edition); Ed. (Editor); Eds. (Editors), p. (page); pp. (pages); Vol. (volume); Vols. (volumes).

#### **4. Translations**

The manuscripts must be submitted in German. In exceptional cases, English manuscripts will also be accepted, and the distribution of the costs for the translation will be decided on a case-by-case basis. The translation of original abstracts can be carried out at the publisher's expense if the authors so wish.

#### **5. Procedure**

Submitted manuscripts are supervised by a selected member of the editorial staff, who acts as the contact person for the corresponding author. If there is a need for revision, formal and content-related changes must be made in contact with the responsible member of the editorial staff. The editorial conference decides on the final acceptance of contributions.

Original papers are subject to an anonymous peer review process by external and anonymous reviewers. Once the contribution has been accepted on the basis of the peer review decision, it can already be cited as "accepted", but no binding publication date can yet be set. The author receives proofs of the sentence once for review, in which only typesetting errors may be corrected. Subsequent content changes can no longer be made.

## **6. Data protection**

If case studies from therapies are presented in the text, the authors bear responsibility for ensuring that the duty of confidentiality with regard to all persons mentioned is maintained. The consent of the persons concerned must also be obtained in the case of careful anonymisation. In the case of clinical trials, these must be approved by the Ethics Council of the respective institution in order to protect the rights of the patients involved. The editorial staff refers to the obligations to secrecy and data protection as formulated in the Professional Code of Conduct and the Code of Ethics of the German Music Therapeutic Society (DMtG).

## **7. Copyrights and rights of use**

Upon acceptance of the manuscript, the sole right of exploitation for all languages and countries, including photocopying or other reproduction, shall pass to the publisher. After the period of one year from publication, the authors are free to dispose of their work. The publisher's consent must be obtained within this period in the case of translation and publication in another language. The authors guarantee that they do not infringe any rights of third parties. Upon publication of their contribution, the authors will receive specimen copies in printed and electronic form.

## **8. Declaration of originality**

The manuscript must be accompanied by an explanation of the original character of the manuscript. It states that the manuscript is the intellectual property of the author, that the author owns the copyright and that neither the entire manuscript nor parts thereof have been published in German or submitted to other German-language journals. If parts of the manuscript are contained in other publications, the corresponding works must be attached; this also applies to publications in foreign languages. The manuscript may not be offered to any other journal upon submission.