**NAMING CONVENTIONS  
-** your **article**: lastname\_titlekeyword.docx  
- your **bio picture**: LastnameFi\_mugshot.jpg (full family name + first 2 letters given name)

**DO NOT SUBMIT Open Office files!!!!!**

**RUN A SPELL-CHECK before sending!!!!**

**DO NOT CHANGE ANY FONTS in the styles in this document.**

For **BOOK REVIEWS** include the following:

**BookTitle**  
by AuthorFullName  
City: Publisher, 2013. 000 pp. ISBN 0000000000.  
http://publishinghouselink.com  
$00.00 CAD; $00.00 USD (Source)

For **EVENT REPORTS** include the following:

EventName 2013, 16th edition — ThemeofEvent  
28–29 February 2013  
City, Country: Venue(s)  
http://eventlink.com

**DELETE THIS PARAGRAPH AND EVERYTHING THAT PRECEDES IT BEFORE SENDING YOUR SUBMISSION; YOUR FINAL VERSION SHOULD CONTAIN A TABLE OF CONTENTS (PAGE 1) FOLLOWED BY THE ARTICLE TITLE AND TEXT (PAGE 2).**

**TABLE OF CONTENTS FOR REFERENCE AND COORDINATION — DO NOT DELETE**

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# Title in Heading 1 Style

Subtitle style

by AuthorFullName

Use this separate **abstract** section only if reeeeeeeeeeeally needed. Do not start it with “This paper is about multi-channel diffusion…” — instead make a statement about your topic (e.g., “Recent practices in multi-channel diffusion have opened up…”).

## Main Section Titles in Heading 2

### Section Subtitles in Heading 3

Use the Normal style for the text of your article.

#### Subsection Subtitles in Heading 4

This third level of article subdivision will only *rarely* be needed and should be avoided if possible.

## Article Content

### References and Citations

Format references (FamilyName 2012) or short citations “in quotation marks” (FamilyName 2013, 56–57). Note punctuation and include page number(s) if relevant. Longer citations (*Ibid*., 58) can be set in quotation style:

Quotations longer than approx. 25 words should be set in “quotation” style. These are *without* quotation marks and with the reference *after* the period. (FamilyName 2014, 23)

For multiple authors, list all names (FamilyName1, FamilyName2 and FamilyName3 2016) except when there are four or more authors (FamilyName1 et al. 2016)

When a list (bulleted or numbered) is used containing text that is excerpted or paraphrased from another author’s work, the reference goes *before* the list (FamilyName 2010, xi):

* All bullet points but last in the list end with semicolons;
* The final bullet point in the list ends with a period.

References to Kindle or similar digital publications ideally include the page number (FamilyName 2013, 56); however where this is not available, use the location number (FamilyName 2013, location 2459).

### Footnotes

Place footnotes **inline** at the appropriate place inside double square brackets. [[1. Footnote text.]] In other words, **DO NOT use Word’s footnotes or endnotes**.

Footnotes do not normally contain bibliographic references (see “References and Citations” above), unless the work was really not used in researching your topic.

### Media

#### Images

**DO NOT place images in your document**, indicate their position with the file name and use the caption style as follows (Fig. 1). Send images separately (zipped) with the file name “yourlastname\_images.zip”.

YVES\_\_\_\_\_lastname\_fig01.jpg

Figure 1. For all images, write a descriptive caption indicating, for example, Performer in FestivalName (City) on 00 January 2018. Image © CopyrightHolder (only if needed).

#### Audio/Video

As with images, send (or upload) all A/V materials separately (zipped) with the file name “yourlastname\_media.zip” and indicate the desired position with the file name and a descriptive caption:

MediaFileName.xyz (in “audio” style)

Video 1 (4:56). Excerpt from AuthorName’s *WorkTitle* (2017) performed by ENSEMBLE during CONTEXT at VENUE in CITY on 00 MONTH 2018.

#### Google Maps

It is fine to use these as long as proper attribution is included in the caption, e.g.:

Figure 2. Aerial view of the site where recordings were made. The cave entrance is visible at the top-left of the knoll. Image © 2018 Google. http://www.google.com/permissions/geoguidelines.html#maps-print

## Bibliography

### A Well Prepared Bibliography Is Indeed Time-Consuming

**Your bibliography must be COMPLETE** and follow the format of the examples below. Do not underestimate the time needed to mount a proper bibliography! **Your article will be sent back to you for corrections if these guidelines are not followed.**

**MAKE SURE TO DOUBLE CHECK** that you have:

* Provided full names for all authors (“Another Person”, *not* “A. Person”);
* Provided full publication dates (Month Year) for journal issues;
* Verified that punctuation is complete;
* Not abbreviated any journal title names (Audio Engineering Society, *not* Aud. Eng. Soc.).

### Examples of Correct Bibliographic Entries

Use the following format for bibliographic entries in English-language articles. If your article is written in French, consult the French bibliography format guide online at the following address: <http://econtact.ca/submissionguidelines_fr.html#exemples>

Today *most* journal articles and many books (and chapters) have a **Digital Object Identifier (DOI)**, a unique and permanent “address” that links or redirects to the article wherever it is currently hosted. Include all DOIs, formatted as follows, with *no closing period*: <http://doi.org/prefix/suffix>

ResearchGate and Zenodo seem to be the best places (among others) to find an article’s DOI:

* <http://www.researchgate.net/search>
* <http://zenodo.org/search>
* [http://www.jstor.org](http://www.jstor.org/)
* [http://www.semanticscholar.org](http://www.semanticscholar.org/)

#### Articles in Journals and Conference Papers

FamilyName, GivenName. “ArticleTitle.” *JournalTitle* 40/2 (Summer 2016) “JournalTheme,” pp. 123–145. <http://doi.org/10.NNNN/NNN>

FamilyName1, GivenName1, Given2 Family2 and Given3 Family3. “ArticleTitle.” *SMC 2018: “Sonic Crossings.”* Proceedings of the 15th International Sound and Music Computing Conference (Limassol, Cyprus: Cyprus University of Technology, 4–7 July 2018). <http://smc2018.cut.ac.cy> | <http://doi.org/10.NNNN/NNN>

#### Books and Book Chapters, Thesis

FamilyName1, GivenName1 and Given2 Family2 (Eds.). *BookTitle*. Trans. TranslatorFullName. London: MacMillan Press, 2016. <http://doi.org/10.NNNN/NNN>

FamilyName, GivenName. “BookChapterTitle.” In *BookTitle*. 2nd edition, vol. 8. Edited by GivenName FamilyName. City: Publisher, 2013, pp. 123–145. <http://doi.org/10.NNNN/NNN>

\_\_\_\_\_. “ThesisTitle.” Unpublished doctoral dissertation / Unpublished master’s thesis, UniversityName, 2016.

FamilyName, GivenName. *BookTitle*. City: Publisher, 2018. Kindle edition. <http://doi.org/10.NNNN/NNN>

#### Other Text Sources (Interview, Newspaper)

FamilyName, GivenName. Personal Interview / Email exchange / Private correspondence. 29 February 2016.

FamilyName, GivenName. “Article Title.” *NewspaperName* [City if not in Newspaper Name] 29 February 2016. <http://www.LINK.com/article.html> [Accessed 21 March 2022]

#### Media (Audio and/or Video) and Artwork

FamilyName, GivenName. *CompositionTitle* (2016), for bass flute, Hammond Organ and 8-channel tape. CD-rom.

FamilyName, GivenName. *CompositionTitle* (2016), for bass flute, Hammond Organ and 8-channel tape. Score (Mainz: Schott Music, 2018).

FamilyName, GivenName. “TrackTitle.” *MediaTitle*. OrchestraName conducted by ConductorName. Montréal: *empreintes* DIGITAL*es* (CatalogueNumber, 2016). CD.

FamilyName, GivenName (Dir.). *FilmTitle*. With ActorName1, ActorName2 and ActorName3. Paramount Pictures, 2016. DVD (MGM Home Video, 2018).

FamilyName, GivenName. *PaintingTitle*. 1950–51. Oil on canvas. New York, USA: Museum of Modern Art.

#### Online and Social Media Sources

FamilyName, GivenName. *CompositionTitle* (2013). YouTube video “FullTitleonYouTube” (0:00) posted by “Username” on 31 August 2015. <http://youtu.be/CODE> [Accessed 21 March 2022]

FamilyName, GivenName. *DocumentaryTitle* (2011). Vimeo video “FullTitleonVimeo” (0:00) posted by “Username” on 28 February 2014. <http://vimeo.com/CODE> [Accessed 21 March 2022]

Wikipedia contributors. “Open Source.” Wikipedia: The Free Encyclopedia. Wikimedia Foundation Inc. <http://en.wikipedia.org/wiki/Open_source> [Accessed 21 March 2022]

## Biography

YVES\_\_\_\_\_LastnameFi\_mugshot.jpg

AuthorFullName | http://authorwebsite.com

AuthorFullName is a composer or performer or educator or whatever who has written a biography in the third person. The biography **does not exceed a maximum of 100–150 words** (50–75 words for short reviews, book reviews and previews), as the author understands that the CEC’s copy editor is *ruthless* and will most certainly prefer his/her own edits to those done by said editor.  
http://authorwebsite.com