

## CHORAL JOURNAL: REVIEWS SUBMISSION/EDITORIAL GUIDE (1/11 - PL)

1. Reviewer expertise. Reviewers' *areas of expertise* and interests are noted from their submission of the reviewer informational form.
2. Receipt of choral works. Publishers and composers submit choral works to ACDA/the Choral Reviews editor; these works are collected into categories and prepared for dissemination.
3. Assignment to reviewers. When three to five works in any given area are assembled they are examined for possible examination by reviewers whose expressed interests and expertise align with the choices.
4. Assembly of packets. Works are recollected into packets reflect different styles and periods of music, and a diversity of both publishers and composers; we seek to reflect a broad cross-section of quality music in our choices of reviews.
5. Initial reviews step. The packets of works are sent to reviewers with an agreed deadline for submitting reviews to the *Choral Journal* choral reviews editor. Works that will not be reviewed by the reviewer for one reason or another are then returned to the choral reviews editor for possible reassignment to another reviewer or are eventually excluded from the review process altogether. The reviewer is the final step in establishing what music is of the highest quality for one's area of expertise.
6. Final reviews step. Received reviews are edited and refined for publication by both the author and the choral reviews editor. Final content, style, and format issues are addressed at this stage.
7. Submission. Final versions of the reviews are sent to the Editor of *Choral Journal* for formatting and typesetting. The choral reviews editor is fully responsible for addressing editing decisions. The order of publication will be based on the journal's needs and a desire to balance content, R&S areas, and reviewers' submissions.
8. Publication. When each review is finalized in terms of style, format, content, and other desiderata, it will be placed in the regular publication cycle for the *Choral Journal*. Online, the review will also appear in the online version of ACDA choral reviews, at [choralreviews.com](http://choralreviews.com) with additional information: JWPepper catalog identification for composition and blogging options, *Choral Journal* issue (when published), etc.

### **Keep these points in mind.....**

- Please follow your deadline to have your review published in a timely manner!
- Review only those pieces that are effective and worthy. *If you have received a work that you would rather not review, notify the choral reviews editor as soon as is possible.*
- Send your review by e-mail. If you do not receive confirmation of receipt in 48 hours, please send it again.
- THANK YOU for sharing your judgment, experience, and writing skill with the readers of *Choral Journal*.