

## **Statement on Ethics and Publication Malpractice**

ACDA and *Choral Journal* take our academic content and publishing process very seriously. The following pages describe our guidelines regarding ethics and publication malpractice.

### **Aims and Scope**

Since 1959, *Choral Journal* has been the refereed, international journal of the American Choral Directors Association. The volume year runs August through June/July and contains nine issues, which are circulated to approximately 14,000 subscribers in 44 countries.

Each issue features some or all of the following: scholarly articles, anonymously peer-reviewed by the editorial board; editorials from association leadership and the *Choral Journal* editor; reviews of books, recorded sound, and choral works by choral experts; and columns of practical advice and ideas for choral conductors. Regular column content is managed by a column editor and featured on a rotating basis through the volume year.

Information about the Choral Journal is available online at: <https://acda.org/publications/choral-journal/about-the-choral-journal>

View full submission guidelines and information on how to submit articles at: <https://acda.org/publications/choral-journal/submission-guidelines>

### **Peer-Review Process**

The *Choral Journal* uses a blind peer-review process. Peer review is facilitated by the *Journal*, and the *Journal* editor mediates all interactions between reviewers and authors. The *Choral Journal* Editorial Board is held to the highest standard regarding the professionalism and confidentiality of the review process. A peer reviewer may choose at their discretion to reveal their identity.

Due to the nature of the anonymous vetting process, *no article will be guaranteed publication by the editor until it passes through the editorial board*. This is to ensure integrity of the submission process and the *Choral Journal*. A request for revision is not a guarantee of publication.

The editor reserves the right to edit peer reviews for tone, clarity, and concision, and for the protection of the reviewer's anonymity. The editor, editorial staff, and reviewers may not use or share unpublished materials in a submitted paper for their own research purposes.

Peer reviewers *will*: Disclose potential conflicts of interest; commit to remaining unbiased in their assessments; provide professional critique in a constructive manner. Authors are free to consult with a colleague or mentor about their review, but they must treat peer reviews as confidential correspondence and refrain from posting/sharing the content of a review on social media.

A list of editorial board members is on the sidebar of the editor's column in each issue and is also available here: <https://acda.org/publications/choral-journal/contact-choral-journal>

In the event there is an article submitted on a specialized topic that goes beyond the expertise of the editorial board, the editor may reach out to an additional reviewer for the purposes of offering expertise on a specific body of research. These reviews will be conducted under the same blind-review process, and the reviewer will not know the identity of the author.

### **Editor's Responsibilities**

Editors *will* evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors. The *Choral Journal* editor is responsible for determining the publication schedule and timeline of accepted articles. The *Journal* editor will also edit articles for grammar, content, and facilitate the pre-publication proofing process with all authors. No content is published without the author's approval of the final draft.

### **Authorship and Author Fees**

No fees or charges are required from authors for submission. Submissions are open to any author or group of authors (co-authors are acceptable). Authors do not need to be members of ACDA. The *Choral Journal* does not pay for articles.

Authorship should be limited to those who have made a significant contribution to the article. The corresponding author ensures that all contributing co-authors have approved the final version of the paper and have agreed to its submission for publication.

Authors may include information naming or thanking an outside editor, institution, or person(s) who contributed to the submitted draft. These statements will be placed at the end of the article as part of an "author's note."

### **Copyright and Reprints**

The American Choral Directors Association retains ownership and all copyright privileges of manuscripts and accompanying material published in the *Journal*. Authors wishing to reprint their manuscript in another publication must request reprint permission from the *Journal* editor, which will be granted as long as the following statement appears in the reprint version along with appropriate the volume/issue numbers: "Permission to reprint was granted by the American Choral Directors Association."

Authors may not share the online link to the full *Choral Journal* issue where their article appears. If they do share the full link on social media, they will be asked to take it down.

For articles with musical examples/figures, placement of musical figures should be indicated within the body of the article (i.e., "Figure 1"). Permission of copyright owner should be given

underneath each musical example (e.g., copyright year, publisher, and a reprint permission statement). It is strongly encouraged that the author obtain all necessary copyright permissions prior to submission; however, in the event that the publisher requests proof of acceptance prior to granting permission rights, authors can submit their article with the understanding that they will need full copyright permission prior to scheduling should their article be accepted. Authors are responsible for copyright fees related to the reprinting of musical examples. Refer to the *Journal* editor with any questions.

We do not support substantial overlap between publications. In some instances, however, the *Choral Journal* will reprint articles if the editor feels this will strengthen academic discourse. Reprints will occur only with written permission from the original publication and citation from the original source. The *Journal* will include the original volume/issue numbers, name of publisher, and reprint permission notice.

### **Access and Archives**

*Choral Journal* access is a benefit of ACDA membership. *Choral Journal* is also available via library subscription and is indexed by the following online databases: JSTOR (Arts & Sciences XI Collection); ProQuest (International Index to Music Periodicals); University Microfilms International; NaPublishing; RILM (Répertoire International de Littérature Musicale); EBSCO music index; and WorldCat.

Authors requesting to place their article in an open access library are held to an embargo period of six months from the publication issue date.

The full *Choral Journal* archive dating back to 1959 is available for ACDA members online as PDF downloads at [acda.org/choraljournal](http://acda.org/choraljournal).

### **Allegations of Research Misconduct**

We do not tolerate plagiarism in any form in any of our publications. We expect authors submitting articles to the *Choral Journal* to affirm that manuscript contents are original and that they have made every attempt to properly cite materials used for research, along with properly citing any direct quotations. Readers, reviewers, and editors who suspect plagiarism will contact the *Journal* editor.

Publishers and editors shall take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred, including but not limited to plagiarism, citation manipulation, and data falsification/fabrication, among others. In no case shall the *Journal* or its editors encourage such misconduct or knowingly allow such misconduct to take place. In the event that the editorial board or *Journal* editor are made aware of any allegation of research misconduct relating to a published article in their journal, the editor shall follow guidelines

outlined by the Committee on Publication Ethics (COPE) (<https://publicationethics.org/guidance/Guidelines>).

Articles not conforming to the guidelines outlined in the full *Choral Journal* submission guidelines (<https://acda.org/publications/choral-journal/submission-guidelines>) may be returned for revision. Articles submitted for review should contain primarily new or original information or research relevant to the choral art. This is not meant to exclude a fresh and creative approach to standard materials.

Quotations should be brief and should not make up the majority of the material. Referenced material should be indicated by superscript and cited in endnotes (not footnotes), which should be numbered consecutively and formatted in the style of Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*.

### **Letters to the Editor and Editor Corrections**

When an author discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the editor. The editor may also be notified by errors by a reader.

In the event there is a correction to an article, the editor will publish an "Editor's Correction," which will appear in the next available issue at the end of the editor's column. It will clearly state the volume and issue number, the error, and the correction. The editor's corrections will appear in the annotated *Choral Journal* index, available online and updated annually.

Readers may submit a response to an article or feedback on the issue in the form of a "Letter to the Editor." View letters to the editor guidelines at: <https://acda-publications.s3.us-east-2.amazonaws.com/CJ/Letters+to+the+Editor+Guidelines.pdf>

### **Marketing and Advertising**

The *Choral Journal* includes paid advertisements in articles and columns. Advertisements are managed by our Advertising and Exhibiting Manager and are not in any way related to or have an impact on the editorial decisions for article acceptance. The ads are placed in the *Journal* by ACDA's managing editor, and placement of the ad is determined by the size, available space, and by article or column content that might be related to the topic of the ad. The managing editor makes every effort to not include ads in the main feature articles, which appear in the front of the issue.

View more information about advertising opportunities in our media kit: <https://acda.org/about-us/advertising-exhibiting>