

## **Submissions for Country Dance + Song Online**

The Editor welcomes submissions on topics addressing traditional dance, music, and song rooted in England and North America. Articles in CD+S Online are longer and more detailed than those found in its sister publication, *CDSS News*, and represent an exploration of the past, a celebration of the present, speculations as to the future, and a means for future generations to mark the status and development of our shared art form at any given point in time.

*Requirements for publication:* Articles should be limited to 2,000 to 3,500 words and conform to the MLA Style Manual, with parenthetical documentation for all sources and with American spelling and punctuation (except for historical quotations, as noted in the style sheet). Place any notes at the end, preceding the Works Cited list.

A detailed style sheet is available on this [link](#). Email your paper as a .doc file to Allison Thompson at [Editor.CDS.Online@cdss.org](mailto:Editor.CDS.Online@cdss.org).

Submission of a paper to CD+S Online is a representation that it is the author's original, unpublished work, that it has not been submitted elsewhere, and that the author has secured permission to publish any copyrighted material, including illustrations, and video or audio links. Authors retain the copyright to their essays, but essays accepted for publication in CD+S Online may not be reprinted elsewhere without the permission of CDSS and its journal Editor.

### **ELEMENTS OF CD+S Online STYLE**

CD+S Online refers to the *MLA Style Manual* in matters of grammar, usage, and, especially, documentation; exceptions are described later in these guidelines. Please note that it is the responsibility of the writer to put the manuscript into our preferred style.

#### **I. MLA Style**

The essential difference between MLA style and others is its system of parenthetical documentation. This is what we are asking for when we request a conversion to that style: sources noted in parentheses within the text, at the first natural pause.

Sources are cited by author's name (unless recently mentioned) and page number (unless recently mentioned). The title of the source is included only if more than one source by the author is being used in the article and only if that title has not been clearly and recently mentioned. The aim is to keep the parenthetical reference as clean and brief as possible while still identifying the source clearly. If you have information to add, you may use endnotes. Because of space limitations, however, we encourage careful consideration of their inclusion in your article. Use endnotes for 1) comments, explanations, or information that the text cannot accommodate, or 2) a listing of several sources or comments on the source(s).

The parenthetical references are then keyed to a Works Cited list at the end of the article.

Pointers for the CD+S Online version of MLA Style:

In the parenthetical reference, use only what is needed for readers' clear understanding of the source. They will refer to the Works Cited section for details.

1. In the Works Cited section, abbreviate publishers' names as far as possible. For example, use "Chicago: UCP," instead of "Chicago: U Chicago P" as MLA recommends. There is no need to state the name of the university if it is clear by the name of the city. Another example: use "Berkeley: UCP" since Berkeley is clearly a reference to a California university press. If the reader can easily deduce the name of the publisher from the city's name, simply give initials. However, use "Philadelphia: U Pennsylvania P," etc., for greatest clarity.
2. When citing an article in an anthology, please remember to include page numbers in the list of works cited.

## II. General Style Matters: Frequently encountered style and grammar points, with our preferences

- Articles from *Country Dance & Song*, CD+S Online, *The Country Dancer* and CDSS *News* should be cited like any other periodical source, with the author's name and/or page reference in parentheses, and the full citation in the Works Cited list.
- Close up spaces around em-dashes.
- Do not use brackets around ellipses, as MLA recommends. For an ellipsis that signifies an omission within a sentence, space three points evenly (one space before/after each period); for an ellipsis that signifies an omission between sentences, use a period, space, and then even spacing.
- Spell out all numbers under 10; thereafter use numerals. Use “s” for singular possessive: e.g., Brian Jenkins’s tunes.
- Use “1820s” not “1820’s.”
- Use “morris dance” not “Morris dance,” unless the phrase is at the beginning of the sentence.
- Use “English country dance,” not “English Country Dance.”
- Do not italicize “CD+S Online.”
- Use “poussette” not “poucete or any other variants unless it is in quoted material.
- The first time you refer to the Country Dance and Song Society, the English Folk Dance and Song Society, or the Royal Scottish Country Dance Society, use these full titles with the acronym in parentheses (CDSS, EFDSS, RSCDS) and thereafter use the acronym. When referring to any of these groups’ predecessors, use the name and acronym appropriate to the period.
- In older quotations, please substitute a modern “s” for the eighteenth-century “long esses” for ease in reading, but leave other spellings, capitalizations and punctuation as in the original.
- Please check all quoted material and make sure you have quoted exactly; this step is particularly important as Microsoft Word, for example, thinks it knows better than you and will “correct” spellings without notice!

- You do not need to italicize foreign words that describe common dance terms (i.e., *révérence*, *pas de basque*, *cinque pace*) but follow MLA rules for italicizing other foreign words such as “*non pareil*” or “*caro sposo*.”
- We have a separate set of guidelines for notating dances; write to the Editor for details.

### **III. Formatting the Document**

- Format the essay in Times New Roman, font size 12.
- Justify the left margin only.
- Use the Tab key (rather than the space bar) to indent the beginning of paragraphs.
- Double space the entire document including indented quotations, notes, and the Works Cited page.
- Number your pages, but please do *not* include a running head with your name.
- To offset a long quotation, adjust the margins by ½ inch on each side. Please do *not* insert extra hard returns to achieve the same effect.
- To indent the items on the Works Cited list, please use the hanging indent function. Please do *not* insert a hard return and tab in the middle of the entry.

### **IV. Audio-visual Materials**

- Images must be submitted as .jpg files.
- Musical clips must be submitted as .mp3 files.
- Video clips must be submitted as .flv files supported by Adobe’s Flash Player.
- Written music may be submitted in .pdf form at the time of first review. If the music is laid out using a musical formatting program, indicate which program. You may be asked to send a copy of the file upon acceptance.
- Permission to publish any copyrighted material or to obtain video/audio releases is the author’s responsibility. Please use the permission request form below. Copies of the permission releases must be sent to the Editor along with the final draft of the accepted article.

## V. Permission Form

It is the author's responsibility to accurately cite and quote from printed sources as per the guidelines above. When using original source material—music, song, or dance videos, for example, or photographs—it is the author's responsibility to obtain the appropriate permissions of the persons represented and the photographer or videographer. We recognize that there are situations in which it may be impossible to collect permissions (the morris side is dispersed or the photograph is very old), but the author must consider very carefully whether the use of the original material would violate a person's privacy or otherwise infringe upon his or her copyright protection.

CD+S Online Original Material Permission Form	
Dear:	
May I have your permission to incorporate your source material [describe, include an image or a link, or otherwise make clear what this material is] in my article titled “ INSERT “ to be published in CD+S Online?	
_____	_____
Author signature	Date
_____	_____
Source material owner signature	Date

Send all permissions collected to [Editor.CDS.Online@cdss.org](mailto:Editor.CDS.Online@cdss.org) prior to the publication of the accepted article

## VI. Resources

*MLA Style Manual* (our primary resource)

*The Chicago Manual of Style* (for points not covered in the *MLA*; for greater detail)

*Webster's New World Dictionary*

*The American Heritage Dictionary*

*The Elements of Style*

*Fowler's Modern English Usage*