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## Author Guidelines

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

### 1. Type and scope of contributions

The following publication formats are possible for the MU:

*Originalarbeiten (original article):* Empirical and theoretical papers as well as continuing education contributions (CME) with high scientific standards and relevance, also beyond the field of music therapy. For quality assurance, these works undergo an external review process (peer review).

(max. 25,000 characters - systematic reviews max. 30,000 characters including spaces, text body without references)

*Dokumente:* Case studies against the background of specific questions and contributions, which are freer in their design than original works.

(approx. 20,000 characters incl. spaces, text body without references)

*Steckbrief Forschung:* Compact scientific publication format comparable to a conference poster. Especially ongoing projects with preliminary results are welcome. Publication does not preclude subsequent submission of the study as an original paper or document.

*Aus der Praxis:* Methodological information on interventions and fields of application of music therapy, narrative contributions with a high practical relevance.

(approx. 10,000 characters incl. spaces, no abstract, no keywords)

*Essays:* The focus is on the author's personal or philosophical engagement with music therapy phenomena.

(approx. 10,000 characters incl. spaces, no abstract, no keywords)

*Forums:* Open publication format addressing health care policy, research, migration and international developments.

*Standpunkt (Viewpoint):* commentary on research, health or professional policy issues.

*Berichte (Reports):* Summary of the main contents of congresses, symposia and seminars.

## 2. Manuscript submission

Please submit documents as Word files, figures as TIFF or JPG via e-mail to [redaktion.mu@musiktherapie.de](mailto:redaktion.mu@musiktherapie.de).

Manuscripts are to be saved as follows:

Name of the first author [ ] Short title [ ] YYMMDD (date, 2-digit year, month and day).

A cover letter with a short summary of the article including the intended publication format (e.g. original article) is requested.

The manuscripts will be processed by the editors in the order in which they are received. Acceptance, revision or rejection, as well as publication date, will be decided in editorial conferences held three times a year. Only papers that have not been previously published elsewhere will be accepted.

## 3. Manuscript design

The manuscripts are to be prepared in accordance with the guidelines of the American Psychiatric Association (APA 7<sup>th</sup> Edition).

In particular, the following points should be considered:

### 3.1 External design

*Formatting and page layout:* Please do not use any formatting in your contributions (except for footnotes and endnotes created by Word). This means: no style sheets, left-aligned, no hyphenation, no page numbers, no headers or footers.

*Small font* (10 point): only for extended quotations or case descriptions.

*Highlighted text:* Use italics (not underlining or bold font) to emphasize a certain word or phrase.

*Endnotes* are possible but should be kept to a minimum for the sake of readability.

*Spelling and punctuation:* either British or American English consistently throughout. Use italics (not underlining) to emphasize a certain word or phrase.

Abbreviations such as "e.g." are to be avoided in the body text and are only permitted in explanations in parentheses and at the end of sentences, such as "etc.". Acronyms such as "EBQ" should be introduced with the full name and then used consistently in the text.

Posttraumatic Stress Disorder (PTSD)

Relationship Quality Assessment Instrument (EBQ; Schumacher, Calvet & Reimer, 2011)

*Bias-free language* is requested, which includes the usage of singular "they". For more information, see guidelines listed at the APA 7<sup>th</sup> Edition website: <https://apastyle.apa.org/style-grammar-guidelines/bias-free-language>

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

Manuscript pages should be organized as follows: (1) Author(s) name(s) and manuscript title; (2) summary/abstract with keywords; (3) main text; (4) conclusion for practice (5) compliance with ethical standards; (6) references; (7) appendices; (8) endnotes; (9) tables; (10) index of figures including titles and legends, if necessary.

### **3.3 Summary/Abstract**

The German summary and English abstract should not exceed a maximum of 200 words for original papers, 100 words for documents, respectively. A maximum of five keywords should be included at the end of the summary/abstract. If required, English abstract translation to German will be done by the editorial staff.

### **3.4 Main text**

The text body/the introduction begins without a heading. To structure the text, 3 levels of headings are provided. These are to be clearly identified.

For original papers and documents, five to seven green inserts (stoppers) are provided to guide the reader. These can contain important points from the article, brief quotations, short notes or summaries. Please anchor the inserts with consecutive numbering at the places in your text where the insert should be: \$1\$. Please add at the end of the main text:

\$1\$ Music therapy is a practice-oriented scientific discipline

\$2\$...

\$3\$...

**Please ensure that an insertion does not exceed fifty characters including spaces.**      **3.5 Conclusion for practice**

For original papers, reviews and documents, this bullet point section briefly summarizes key practice-relevant conclusions in plain language. This should contain a maximum of 5 points.

### **3.6 Adherence to ethical standards**

In the case of original papers and documents, a binding statement of adherence to ethical standards is required. These concerns (1) conflicts of interest from the author which could influence study outcome, (2) in the case of studies, a reference providing local ethics committee approval and/or a statement that all procedures were carried out in accordance with the Helsinki Declaration of 1964, and (3) a reference regarding data disclosure from clients or their legal representatives (i.e. informed consent).

Even if no conflicts of interest are indicated and neither animals nor humans partook in the study; this should also be stated.

Optionally, an acknowledgement with a corresponding heading can be added.

### 3.7 Tables/Figures/Appendices

Tables, if created in Word, can be placed directly in the text where they are to be located. Please provide them with a table number, table heading and, if necessary, annotations. The table designation is left-aligned above the table by the word "Table", numbered without a dot, followed by the *title* in the next line in italics without full stop (period).

Table 1

*Sample characteristics*

Please submit figures/illustrations as a separate document in .tiff or .jpg format with a resolution of at least 150 dpi; formats such as .ppt (PowerPoint) will not be accepted. The designation of figures appears below them by the word Figure and Number in italics with a full stop, followed by the title in the same line in normal character position and with a full stop. Figure designations are to be made in the manuscript, whereas legends are to be integrated into the figures. The figure designations are to be made in the manuscript, whereas legends are integrated in the figures.

*Figure 2.* Flowchart of the manuscript preparation.

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

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

Appendices should be designated with capital letters, such as Appendix A, and placed at the end of the manuscript.

### 3.8 Citations in the text

*Each source citation in the text refers to a citation in the reference list.* In principle, only the surnames of the authors and the year of publication of the work are given in the text. Names always appear in upper- and lower-case letters, they are not underlined.

The source reference can either be incorporated into the text: ... Müller's study (2011) showed that infants... or ... as early as 1998, Meier proposed a therapeutic definition of music.

or after the text in parentheses:

... infants show a musical preference at an early age (Müller, 2011).

With several authors: Schmitt, Schuster and Wolf (1999) found...

The "and" is written out in full in the text and replaced by "&" in parentheses: ... was confirmed (Schmitt, Schuster & Wolf, 1999).

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

In the text, "et al." can be used for the first reference if there are six or more authors.

Especially in the case of literal citations, the corresponding page number must be included: "Music doesn't always have to be beautiful." (Haase, 2000, p. 77).

This is not necessary for indirect quotations of global statements: ... also, Haase points out, music must not always 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 from the original without changes. All changes must be indicated:

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).

Names of corporate authors must be written out in full, e.g. .... clarity and readability should be sought (German Psychological Association, 1987).

Multiple works by the same author are listed chronologically, sorted alphabetically by title and with lower case letters if published in the same year: Demel (2001, 2005) suggests ... or (Monk, 2012a, 2012b)

Personal messages are not included in the bibliography, but appear in the text as follows .... in music therapy, too, great importance is given to proper citation (V. Bernius, personal communication, 1.4.2017).

### 3.9 References

*Each source citation in the reference list corresponds with a short reference/citation in the text.*

Before a work is included in the references list, it is necessary to clarify what type of literature is involved (journal article, book, dissertation, website, ...). The entries are arranged alphabetically, according to the first author or the name of the corporation, the same works by the same authors are arranged chronologically, works by the same authors are arranged alphabetically according to the title and the year is additionally marked with a lower-case letter (a, b, c). References are arranged in accordance to the type of literature represented, with each reference containing the following information: authors, year of publication, title, publication details (for *journals*: journal title, volume, page references; for *books*: place of publication, publisher). If articles can be identified with a DOI number, this can be given as a link without the note "Available at" after the last item in the references list. This should then be implemented consistently throughout the entire references list.

Lezak, M. D. (1988). IQ: R.I.P. *Journal of Clinical and Experimental Neuropsychology*, 10(3), 351-361.  
<https://doi.org/10.1080/01688638808400871>

Examples of literature references for 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 processing trance-inducing auditory stimuli. *Music and Medicine*, 13(1), 47-58.

Tack, W. (eds.). (1986). Measuring change [Topic issue]. *Diagnostica*, 32(1).

#### *Examples of literatures references for books:*

Spitzer, M. (2014). *Musik im Kopf* (2. Aufl.). Stuttgart: Schattauer.

Haase, O. (2000). Is the good always beautiful? In H. Ostermann (ed.), *Music and cultural criticism in the 20th century* (pp. 75-94). London: Mary Princeley Publishers.

#### *Examples of literature references for conference contributions and unpublished works:*

Kubinger, K. D. (1981). *An elaborated algorithm for discriminating subject groups by qualitative data* (Research Bulletin Nr. 23). Wien: Universität, Institut für Psychologie.

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

#### *Examples of literature references for conference contributions and unpublished works:*

Neumann, A. (2012). *Is there musical intelligence?* Paper given at the Annual Conference of the Hans Asperger Society 2012 in Salzburg

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

#### *Examples of literature references for audiovisual media:*

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

#### *Examples of literature references for online media:*

Deutsche Musiktherapeutische Gesellschaft (2017). *Musiktherapeutische Umschau online. Hinweise für AutorInnen deutsch*. [https://www.musiktherapie.de/wp-content/uploads/2019/09/Hinweise-AutorInnen-MU\\_190519.pdf](https://www.musiktherapie.de/wp-content/uploads/2019/09/Hinweise-AutorInnen-MU_190519.pdf) [21.06.2020].

### **3.10 Author Information**

At the end of the manuscript, please add the name and, if applicable, title, email address, home address (this will not be published) of all authors as well as a short biography (max. 250 characters: name, areas of activity, role, main research areas). Please also send us portrait photos of all authors (as .jpg or .tiff with at least 150 dpi resolution). Please note that you must inform us of the name of the photographer if you do not own the full rights to the photo.

With their submission, authors give their consent to the publication of their e-mail address and image data.

### **4. Translations**

Manuscripts may be submitted in German or English. The distribution of costs for the translation of English-language submissions will be decided on a case-by-case basis. The translation of the abstract into German can be done at the expense of the editors. The provision of a manuscript in English as open access in the publisher's e-library is subject to a fee.

### **5. Procedure**

Submitted manuscripts will be supervised by a selected member of the editorial board who will act as contact person for the corresponding author. In case of revision requirements, formal and content-related changes are to be made in contact with the responsible editorial board member.

Final acceptance of contributions is determined at the editorial board conference.

Original papers are subject to an anonymous peer review process by external and anonymous experts. With the acceptance of the contribution on the basis of the peer review decision, papers may be cited as „accepted“, although a binding publication date is yet to be determined.

The corresponding author receives proofs of the first typeset version for review, in which only sentence or typesetting errors may be corrected. Subsequent extensive changes are not possible.

## **6. Data protection**

If case studies are presented in the text, the authors are responsible for maintaining confidentiality towards all persons mentioned. Even in the case of careful anonymization, the consent of the persons concerned must be obtained. In the case of clinical studies, approval from the ethics committee of the respective institution must be obtained to protect the rights of the patients involved. The editors refer to the obligations of confidentiality and data protection as formulated in the Code of Ethics of the German Music Therapy Association (DMtG).

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

Upon manuscript acceptance, the sole right of usage for all languages and countries, including photocopying or other reproduction, passes to the publisher. After a period of one year from publication, the authors are entitled to freely dispose of their work as in the submitted manuscript. The publisher's consent must be obtained within this period for the use of article layout, translation and publication in another language.

The authors guarantee that they do not infringe the rights of third parties. Authors will receive sample copies in print and electronic version upon publication of their contribution.

## **8. Declaration of originality**

A declaration of the original character of the manuscript must be submitted with the manuscript. This declaration must state that the manuscript is the intellectual property of the author(s), that the author(s) own(s) the copyright and that neither the entire manuscript nor parts thereof have been published or intended for publication. If parts of the manuscript are included in other publications, the corresponding papers must be included; this also applies to publications in foreign languages. Upon submission to the *Musiktherapeutische Umschau*, the manuscript may not be offered to any other journal.