

Nevada Notes Editorial Specifications

Nevada Notes will consist of recurring regular columns as indicated in the table below:

COLUMN NAME	AUTHOR/ASSIGNMENT	FALL DEADLINE	CONFERENCE ISSUE DEADLINE	SPRING DEADLINE
President's Message	<i>President</i>	<i>All articles must be submitted by September 1.</i> <i>(Welcome Back issue)</i>	<i>All articles must be submitted by January 5.</i> <i>(Conference issue)</i>	<i>All articles must be submitted by May 1.</i> <i>(Review issue)</i>
From the Editor	<i>Editor</i>			
Executive Board Summary	<i>any member of the Executive Board</i>			
Conference Forum	<i>Conference chairperson</i>			
Band Notes	<i>Selected from among state members, guest contributors, or other state newsletters.</i>			
Choir Notes				
Orchestra Notes				
Guitar Notes				
Notas Mariachi				
Elementary Notes				
Collegiate Notes				
General Music Forum				

Other columns, such as *Technology Review*, *Professional Development*, *Book & Audio Review*, or miscellaneous guest contributions may be included from time to time. Regular columns posted in the table above may be excluded if material has not been provided by deadline, or if resources have been difficult to obtain. In some cases, omitted columns may appear with the following statement: *"Information for this column not provided in time for this publication."*

Policy

It shall be the policy of Nevada Notes that all columns will be signed with authorship and adhere to strict scholarly practices, such as footnotes or bibliographic citations. Articles previously printed in other state newsletters shall acknowledge the author and the name of the state newsletter in the following format:

Title, Author, as printed in State Newsletter, Edition.

The editor reserves the right to edit all material received based on format unity, spacing limitations, grammar, and content. Advertisers shall receive a hard copy of Nevada Notes along with a receipt provided by the treasurer. Articles should be submitted electronically to the editor.

Column Information

The *President's Message*, *From the Editor*, and *Executive Board Summary* shall be composed by the respective representatives and may include any topic. The *Conference Forum* should include information about upcoming conferences, preparations, and procedures. Any guest contributor, as assigned by the editor or president, may author the remaining columns.

Issue Details

- ◆ The *Fall issue* should consist of articles that center around: welcoming new NMEA members; welcoming members to the State of Nevada; conference details, procedures and deadlines; and, professional development for veteran and new teachers. The Fall issue will contain a calendar with deadlines.
- ◆ The *Conference issue* will consist of all audition materials, procedures, forms, and other information pertaining to the All-State conference.
- ◆ The *Spring issue* will consist of highlights from the conference, professional development articles, and a review of the year, including policy, procedural, or personnel changes. This issue will also publish the treasurer's report.