

STYLE SUGGESTIONS FOR OKLAHOMA MUSIC

Your COPY should be double-spaced, using 12-point type. (This sheet is in 10-point type.) Please do **not** submit work printed entirely in capital letters. 12-point mixed case copy is easier to read and aids accurate transcription. Send your articles in electronic form, in **MSWord**. **Adobe In-Design** is the final magazine generator.

All work will be edited according to generally accepted magazine/newspaper publishing standards. The Editor will sometimes make cuts for space reasons, which are not indications of the quality of content. If there are segments that the writer wishes to appear only as he submits it, (without editorial change), please indicate these areas clearly, so we may negotiate if there is a problem. The Editor reserves the right to identify these segments as unedited.

Avoid compound sentences. Cast them into two sentences.

Use **passive voice very sparingly.** (Passive voice example: The minutes were approved by the committee. Stronger, shorter wording--The committee approved the minutes.)

If you must begin a sentence with a prepositional phrase, remember that only **long** ones (as in this sentence) are followed by a comma. Use this construction sparingly. It is difficult to read because the reader must retain the prepositional phrase until after the subject has been presented. This is a natural speaking construction, but one that muddies writing style.

Write your article, let it sit for two or three days, read it aloud, and then revise. Let the revised version sit for several days, read it aloud, and revise for final copy. Good writing, like good wine, must ferment.

Let another person proofread your final copy. It will almost never turn out to be the final copy. They will discover problems that read smoothly to you, the author.

Publication and distribution will occur nearly **two months after** the deadline date. When you write in future tense about events which will be past when the reader sees your article, it gives your article a sense of being out-dated.

LENGTH:

VEEPS and CHAIRS: Limit your division announcement to about 1000 words, which will fill about five, double-spaced, 12-point pages. This size will result in one magazine page. It is also the greatest length you can realistically expect the average reader to read. Shorter is usually better.

ARTICLES: Articles should not exceed 2000 words. This size will fill approximately ten, double-spaced, 12-point pages. This copy will result in about two magazine pages.

Use upper **and** lower case letters for your final article form, not all caps.

Magazine style employs more **frequent paragraphing** and **shorter paragraphs** than is the norm for academic writing.

Check the correct spelling of all names. Report misspelled names so that we can establish a file of the difficult ones.

Veeps and Chairs: edit your **thank-you sections** carefully, these tend to be the least readable portions of your writing, the longest paragraphs, and the worst organized.

The best approach to keep your article sounding like you, instead of the editor, is for you to write, wait, edit, wait, edit again, and **then** submit.

Try to avoid these phrases:
"I am excited about"

"A big thank-you to (endless list)" Thank these persons in a letter and make your article shorter.

The OSMN "House Style" will be loosely based upon rules found in:

The University of Chicago *Manual of Style*.

Fowler's *Modern English Usage*.

Writing about Music - Richard Wingell. Prentice-Hall, 1990.

The Desktop Style Guide - James Felici. Bantam Books, 1992.

SUBMIT COPY electronically in MSWord format.

If necessary you may insert the article into the body of an e-mail message.

The Editor will format your copy to fit the magazine's style, which includes forms. Don't spend hours on fancy formatting—it may not get through the electronic transfer.