

## ESS Newsletter Contributor's Guidelines

The aim of the ESS Newsletter (NL) is to create a platform for members and non-members to further develop an understanding of shakuhachi and place it in a wider context than just their own individual study and experience. It, therefore, includes, among others, a diverse range of topics and new ideas, information, knowledge, materials and reflections on shakuhachi and the people who shape the musical scene.

We encourage everyone to send in ideas for articles you would like to write or topics you would like to read about to the publications office by email at: [newsletter@shakuhachisociety.eu](mailto:newsletter@shakuhachisociety.eu)

Before each new number, a '**call for articles**' will be issued and a deadline for submission will be set, but please feel free to send us your ideas on possible articles any time you want.

In order to assist the authors in their task and to ensure some consistency, the following brief guidelines have been drawn up:

**Article length:** the NL includes articles of different lengths up to approximately 2,000 words. In special cases, longer articles focusing on specific topics or issues, which require a more in-depth analysis may also be considered.

**Text format:** Please send your text in a text document (doc, docx, rtf). You can use any font and format since the text will be adjusted to the NL format.

**Audiovisual materials/external links:** We encourage the authors to include links to audiovisual materials that can enhance the experience of the reader in terms of material specifically and directly relating to the analysis or review of the topic of the article and avoiding self promotion.

Please send the pictures or other multi-media materials separately and contact the editors beforehand. If the size of the files makes them difficult to be sent by e-mail please use services like e.g. [wetransfer.com](http://wetransfer.com).

**Picture format:** Please send your pictures in jpg, png or tiff format with a minimum resolution of 150dpi.

**Reviews:** Should you wish for any shakuhachi material to be reviewed in the NL (recordings, books, etc.), please contact us with the particulars and the editors will get back to you.

Reviews of materials, such as books and CD's, will appear in the first available issue of the NL after being received by the editors. Reviews of events, such as Summer Schools, workshops, master classes and concerts, need to be submitted by the deadline for the next edition of the NL, ie. within a maximum of 6 months after the event.

Please provide acknowledgement/credit for the use of any other author's material.

Please avoid self-promotion.

The NL includes announcements on non-ESS events. Should you want your event's information to be included, please note that these events should take place after the publication of the

respective NL edition (please consult the editors for exact dates of issue) and you should send the following information:

**Date / Period**

**Description of your event**

**Venue**

**Cost**

**Contact information**

**Picture** (may be edited to fit the needs of the NL format)

After submission, the articles will be proofread and edited, if necessary, with permission of the authors when practically possible. Editors will always try their best to find agreement with the authors but you should note that eventually the editors decision will be final. The publication language is English, any material received in other languages will be translated into English and presented alongside the original language version.

The ESS Newsletter exists thanks to the authors, translators and illustrators who so generously offer their knowledge, time and energy to provide materials. Please, be one of them.

**ESS publications office**