

## Author's guidelines v.2 (2017)

### 1. Editorial Policy

The Revista Electrónica de LEEME (Lista Electrónica Europea de Música en la Educación), known in English as the *Electronic Journal of Music in Education* (EJME), was founded in 1998 and publishes two issues per year. The Journal normally accepts research articles of an instructional nature and diffusion that bring together music and education. EJME addresses music education students and professionals, with the aim of fostering the quality and organization of Music Education in teaching institutions. This journal is open access, which means that authors and readers can freely archive articles in open repositories as long as they maintain information about authors and publishers. Furthermore, partial use of content of articles published by this journal is authorized provided the authorship and source are duly cited.

### 2. Editorial Process

EJME accepts unsolicited manuscripts. These will be reviewed by the editorial board, and then sent for external evaluation. This vetting process ensures that articles are adapted to the guidelines and policy of the journal. Otherwise, they will be sent back to the authors for corrections. Authors are asked to resubmit the corrected article within a period of ten days. Once approved by the editorial committee, the article will be sent out for external peer review. After this, the editorial board makes its decision about publication.

### 3. Evaluation Process

The evaluation system used by this journal employs double blind referee system, meaning that it remains external, confidential, and anonymous. The referees of submission know neither each other nor the article's authors, and the authors do not know the referees.

Referees come from the scientific board and are professionals that the Editorial Board considers appropriate according to their professional profile. Each article is assigned to two referees. During the evaluative process, each referee must complete an evaluation form assessing competency (specific aspects of the article that must be evaluated) and responsibility (situations in which the referee must reject the article, what to do after reading the article, how to prepare the report or what should be done if the referee rejects the report's preparation, warnings about confidentiality of information, ethical and legal considerations, etcetera). The report evaluation template can be downloaded here.

In cases in which the referee detects any malpractice in the article under evaluation (see section 4), he or she should communicate immediately to journal's or, failing that, to any member of the editorial committee. Such breaches include previously published materials included in the article and plagiarism. Normally, the editors conduct a search with detection tools such as Urkund and Ephorus, used by the institution holding coownership of the journal.

After receiving the referees' evaluations, the editors make a reasoned decision and then notify the authors about the decision on whether or not to publish the article, attaching in the email the referees' evaluations. In case of acceptance or acceptance with revision, the editors will send procedures on how to present the

final version of the work. The decision of the Editorial Board remains final with no appeals process for rejected articles. The following criteria provides the bases for the referees' rankings:

- Originality.
- Usefulness (application of results in solving specific problems)
- Significance (theoretical discussion and increase of scientific knowledge to the field)
- Viability and scientific validity
- Quality of the methodology applied
- Presentation: well written (clarity, brevity, precision), well organized (consistency, coherence, logic), and good presentation of material.

#### 4. Publication Ethics and Malpractice Statement

##### 4.1 Ethical principles of research, authorship, and publication

The journal will reject articles containing any of the following dishonest actions:

- Fabrication of results (when fictitious data are presented).
- Falsification (when data are manipulated or changed).
- Omission (when information is deliberately hidden).
- Plagiarism (when information, ideas, or data from other authors are presented as one's own). The editors warn against two types of plagiarism: a) direct copies from other works without quotation marks or citations of the sources b) modification of other works, paraphrasing the original text or without sufficient identification of the source.
- Detection of plagiarism and previously published material is done before manuscripts are sent to the referees with specialized tools (Urkund and Ephorus) licensed by the institution holding coownership of the journal.
- When required, institutions who have financed research for an article must grant permission for publication, and in all cases authors must cite any financial institutions or other organizations that have supported the work.
- When presented with evidence of dishonest practice, the journal will reject any work published, and will include a note referring to that practice in the issue in which the article was published.

##### 4.2. Ethical responsibilities of the authors, reviewers, and editor.

###### a) Duties and responsibilities of the authors

- When experiments have been carried out with humans, the work must attest that it has followed procedures conforming to local, national, and institutional regulations. In each instance, the work must explicitly state the ethical guidelines following during research in the body of the article. The institution financing the research must provide permission for publication or, when applicable, the author or authors must cite the financing entity, the beneficiaries, and the project reference.
- The journal will not accept previously published material. Authors are responsible for obtaining permission for the partial reproduction of some materials (texts, graphics, etc.) and for the correct citation of sources published in other journals.
- Authors must provide a declaration in writing about the authenticity of the data disclosed in the proposed article and recognize and cite content reproduced from other sources (and, when

necessary, obtain necessary permission) as well as warranty that the article has not been sent to any other journal.

- Authors must declare any potential conflicts of interest.
- All articles that pass the first round of selection (editorial committee) must undergo an external double blind review process.
- Authors are responsible for the correction of errors or for retractions, when needed, either by means of communication with the editor or through cooperation in making changes.
- The journal will not be held liable for disputes arising from the authorship of a published article.

#### b) Reviewer's roles, rights and responsibilities.

- Reviewers must maintain confidentiality about the papers they review. At the same time, confidentiality about reviewers' identities will be maintained.
- All judgments should be objective. Reviewers who have a conflict of interest with respect to anything related to a specific manuscript should decline the invitation to review it and immediately inform the editor.
- Reviewers must provide a constructive assessment to the content of the article. They should point out the strengths and weaknesses of the manuscript and main contributions of the paper to the area and provide suggestions for improving the reviewed article.
- Reviewers should report to the editorial staff or the chief editor any kind of malpractice (plagiarism, falsification of data, etc.) that they can detect in an article (see section 4.1).
- Reviewers who receive a request to review an article and cannot do so by the specific deadline should decline the request as soon as possible.
- Reviewers will be informed of the editor's decision about publication of the paper they have reviewed.
- Reviewers will be acknowledged as members of the editorial board and receive a letter thanking them.

#### c) Duties and responsibilities of the editor

- The editor should carry out his or her duties in a balanced, objective, and fair manner, with discrimination based on gender, sexual orientation, political or religious beliefs, ethnic background, or geographic origin of authors.
- The editor is responsible for the acceptance or rejecting of an article according to the publication's standards of excellence and publishing ethics. In accordance with this, the editor should ensure procedures for responding to authors in the event of claims and for keeping a paper trail of revisions in case such claims lead to retroactive consequences.
- The editor should have no conflict of interest with respect to accepted or rejected papers.
- The editor must select peer reviewers according to academic and ethical standards and must monitor the peer-review process, previously detecting plagiarism and material previously published, giving guidance to the reviewers and informing them of their ethical obligations.
- The editor must ensure the publication of corrections of errors or retractions of the article's authors whenever needed.

#### 4.3 Identification of unethical behaviors or malpractice

- Any ethical lapse or instance of malpractice can be brought to the attention of the journal's editorial committee at any time. Examples of bad practices include but are not limited to those cited in section 4.1 of this guide.

- In a notification of this type, with the object of initiating an investigation by the editorial committee, the accuser should provide evidence. In such cases, the editorial committee will address the complaint as well as any subsequent allegations until reaching a resolution of the concern.
- In the case of a complaint, the editorial committee must make a decision, collecting any evidence and allegations, and avoid discussing the topic publicly until deciding to initiate an investigation.
- In cases of serious ethical misconduct, the committee may inform the institution that employs the accused, making such a decision in light of available evidence and expert consultation.

#### 4.4 Measures to be taken in substantiated cases of ethical misconduct or malpractice

Depending on its severity, the measures taken when ethical misconduct or malpractices has been detected may be:

- Informing the author or reviewer of the appearance of inadequate application of accepted ethical standards.
- Publication of a notice in the journal advising readers of the malpractice or ethical misconduct.
- A formal letter directed to the director of the department or director of the research agency that financed the project giving an account of the inappropriate conduct of the authors.
- Formal retraction or withdrawal of the publication from the journal in conjunction with an letter informing the director of the author's or (if pertinent) reviewer's department and notification of indexing services as well as notification of the publication's readers.
- Banning of publication by the authors for a determined period of time.

### 5. Submission Requirements

Articles sent to the journal must be unpublished and not have been sent to other publications for simultaneous consideration. Articles must be accompanied with a cover letter expressly confirming these two points, accepting the journal's regulations and conditions, and signed by authors. The journal accepts works in Spanish and English.

#### 5.1 Structure

Articles sent to the journal must be unpublished and not have been sent to other publications for simultaneous consideration. Articles must be accompanied with a cover letter expressly confirming these two points, accepting the journal's regulations and conditions, and signed by authors. The journal accepts works in Spanish and English. Submissions must contain no more than 5000 words, excluding bibliographical references and captions. The first page of the article should include in the following order:

- The title of the article in either of the above-mentioned languages.
- Authors, with the initial of the author's first name and full surname.
- Name and address for correspondence of the institution that employs the author.
- Author(s) email.

At a minimum, submissions should be clearly set out as follows:

- **Introduction:** a brief explanation to enable the reader to understand the text.

- **Theoretical review, if pertinent:** This is the place for related scientific theories that support or refute the work.
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- **Materials and methodology:** this should include the center where the experiment or research took place, explicit mention of the ethical norms of the research, the characteristics studied, and the sample selected criteria for the techniques employed. In quantitative studies, the technical statistics should be described in detail.
- **Results:** there should be a description (not an interpretation) of observations noted with the methodology employed. The description should be complemented by the use of tables and graphs.
- **Discussion:** this should include the opinions of the author(s) concerning the subject studied, the meaning and practical application of the findings, and considerations of inconsistency in the methodology or validity of the results, a summary of similar published work indicating areas of agreement or disagreement, and ideas that suggest future lines of research.

At the beginning of page 2, there should be an abstract in English and Spanish and the language of the work if this is other than English or Spanish outlining the predominant aspects of each part of the article: the main objective, a brief description of the methodology and the results, and the most important conclusions drawn from the research. Abstracts should run 150-250 words and end with four key words, written in the aforementioned languages. The bibliography should appear at the end of the article, on pages separated from the main text. Bibliographical references should be representative, easily accessible to the reader, and should not number more than twenty. The article should be presented in accordance with the guidelines approved by the American Psychological Association (APA, 6<sup>th</sup> edition). Tables and graphics should be in black and white and referenced with a heading numbers along with an explicative text. These should be clear and should facilitate correct interpretation.

## 5.2 Format

The editors recommend the following formatting guidelines:

- Use only one typographic font size (e.g. Times New Roman 12).
- Text should not be justified.
- Headers, titles or sub-headers should not be changed, e.g. using bold, italics, or any text style. References cited in the Bibliography should be in the APA format.
- Special text styles such as italics should be used only for unusual expressions or literal citations.
- Indents should not be used.
- Pages must be consecutively numbered, with numbers placed in the lower right corner. In word processing programs, use automatic numbering.
- The format of the document should be Word, RTF or ODT.
- Article extension should be around 5,000 words, including footnotes, references, captions and annexes.
- Tables and graphs should be drawn in black and referenced with a number (just before the caption). They should be clear and allow for a correct interpretation.

## 5.3 Submission

All articles should be submitted in Microsoft Word or RTF documents, via e-mail to [leeme@uv.es](mailto:leeme@uv.es). The cover letter mentioned in point 8 should be sent in the same email.

## 6. Liability

Opinions expressed in individual articles do not necessarily represent the views of the EJME Editorial Board. The published works become the property of the journal, without prejudice according to the standards of Spanish Intellectual Property Law. Total or partial reproduction of the published works is explicitly prohibited unless expressly authorized in advance.

The editors will send authorized letters of acceptance to the authors of articles found fit for publication.

## 7. Letter of intent to be sent by proposal authors

Dear Editor,

We the authors, (**complete names of all of the authors**), of the article titled (**complete title of article**) hereby state:

The article is original and unpublished and will not be sent to other journals while awaiting a decision by the editors of Revista Electrónica de LEEME.

The study has been completed in conformance with all of the ethical norms usually required in scientific studies that involve human beings and has obtained the appropriate consent forms for participation and the use of information gathered during the research.

In any case in which the article includes material with copyrights belonging to other individuals, institutions, or organizations, we have obtained all of the permissions necessary for the publication and reproduction of these materials and have properly credited these authorizations in the appropriate locations of the text.

Author 1 (print name) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Author 2 (print name) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Add lines as needed)

(This letter of intent should signed, scanned, and sent along with the proposed article to the journal's email address: [leeme@uv.es](mailto:leeme@uv.es))