

For authors

Manuscripts in English (exceptionally in German, Czech, or Slovak) are typically 15–20 pages in length or circa 5000–6000 words or 30.000–40.000 characters (including spaces and footnotes) following demanded standard. Moreover, submitted manuscripts are supposed to contain an abstract in English, keywords in English, a bibliography, and an affiliation of the author. References must be formatted according to the style guide used in the preparation of the manuscript. All references must include DOI or persistent URL information if available. Music examples, figures, photographs, and other illustrations must be checked for accuracy before submission. Authors may include a combined total of three tables and figures. These must be publishable also in black and white. Examples, tables, and figures should be included at the end of the manuscript; they should not be embedded in the body of the text. If any copyrighted materials (music notation, illustrations, figures) are used, documentation verifying that the author has permission to use the material must be included. Authors are responsible for obtaining permission to publish author-submitted photographs, videos, or audio examples. For minors, permission from a parent or guardian is required before such images are published.

The manuscript should represent the highest standards of research design and scholarly writing. Authors should write in clear, readable American English. If English is not their first language, they will have their study professionally translated and checked for accuracy using an academic language program such as Grammarly. Manuscripts must conform to one of the following style manuals: *Publication Manual of the American Psychological Association* (7th edition, 2019), *The Chicago Manual of Style* (15th edition, 2003), or *A Manual for Writers of Term Papers, Theses, and Dissertations* (K. L. Turabian, 7th edition, revised by Wayne C. Booth, Gregory Colomb, Joseph M. Williams, and the University of Chicago Press Editorial Staff, 2007). Authors may not mix styles within a single manuscript. The author guarantees the formal correctness, completeness and uniformity of citations. A convenient aid is the program <https://www.grammarly.com/citations>.

In the case of the book/article/website different than in English or German, the translation of the title into English in square brackets follows the title in the original language. For example, Gregor, Vladimír and Tibor Sedlický. *Dějiny hudební výchovy v českých zemích a na Slovensku* [History of music education in the Czech lands and Slovakia]. Praha: Editio Supraphon, 1990.

If illustrations, photographs, music examples or other documents subject to copyright law or requiring the consent of the persons concerned are part of the manuscript, the author himself provides permission for the publication of these documents.

To ensure anonymity in the reviewing process, the manuscript and the abstract should contain no clues about the author's identity or institutional affiliation. All manuscripts must be submitted electronically or online.

An abstract of 100–200 words should be included. Provide 5–8 keywords/phrases in alphabetical order that describe the manuscript's contents. Keywords will be entered as part of the submission process and should be included at the bottom of the abstract.

By sending an article to the editorial office of the journal, the author expresses his/her consent to the publishing of the author's contact data and short biographical note

(100–150 words) together with the study in case of a positive peer review procedure and acceptance of the article for publishing; the data will include: postal address of the author's working center and contact e-mail and they will also be forwarded to the relevant scientific databases in which the journal will be indexed.

Publication ethics

The author is expected to comply with international ethical and legal standards in publishing and treating human subjects. Submitting a manuscript indicates that it has not been published previously and is not currently submitted for publication elsewhere, either in its entirety or in part. Distribution on the internet may be considered before publication and may compromise the paper's originality as a submission to the *Paedagogia Musica*. The author must describe in what form and how a manuscript has been previously disseminated. Submission of an article based on a doctoral dissertation is permissible. Piecemeal publication, or publishing data from one study in multiple articles, is generally not acceptable. A study conceived as one study should be published as one study (e.g., it would not be appropriate to divide mixed methods study into qualitative and quantitative articles; a study designed to investigate multiple research questions should not be divided into separate articles addressing different research questions, and so forth). Please contact the editor with questions regarding prior dissemination of the article, when in doubt about any aspect of the ethics of manuscript submission etc. As part of the editor's commitment to ensuring an ethical, transparent, and fair peer review process, we also strongly encourage all authors to gain and associate their ORCID (the Open Researcher and Contributor ID), which provides a unique and persistent digital identifier that distinguishes researchers from every other researcher.

The editor is expected that all research articles in this journal have undergone rigorous peer review based on initial editor screening and anonymized refereeing by at least two anonymous referees, normally from two countries in line with the journal's international status. The editor of the *Paedagogia Musica* is responsible for deciding which of the articles submitted to the journal should be published. The editor may be guided by the policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement, and plagiarism. The editor may confer with other editors or reviewers in making this decision. The editor evaluates manuscripts for their intellectual content without regard to the author's race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy. The editor and any editorial staff must not disclose information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the Publisher, as appropriate.

COPE's Guidelines will guide the editor for Retracting Articles when considering retracting, issuing expressions of concern about, and issuing corrections of articles that have been published in *Paedagogia Musica*. Unpublished materials disclosed in a submitted manuscript must not be used in an editor's research without the explicit written consent of the author(s). Privileged information or ideas obtained through peer review must be confidential and not used for personal advantage. The editor is committed to ensuring that advertising, reprint, or other commercial revenue has no impact or influence on editorial decisions.

Review process

The editor should seek to ensure a fair and appropriate peer-review process. The editor should recuse himself/herself from handling manuscripts (i.e., should ask a co-editor) in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers. The editor should require all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication. If needed, other appropriate action should be taken, such as the publication of a retraction or expressing concern.

Peer review elaborated by a reviewer assists the editor in making editorial decisions and, through the editorial communications with the author, may also assist the author in improving the manuscript. Any invited referee who feels unqualified to review the research reported in a manuscript or knows that its timely review will be impossible should immediately notify the editor so that alternative reviewers can be contacted. Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor. Reviews should be conducted objectively. Personal criticism of the author(s) is inappropriate. Referees should express their views clearly with supporting arguments. Reviewers should identify relevant published work that has not been cited by the author(s). Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. Reviewers should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published data they know.

Privileged information or ideas obtained through peer review must be confidential and not used for personal advantage. Reviewers should not consider evaluating manuscripts in which conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the submission.

Contact

E-mail for sending manuscripts and materials music@khk.zcu.cz.

Address:

Katedra hudební výchovy a kultury, Fakulta pedagogická, Západočeská univerzita v Plzni, Klatovská 51, 301 00 Plzeň, Česká republika / Department of Music Education and Music Culture, Faculty of Education, the University of West Bohemia in Pilsen, Klatovská 51, 301 00 Plzeň, Czech Republic

Phone: ☎ +420 377 636 202; ☎ +420 377 636 203

Buy: Individual printed issues of *Paedagogia Musica* are available through the Publisher's e-shop at <https://www.e-shop.zcu.cz>.

Online: <https://doi.org/10.24132/ZCU.MUSICA.2023.04>