

**Template of the Yearbook of Music Psychology (JBDGM) for the submission of ‘Conference reports’**

This template is **exclusively** designed **for the submission of conference reports**. For the anonymized initial submission of research reports and for all other manuscript types (spots, close-ups, reviews), we provide separate templates at the following link: <https://jbdgm.psychopen.eu/index.php/JBDGM/einreichen>

Reports shall give an account of a conference or a meeting, although other topics might also be considered. In a meeting or conference report, the following information must be communicated: (a) title of the event, (b) venue and duration/dates of the event, as well as (c) details of the organising institution. We only accept original work that has not been published elsewhere.

In contrast to research reports, spots and close-ups, conference reports do NOT appear online first, but **only in the subsequently printed version** of the Yearbook of Music Psychology. Here, the metadata of the discussed event serves as the title of the manuscript. **The name(s) of the author(s) of the report appear(s) below the text.** Further information requested in this template is for editorial purposes only.

Please take note of the following general guidelines:

* The length of a ‘Conference report’ may **not exceed a maximum number of 9,000 characters incl. spaces** when submitted. This limit refers to the **whole manuscript** incl. front page and references.
* In contrast to other manuscript types, reviews **do not comprise any abstract or keywords.**
* JBDGM follows the guidelines of the American Psychological Association (APA, 7th edition) for text formatting, with some exceptions though. Therefore, please thoroughly **consider the “Notes on Manuscript Formatting” at the end of this document**.
* The *italic text passages highlighted in yellow* in this template provide you with important information regarding manuscript formatting. These guidelines can and should be deleted later on, together with this introductory instruction page and those at the end of this document.
* Please do not spend any effort optimizing the layout of your manuscript. This file is primarily used to transmit text content and structure to the publishing house. Since JBDGM texts appear online and in print in various formats, the final layout will be adapted to the according publication medium and format in the course of the publication process.
* Please also provide separate, high-resolution (min. 300ppi), print-ready graphic files (PNG format, max. size of 8MB each) for each in-text figure and upload them to the JBDGM online submission system.

Insert Running Head Here (no more than 50 characters)

*Note: The running head only appears once on the first page of the manuscript and not, like in APA style, on every page in the header. Please type the running head (in upper- and lower-case letters as shown above) into the regular body of the document and* ***not*** *separately into the header.  
Example: “Conference Report: DGM 2017, Hamburg”*

Event Title, Date(s), Venue

*Please indicate the discussed event as the title of your manuscript as follows: Complete title of the event (including organizer, if applicable), precise event dates and venue/location.*

*Example:*

**Music and Motion – Annual Conference of the German Society for Music Psychology (DGM), 15th – 17th September 2017, University of Hamburg**

Forename\_a Surname\_a\*, Forename\_b Surname\_b, Forename\_c Surname\_c

Note: Provide all authors’ full names in the form indicated above: “Forename Surname”. Please underline the surname(s). Omit all titles/degrees (e.g. Dr., Prof. etc.). Add an asterisk (\*) to the corresponding author (one author only!).

\*Department of the corresponding author, University/Organization, Postal address, Country. E-mail address.

Please provide the full postal address and the e-mail address of the corresponding author. Note that this role can only be assigned to one author, that must match the author marked with an asterisk above.

Insert the main body of your manuscript here.

Note: Organize your manuscript by headings into an unambiguous hierarchy with no more than four levels and at least two headings at each level. Please use the heading templates below (JBDGM-H1 to JBDGM-H4) to indicate the according heading level. Do not define custom styles! Please also note that according to APA guidelines, headings are not numbered.

Please directly start the main body of your manuscript with the first heading.

# Heading 1 (MS Word Paragraph style: JBDGM-H1)

For the main body of your manuscript, please use the paragraph style ‘JBDGM-Text’ provided in this document.

Direct quotations of more than 40 words should, according to APA guidelines, be inserted as an intended paragraph and not include any quotation marks, as shown here (paragraph style ‘JBDGM-Quote’).

* For bulleted lists …
* ... please use the paragraph style ‘JBDGM-List‘

## Heading 2 (Paragraph style: JBDGM-H2)

### Heading 3 (Paragraph style: JBDGM-H3)

#### Heading 4 (Paragraph style: JBDGM-H4)

Note: For further formal requirements regarding the main body of your text, please also thoroughly consider the ‘Notes on Manuscript Formatting’ at the end of this document.

# References

Insert references here.

Note: Use APA style (7th edition) to format your references. Please also consider the supplementary ‘Notes on Manuscript Formatting’ as well as the examples provided at the end of this document, which will point to some crucial exceptions from APA guidelines.

# Notes on Manuscript Formatting

The following instructions should provide guidance to correctly format your manuscript. Please thoroughly consider those suggestions, so that no preventable and unnecessary delays will occur during the publication process. Please make use of the Paragraph styles provided in this document to format main body, bulleted lists and headings.

**Please make sure to remove all instruction pages from your manuscript before submitting it to JBDGM!**

In general, JBDGM follows the guidelines of the APA publication manual (7th edition), with the exception of a few amendments clarified in the following. Useful additional information can also be retrieved from the APA style blog (<http://blog.apastyle.org/>) as well as from the PsychOpen Author Guidelines (<http://www.psychopen.eu/author_guidelines/>).

## Gender-equitable Use of Language

JBDGM does not predefine how precisely to implement gender-appropriate language in your manuscript. Potential implementations include the use of endnotes to comment on the use of the generic masculine and the use of diverse gender-sensitive spellings. It is, however, important to **remain consistent with one spelling throughout your manuscript**!

## Enumerations and Lists

Enumerations within a text should be formatted in the following way: (a) …, (b)…. To format bulleted lists, please use the MS Word template ‘JBDGM-List’ provided in this document.

## Footnotes/Endnotes

JBDGM does not use footnotes, but exclusively endnotes. Please use endnotes sparingly. Use the in-built MS Word function to insert endnotes, with lower case Roman numbers (i.e., i, ii, iii, iv etc.).

## Tables

**Only** use the MS Word table editor (Insert> Table) to create tables. Please use the 'Table grid' table style available in Word so that **all** the dividing lines of the table cells are visible. This is the best way to review the structure of the table.

Insert the tables in-text in their normal position and *not* at the end of the document (unless they are considered appendices). Each table has a consecutively numbered **table heading** in bold print, with a font size of 10 pt, non-italic (paragraph style ‘JBDGM T/A-Heading’): “Table n”, as well as a **table name**, placed directly below the according heading with a font size of 10 pt and in italics (paragraph style ‘JBDGM T/A-Name). **Table annotations** are required to be positioned below the table with a font size of at least 9 pt (paragraph style ‘JBDGM T/A-Annotation’).

**Please note:** The tables in this document are **only** used to transmit the correct table structure and content. Therefore, the layout does not yet follow the APA 7 requirements at this point. In the course of the publication, the appearance will be automatically adapted to APA later on to match the respective publication medium and format.

**Important:**

* Make sure to **never** create tables using tab stops, spaces or line breaks, not even within a single table cell!
* Each row / column in your table must be **clearly** defined. Please neither write several values next to each other nor one below the other in a table cell, but split them up into several unique columns or rows!
* Please do not use any shading or colouring.
* The font size used in tables can be as small as 8 pt. (Arial).
* Each table must be referred to before its appearance in the text, e.g., “(see Table 1)” or “as shown in Table 2”.

**Example of an incorrect (Table 1) and of a correct (Table 2) table formatting:**

Table 1 [This is the table heading]

Example of an INCORRECT table formatting [This is the table name]

|  |  |  |
| --- | --- | --- |
| Group 1 | Group 2 |  |
| M SD | M SD | p |
| 3.2 1.2  4.1 0.8 | 2.7 2.1  3.2 .11 | .23  < .001 |

Table 2

This is a correctly formatted table with unique rows and columns

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Gruppe 1 | | Gruppe 2 | | *p* |
| *M* | *SD* | *M* | *SD* |
| 3,2 | 1,2 | 2,7 | 2,1 | ,23 |
| 4,1 | 0,8 | 3,2 | 0,11 | < ,001 |

Note. This correct table shows only one value in each cell. [This is a table annotation.]

## Figures

For the initial anonymized submission, please simply embed screen-optimized, low-resolution (< 100 ppi) versions of your figure into the desired position within the main body of your manuscript. Print-ready, high-resolution versions are only required for the final submission and if your article gets accepted.

Create your figures using a white background and no image borders. The figures should be prepared in greyscales whenever possible, with the goal of providing figures that are legible or recognizable when printed from the article on a monochrome printer. If colour images are used, please make sure they can be read and recognized when printed out on a monochrome printer. This also applies to photographs. Text within figures must be in Arial font (exception: symbols not available in Arial), and between 8 and 12 pt. As figure legends are an integral part of a figure, they must be placed within it. Major words in legends should be capitalized. By contrast, figure headings and, if applicable, footnotes have to be included in the main body of the article, and not as part of the figure. Capitalize only the first word (exceptions: proper nouns and the first word after a colon or a dash).

Each figure has a consecutively numbered **figure heading** in bold print (e.g., ‘Figure 1’), with a font size of 10pt (paragraph style 'JBDGM T/A-Heading'), a **figure name**, placed directly below the corresponding heading with a font size of 10pt and in italics (style 'JBDGM T/A-Name), and, if applicable, a **figure annotation** (style 'JBDGM T/A-Annotation').

Each figure must be referred to before its appearance in the text, e.g., “(see Figure 1)” or “as shown in Figure 2”.

Figure 1 [This is the figure heading]

German Logo of the Yearbook of Music Psychology [This is the figure name]



Note. This is a figure annotation.

## Statistical Measures

* Please always report exact p-values and effect sizes (e.g., not only binary information on sig. vs n.s.).
* Within the main body (not applicable for abstracts), statistical measures referred to as Latin characters are reported in italics (e.g., *N, r*), whereas Greek letters are referred to in non-italics (e.g., χ2, Ω).
* According to APA style, please coherently report decimal places (sample size and degrees of freedom without decimals; highly significant p-value with 3 decimals; in most other cases, a maximum of 2 decimals is sufficient).
* Please only indicate a 0 before the decimal point, if the statistical measure can exceed a value of 1. Example: *SD* = 0.12, but α = .74.
* In case of multiple parenthesis levels, e.g. in the form of [*F*(1,10) = 2.73, *p* = .27, η² = .01], please use round or squared brackets for the according hierarchical level.

## Diagrams, Formulas, Special Characters

Please insert diagrams as images into the text (instead of importing them from another software). Formulas can be created using the MS Word formula editor. In case of complex formulas, the insertion of an image (on separate a line) within your text is equally eligible. However, please do not include special characters as miniature images. Instead, use designated Word fonts (e.g., Symbol) or the Word Symbol Function under “Insert > Symbol”.

## Direct and Indirect Quotations

JBDGM follows the APA manuscript manual (7th edition).

The following table shows how to correctly cite in-text references:

|  |  |  |
| --- | --- | --- |
| **Total number of authors** | References in parentheses | References in continuous text |
| **one** author | (Wagner, 2019) | Wagner (2019) |
| **two** authors | (Wagner, & Müller, 2019) | Wagner and Müller (2019) |
| **three or more** authors | (Wagner et al., 2019) | Wagner et al. (2019) |

Unlike in the 6th edition of the APA guidelines, references with three or more authors are no longer differentiated as to their first and subsequent citation within a text.

Direct quotations of more than 40 words should be intended and not include any quotation marks. Please use the paragraph style ‘JBDGM-Quote‘, available in this document. The author’s surname(s), year of publication as well as page number should be referred to directly after, using brackets.

## References

All references need to be in APA style and **complete** before the manuscript can proceed into copyediting. In case of incomplete formatting or considerable APA violations, we reserve the option of returning the manuscript to the authors for further revisions, before the copyediting process is initialized. **Please also make sure to include DOI numbers or permanent URLs as a hyperlink for all references**, insofar as available (if a DOI is specified, the publishing house may be omitted). Please note: In case of submissions in English, **English abbreviations should be used consistently throughout the reference list** (‘Eds.’, ‘ed.’, ‘p.’, etc.), even if all other source details are specified in a different language. Please use the paragraph style ‘JBDGM-Literature’ to format your reference list.

Please take the following examples of common source types into account. For all other cases (e.g., reports, sources in languages other than German or English, unpublished manuscripts, etc.), please refer to the APA manuscript style manual, 7th edition.

#### Journal article:

Dellinger, A. B., & Leech, N. L. (2007). Toward a unified validation framework in mixed methods research. *Journal of Mixed Methods Research, 1*(4), 309-332. [https://doi.org/10.1177/1558689807306147](https://doi.org/10.1177%2F1558689807306147)

#### Journal article with an article number:

Schäfer, T. (2016). The goals and effects of music listening and their relationship to the strength of music preference. PLOS ONE, 11(3), Article e015163. <https://doi.org/10.1371/journal.pone.0151634>

#### Journal article, Online First Publication:

Devenport, S. P., & North, A. C. (2019). Predicting musical taste: Relationships with personality aspects and political orientation. *Psychology of Music*. Online First Publication. [https://doi.org/10.1177/0305735619864647](https://doi.org/10.1177%2F0305735619864647)

#### Book chapter:

Jackson, A. J., Miller, J. T., & Stevens, G. K. (2012). School anxiety: Teacher-rated stress factors in Bulgarian school children. In M. Brunner (Ed.), *Psychology in schools* (2nd ed., pp. 12-37). School Press.

#### Monograph:

Teddlie, C., & Tashakkori, A. (2009). *Foundations of mixed methods research: Integrating quantitative and qualitative approaches in the social and behavioral sciences*. Sage.

#### Internet source:

Yearbook of Music Psychology (2019). *Hinweise für Autor/innen*. Retrieved from <https://jbdgm.psychopen.eu/index.php/JBDGM/Autorenhinweise> (05.10.2019).