



**Handbook for Editors**  
**VOICES: A World Forum for Music Therapy**  
**September 2007**

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## **Introduction**

*Voices* (ISSN 1504-1611) is an international journal and online community for music therapy and related practices and discourses of music and health. The journal publishes accessible texts in a range of genres and the forum publishes fortnightly columns, a series on music therapy around the world, and moderated and un-moderated discussions. The *Voices* website also includes resources such as links to teaching courses, associations, and upcoming events.

An international team of highly qualified scholars volunteer as editors of the various *Voices* sections. The present handbook is developed in order to clarify the role and responsibility of each editor and to illuminate relationships between the various sections.

Comments about and suggestions to the handbook may be given to the Editors-in-Chief, Carolyn Kenny and Brynjulf Stige.

## **General Information**

### **The Voices Vision**

*Voices: A World Forum for Music Therapy* intends to support the discursive practices of music therapists around the world by producing a free first class online international forum. This publication will encourage participation from every continent and will nurture the development of music therapy practice, theory, discussion and debate. Because culture has an important role in music and music therapy, we will encourage contributions that find their source in the cultural influences of each continental region.

*Voices: A World Forum for Music Therapy* seeks to nurture the profile of music therapy as a global enterprise that is inclusive and has a broad range of influences in the International arena. The forum is particularly interested in encouraging the growth of music therapy in developing countries and intends to foster an exchange between Western and Eastern as well as Northern and Southern approaches to the art and science of music therapy.

### **The Quadruple Role of the Editors**

There are four main and shared components to the various roles of the *Voices* editors:

- 1) Each *Voices* editor is an ambassador who actively looks for contributors to the various sections of the journal and forum.
- 2) Each editor is a contributor to the dialogue of the forum by writing texts for the series Fortnightly Columns and when appropriate also for other sections of *Voices*.
- 3) Each editor serves as a referee by reviewing submitted texts.
- 4) Each editor is a connoisseur/entrepreneur who in dialogue with the other editors contributes to the development of the *Voices* concept and vision.

## **Address for Submissions**

- Submission of articles for the *Journal* should be sent to the Managing Editor.
- Submission of interviews for the *Journal* should be sent to the Interview Editors.
- Ideas and suggestions for the series *Country of the Month* should be sent to the editors of this section.
- Submission of contributions to the *Moderated Discussions* should be sent to the Discussion Editors.
- Contributions to the *Unmoderated Discussions* are posted directly by the authors but monitored by the *Monitoring Editor* of this section.
- Information that could be relevant for the *Resources* section should be forwarded to the editor of this section.

## **Language Policy**

The awareness of the importance of language is a full-scale International discussion around the world. For the sake of communication, English will be the primary language for *Voices*. However, our policy is to gradually increase the variety of languages presented over time.

We will offer language help to those for whom English is the second, third or fourth language. Texts submitted to the journal will be edited for language and authors will receive help in the process of writing texts in English. Non-English authors are also welcome to submit an additional version of their article written in their native language. This version must be edited for language by the author her/himself.

Eventually, we hope to rotate the presentation of articles in diverse languages. This language policy will depend on the submission of articles in diverse languages and the in-kind translation services of Music Therapy Associations.

## **Multi Media Policy**

There are limitations to how well musical processes could be described in words, and *Voices* therefore encourages authors to use figures, and audio and video recordings for documentation and illustration of practical work. Both in relation to texts and multimedia, the anonymity and protection of clients is ensured by the authors, and they – not *Voices* – are responsible for having collected necessary formal permissions from superiors, ethical committees, clients, and relatives of clients.

## **Further Information**

See the About *Voices* section on the website for updated information on contact information.

For further information on how contributions for the journal should be prepared, see the various sections on the website and [Guidelines for Contributors to \*Voices\* Journal](#)

## **Fortnightly Columns**

The section *Fortnightly Columns* consists of brief reflective pieces written by the various editors of *Voices*. This is a space for dialogue where personal, political, and scholarly discourses may be linked. When relevant, editors are invited to relate their writing to that of previous columns written by other editors. Columns are submitted according to the list of deadlines that the Managing Editor produces and sends out to all editors. There is no fixed length defined for the columns, but often about 1000 words will do.

## **The Journal**

The *Journal* is published 3 times a year; March 1, July 1, and November 1. It is edited by the two Editors-in-Chief in dialogue and collaboration with the Continental Editors and the Interview Editors.

### **Role Responsibilities**

The Editors-in-Chief are responsible for the general profile of the journal and for composing each issue in a way that is true to the *Voices* vision.

The Continental Editors are responsible for soliciting texts from authors in their own continent and should make sure that there at any time are at least two articles submitted from each continent. This will make it possible for the Editors-in-Chief to compose issues of the journal where every continent is represented.

The Interview Editors are likewise responsible for soliciting texts for the Interviews section. The number of texts for this sub-section is not defined exactly, but when possible there should be one interview for each issue of the journal.

All Continental Editors and Interview Editors participate in the review of submitted texts. The procedures are different, however: Interview Editors do this on their own initiative, since interviews are submitted directly to them. Other articles are submitted by the authors to the Managing Editor, and Continental Editors will be contacted by the Editors-in-Chief and asked if they can evaluate articles (from their own continent as well as from other continents).

The Managing Editor is responsible for the final production and publication of the journal.

### **Soliciting Texts**

To ensure sufficient quantity and quality of texts for the Journal, the Continental Editors should continuously use their network to find possible authors in their respective continents. As described above, Continental Editors should make sure that there are at least two texts submitted from their continent at any time. Some ways of soliciting texts are suggested in a description written by one of our former editors:

“...let me tell you about my process of finding writers ... The first article was written by me, the second one was by [NN1]. I met him in the regional conference and liked his lecture very much. So, I approached him, told him about *Voices* and me being the continental editor and asked if he would be interested to publish it in *Voices*. He happily agreed. For the 3rd issue I approached several people I know from past congresses and other forums from several countries and [NN2] had something that we worked a bit on until it was ready for publication. Then, [NN3] approached me so I didn't need to approach anyone for this coming issue. Now I am going to advertise *Voices* again at the upcoming conference and look there for contributors. So that's the story...”

When inviting people to submit, please refer the authors to the [Guidelines for Contributors to Voices Journal](#)

## Reviewing Texts

As a rule of thumb, each article is anonymously reviewed by at least two editors, one from the continent of the author, one from another continent. The Editors-in-Chief make the final decision as to which articles to publish when, based upon the advice given by the reviewing editors. This procedure helps the author to develop the article, and ensures the quality of the journal.

The comments of the two reviewing editors (usually 1 page) are sent to the Editors-in-Chief, who will forward them to the author, together with their decision. Reviewers are therefore welcome to write anonymously. Please write as helpful and constructive comments as possible, even if you are critical to the article.

When reviewing texts, please pay attention to the author's choice of style and genre as well as to the cultural context of the text submitted. The standard genres usually included in the Journal are described in the [Guidelines for Contributors to Voices Journal](#) and include:

- Essays
- Perspective on Practice
- Reports
- Stories
- Theoretical Papers

Some central criteria for evaluation of articles are outlined in the [Guidelines for Contributors to Voices Journal](#), where authors are asked to:

- Strive for clarity of voice
- Strive for substantive content
- Choose an appropriate style and genre
- Encourage dialogue
- Situate the text

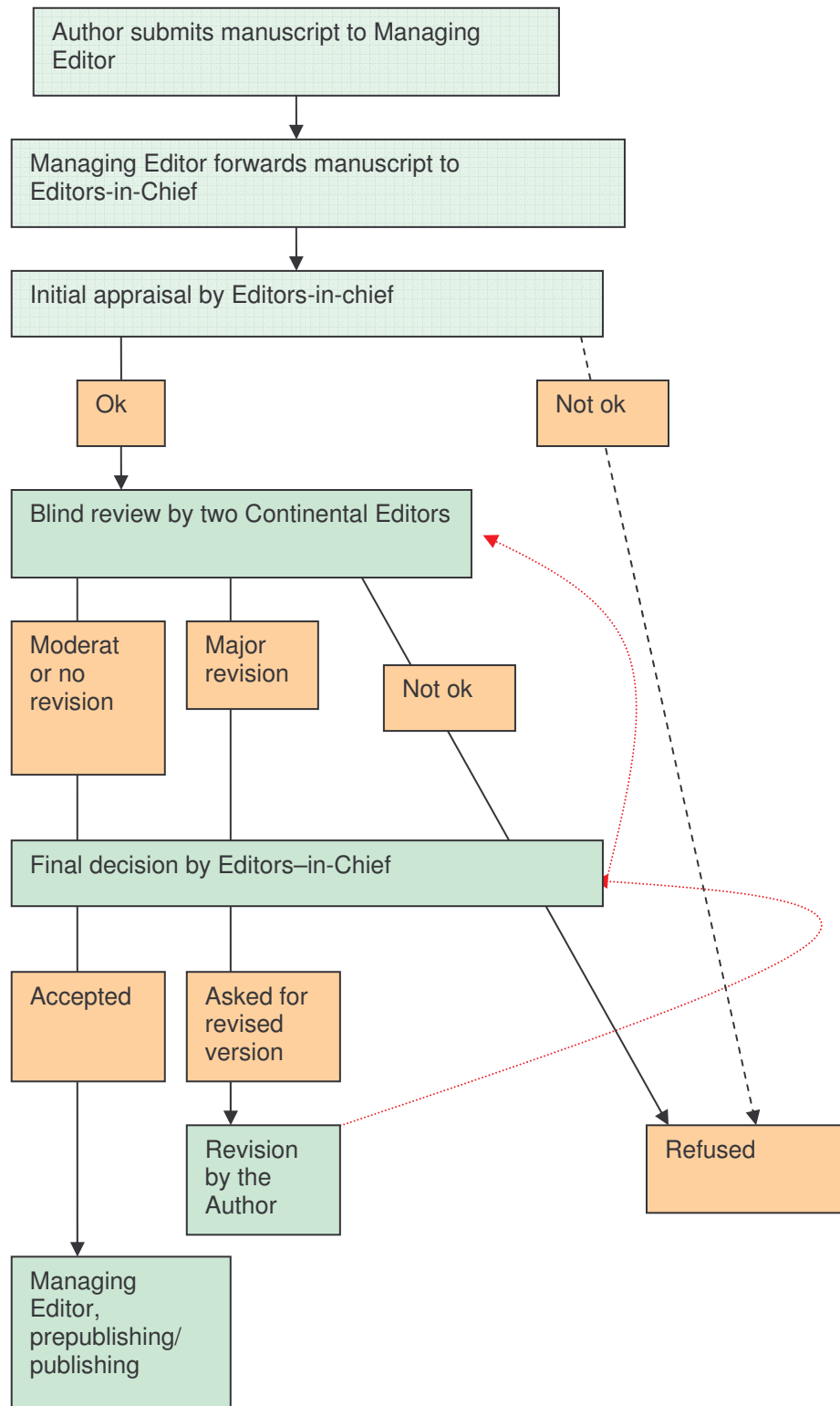
Result of evaluation: When you evaluate a text, there are four conclusions available:

- Not ok (you suggest that the article should be refused)
- Major revisions (you think that the article is potentially interesting, provided the author is willing and able to revise the text substantially)
- Moderate revision (you think that the article could be published, provided some moderate to minor changes are made)
- No revision (you think the article is ready for publication).

If, in your opinion, the article deserves to be published, make sure that your review statement includes constructive suggestions about changes to be made in the manuscript.

## The Review Process

Each submitted article is sent to two editors for blind review. Feedback from the reviewing editors is expected within 3 weeks. If otherwise, special arrangement with the Editors-in-Chief should be made. The Editors-in-Chief make the final decision as to what articles to publish when, based upon the advice given by the reviewing editors.



**Figure 1.** Flow chart, evaluation procedures of the Journal-section of Voices.

## Country of the Month

A new text presenting and discussing music therapy in a specific country is presented every month. Suggestions or contributions to this section should be sent to the [Editors of Country of the Month](#).

Texts in this section are generally in the report genre. There is no fixed format, but authors are encouraged to related contemporary music therapy developments to sociocultural context and relevant historical contexts. Developments within practice, theory, and research should be illuminated, as well as relationships to other practices and professions taking interest in music and health.

The series strives for presenting reports from countries which have a short history of music therapy as well as from countries with a longer history of the discipline and profession. After some years, Updates on the development of music therapy in a country may be published.

Large countries could be represented with several reports (over several months), covering states or regions of that nation. In some cases it is also relevant to published more than one perspective on the development of music therapy in one country.

This section is useful and interesting for many readers. In order to support this, all editors are encouraged to submit ideas about countries and context persons to the two editors of this section.

## Moderated Discussions

Moderated Discussions focus upon comments to or critique of other texts published in *Voices*, and are thus vital for the realization of the *Voices* vision of establishing an international dialogue on music therapy.

Authors are encouraged to write short and focused pieces. Specific [Guidelines to Contributors to Voices Discussions](#) are developed and available from the section on the website.

Texts are submitted to the Editors of Moderated Discussions.

## Unmoderated Discussions

Content of Unmoderated Discussions is the complete responsibility of the writer. Unmoderated discussions should not be comments to or critique of other texts published in *Voices* but should concentrate on more general topics and concerns within the field of music therapy.

This forum is screened and monitored once a week, by Monitoring Editor, but this influence will be restricted to: giving advice to contributors as to the proper use of the forum and deleting contributions that are clearly inappropriate in nature or in lack of relevance for music therapy in general.

## Resources

The Resources section is currently under construction and we expect it to become a very important

section of the *Voices* website.

Today the section includes a list of and links to Upcoming Events as well as a Translation Watch and a collection of links to others sites. New elements may be included in the future.

Information and ideas for development of the section should be sent to [Editor of the Resources Section](#).