International Society for Music Education 34th World Conference
Sibelius Academy, University of the Arts Helsinki, Finland
2-7 August, 2020

CALL FOR SUBMISSIONS

Conference Theme: Visions of Equity and Diversity

ISME President: Susan O'Neill, Simon Fraser University, Canada
Conference Chair: Elina Laakso, Sibelius Academy, University of the Arts Helsinki, Finland
Scientific Committee Chair: Andrea Creech, Laval University, Canada

The International Society for Music Education (ISME) invites submissions for the 34th World Conference in Helsinki, Finland, from August 2 to 7, 2020. The 2020 ISME World Conference aims to foster global understanding and cooperation among the world's music educators. By strengthening ties and sharing ideas about diverse aspects and issues within music education, the 2020 ISME World Conference helps to promote music education world-wide for people of all ages.

The theme for the 2020 ISME World Conference is *Visions of Equity and Diversity.* There is a need to make equity and diversity ever-present in all aspects of music education and to promote teaching and learning as a culturally responsive, life-long journey of transformation. The 2020 ISME World Conference will provide opportunities for music education scholars and practitioners from around the world to engage in collaborative and imaginative encounters with the aim of transforming practices to embrace equity, diversity and inclusion through high-quality and impactful music education for all.

Proposals for papers, posters, symposia, and workshops are invited from participants world-wide. ISME encourages submissions that align with the conference theme *Visions of Equity and Diversity* from researchers and practitioners at all career stages including graduate students and early career professionals.

NEW Presidential Sessions — For each submission that aligns with the conference theme *Visions of Equity and Diversity*, authors will have the option of being considered by the President and Scientific Committee for a limited number of *Presidential Sessions*. Presidential Sessions will be curated to foster collaboration between scholars (or between scholars,

students, practitioners, etc.) who have rarely if ever collaborated before and who come from different regions, disciplinary perspectives and/or methodological approaches but examine similar or related issues/topics that align with the conference theme. If you would like your submission to be considered for a Presidential Session, please indicate this by selecting the "Presidential Session" option on the online submission form.

> Examples of questions to consider for Presidential Sessions that relate to topics addressing the conference theme include but are not limited to:
>
> 1. Whose interests are served in the music education enterprise?
>
> 2. What do we know about the challenges and impacts of equity and diversity in music education?
>
> 3. What are the implications of increasingly segregated and unequal music education systems nationally and globally?
>
> 4. How can research impact on music education practices and/or policies in ways that address equity, diversity and inclusion?

Commissions and Special Interest Groups (SIGs) — For each submission, authors will have the option of being considered for a limited number of sessions organized by a Commission or SIG during the World Conference. If you would like your submission to be considered for a Commission or SIG Session, please indicate this by selecting the "Commission and SIG Session" option on the online submission form.

ISME has 7 Commissions and 10 SIGs as follows:

> **Commissions**
> - Research Commission
> - Community Music Activity Commission (CMA)
> - Early Childhood Music Education Commission (ECME)
> - Education of the Professional Musician Commission (CEPROM)
> - Commission on Policy: Culture, Education and Media
> - Music in Schools and Teacher Education Commission (MISTEC)
> - Music in Special Education and Music Therapy Commission

Special Interest Groups (SIGs)
- Forum for Instrumental and Vocal Teaching
- Musicians' Health and Wellness
- Spirituality and Music Education
- Jazz
- Practice and Research in Integrated Music Education (PRIME)
- Sistema
- Music Technology
- Applied Pedagogies (was Active Music Making)
- Assessment, Measurement, and Evaluation
- Popular Music

Submission Review Panels

NEW **Submission Review Panels** — Every paper (individual and roundtable), poster and symposia presentation must be submitted to a Review Panel. For each submission, after **selecting a Review Panel (required),** you will have the option of choosing to have your submission considered for a limited number of **Presidential Sessions (optional)** and/or **Commission or Special Interest Group Sessions (optional)** in the conference program.

Review Panel 1: Leadership in Music Education
Equity and diversity issues related to leadership in music education; cases of innovative or successful models of leadership organisation; implementation of programmes in music education focusing on the development and practice of leadership.

Review Panel 2: Curriculum Studies and Pedagogies
Multidisciplinary and multi-arts considerations for the music curricula and pedagogies; teaching practices that focus on capacity development and/or equity, diversity and inclusion; considerations for special needs learners; emerging strategies for teaching indigenous music and decolonizing the music curriculum; complicated conversations and research shaping innovative music curricula and pedagogies.

Review Panel 3: Community Music and Music and Leisure
Approaches, priorities and issues impacting all aspects of community music; equitable and diverse musical needs, interests, and capacities in leisure contexts.

Review Panel 4: Research Methodologies
Issues that address the study, design, development, and evaluation of a diverse range of methodologies and types of evidence in music education research; current debates related to epistemological, ontological, and ethical questions underlying research methodologies in music education.

Review Panel 5: Musical Development and Learning Across the Life Course
Musical development processes for children, adolescents, and adults, including the role that social and cultural processes and context play in life-span development; equity and diversity in learning contexts across the life course; learning theories and related issues concerning cognitive, affective, motivational, behavioural, social, and cultural influences on learning.

Review Panel 6: Historical, Social, and Cultural Music Education Contexts
History and historiography of music education; social, cultural and intercultural education through music; indigenous knowledge systems and what they tell us about music education; the music teacher as a cultural activist; music education environments; role of interdisciplinary, situated, collaborative, interactive, informal, and nonformal contexts on music teaching and learning.

Review Panel 7: Evaluation and Assessment in Schools
Identifying educational interventions that improve music instructional and learning outcomes; evaluating reforms, programs, professional development, assessment systems, and/or policy implementation; classroom assessment practices, innovative methods and approaches to evaluation and/or assessment; equity and diversity issues related to evaluation and/or assessment in music classrooms and school contexts.

Review Panel 8: Education in Music Professions
Equity and diversity opportunities in music professions; integration of technology, innovation, professional development, reform, and/or instructional methods into professional music education; musician/educator mentoring and professional development; professional identity, socialization, and responsibility; expertise development; interprofessional and interdisciplinary collaboration; social, cultural, economic, and organizational efforts that relate professional music education to professional practice.

Review Panel 9: Postsecondary Music Education
Issues in postsecondary music education; conservatory contexts for teaching and learning; Equity and diversity and/or social justice theory and practice in postsecondary music and music

education contexts; music as technical and vocational education and training; continuing education through music participation.

Review Panel 10: Music Teacher Education and Professional Development
Issues and innovations related to music teacher education within all levels of school or community settings; teacher preparation and professional development; equity and diversity in knowledge areas and roles for preservice teachers and teachers in their sites of practice, including working with vulnerable and underserved populations; reflective practice and inquiry-based approaches to music teacher education.

Review Panel 11: Music Education Policy and Social Justice Education
Multidisciplinary approaches to wide-ranging issues addressing formal, informal and nonformal music education that explore policy and/or politics/social justice implications; sustainable development in the arts; educational policy related to music internationally, social justice in music education; activism and music education in policy and practice; relationships and tensions among political actors and organizations/institutions involved in implementation and decision making in music education contexts; public opinion and policy-making processes in music education; policies and practices influencing equity, access, and opportunity.

Review Panel 12: Early Childhood Music Education
Equity, diversity and inclusion in early childhood music education; musically nurturing young children; developmental characteristics of early childhood music making; teaching and learning in early childhood music education.

Review Panel 13: Music in Therapeutic and Special Education Contexts
Exploring curricula and pedagogies for children with special needs; teaching and learning music in therapeutic settings; equity, diversity and inclusiveness in special needs music education; music therapy and personal, social and/or cultural development.

Review Panel 14: Music, Health and Wellbeing
Issues related to music, health and wellbeing in both educational and professional contexts; equity, diversity and inclusion related to health and/or wellbeing in music making; relations between teaching and learning music and health and wellbeing; actions towards improving the health and wellbeing of the musicians of today and tomorrow.

Review Panel 15: Popular Music and Jazz in Education
Wide-ranging considerations for popular music and jazz curricula and pedagogies; teaching practices that focus on capacity development and/or equity, diversity and inclusion;

considerations for special needs learners; research shaping innovative popular music and jazz curricula, teaching, learning and assessment practices.

Review Panel 16: Music, Media and Technology
Equity, diversity and inclusion issues related to music, media and technology; music technology in teaching and learning contexts; digitization in arts/music education; social media and music education, multimodal practices in music teaching and learning.

Review Panel 17: Cross Curricular and Integrated Music Practices
Embedding and blending music in the teaching of other subjects; music-infused curricula, pedagogies, and practices; music and multi-arts/multimodal/multiliteracy practices; equity and diversity issues related to integrated arts and music teaching and learning in diverse contexts.

Submission Procedures and Policies

Note: Deadline for all Submissions is October 1st 2019 at 11:59pm Pacific Time.

The following procedures and policies must be adhered to. Failure to follow these polices will result in submissions being removed from consideration.

- **Submissions are open to ISME members only.** All presenters and co-presenters must be an ISME member at the time of submission, at the time of acceptance, and at the time of presenting.

- **Submissions are accepted online only.** This system will be available to ISME members through the ISME 2020 conference website at: www.isme2020.fi

- **All submissions and presentations must be in English.**

- **Submissions must arrive by the deadline**. The submission system **closes on October 1st 2019 at 11:59pm Pacific Time**. Late submissions will not be accepted.

- **There will be no deadline extension**. Applicants should ensure that they begin the process of submitting in good time and should not assume that the deadline will be extended.

- **Abstracts only are required by the deadline for submissions.**

- **Submission of full papers.** Applicants who want to submit full papers for publication in the conference proceedings **must upload their full paper by October 1st 2019 at 11:59pm Pacific Time.** Full papers submitted after this deadline will not be included in

the conference proceedings. All full papers must be in the format of the *Guidelines for Authors*. Submissions that are not presented in the required format will not be included in the conference proceedings.

- **Formats of submission.** ISME accepts four submission formats:
    1) Papers (includes individual and roundtable)
    2) Posters
    3) Symposia (includes diverse format sessions)
    4) Workshops (includes demonstrations)

- **Submission review panels.** Each paper (individual and roundtable), poster, and symposia submission must select one *Review Panel* that corresponds the best with your topic area.

- **All submissions—including symposia—must be made *without author identification*, for blind review.** Submission that are not blinded will be automatically rejected. Note: References may include citations from the author(s) if applicable.

Submission Requirements

Please read the requirements carefully. Only submissions that adhere to the requirements will be considered.

- **References, tables and figures**. These should be added at the end of the document and are not included in the word count. No more than a total of two (2) tables and/or figures may be included.

- **Include full details of any special requests.** The submission MUST include details of any equipment, instruments, or facilities that you will require and cannot provide yourself. If any requirements are not included in the submission the conference organizers cannot guarantee to meet your needs and you may need to find alternative ways to present.

- **Participant registration and attendance requirement.** To be included in the published program, individuals must be registered on the Submission System. This includes co-presenters, panelists, and symposia participants. All presenting authors of accepted papers and all participants in accepted sessions (presenting authors, chairs, and discussants) are required to register for and attend the 2020 ISME World Conference and to be present at the scheduled sessions. *Submission is a commitment to do so.*

- **First author participation limits.** To promote broad participation at the 2020 ISME World Conference, an individual may not appear as first author on more than TWO

paper (individual or roundtable) and/or poster submissions and TWO symposia and/or workshop submissions. If a submitter exceeds these limits, the earliest submissions only will be reviewed. The purpose of this requirement is to limit the number of first author submissions in any one year. The Scientific Committee reserves the right to further limit the number of presentations accepted for any one individual.

- **Other participation limits.** In addition, an individual may not appear on the program more than four times (e.g., in the role of chair, discussant, or presenter/participant). The participation limit does not include participation in invited speaker sessions or any session connected with an ISME office, committee, or award.

- **Originality of submissions.** Do NOT submit the same proposal for a Commission pre-conference seminar and the World Conference. Submissions that have been previously published or presented at another professional meetings are NOT eligible.

- **Selling resources.** If your submission is accepted for presentation please note that sessions should not be used to sell resources, publications or other products.

- For general questions about submissions, contact the ISME International office at submissions@isme.org

Submission Formats

ISME 2020 World Conference accepts four submission formats: 1) papers, 2) posters, 3) symposia, 4) workshops. Instructions for each submission format are provided below.

1. Papers (Individual and Roundtable)

Paper presentations involve one or more co-authors and will take place in two formats: individual papers and roundtable papers. Each paper submissions must be submitted to a review panel. If you are submitting more than one paper/poster/workshop/symposia you may choose the same or a different review panel for each submission. During the submission process, you will be asked to select your preferred presentation format for that paper—individual or roundtable (see format descriptions below). Although you will be able to indicate your preferred presentation format, we cannot guarantee that all accepted papers will be allocated to preferred formats. Papers that are accepted will be grouped and allocated to presentation formats by the Scientific Committee. *It is therefore recommended that you anticipate that your paper may be accepted to either of the presentation formats— individual or roundtable—when making your submission.*

There are two types of submission for papers: **Abstract only** or a **Full Paper with an Abstract**.

Abstract. Abstracts must be in English. Submissions will be removed from consideration if the paper exceeds the word limit or includes author identification.

Abstract word limits:
- 15 words or fewer for paper title
- 400 words or fewer for abstract (excluding title)
- References, tables, and figures should be added to the end of the document and are not included in the word count. No more than a total of two (2) tables and/or figures may be included.

Abstracts must address and will be reviewed on the following five items:
1. Theoretical/pedagogical background of the paper
2. Aim/focus of the work/research reported
3. Method/approach/modes of inquiry
4. Results and/or summary of the main ideas
5. Conclusions and implications for music education

Abstract submission format and revisions:
- No specific format, such as APA, is required.
- Submitters can review and make changes to a submission DRAFT prior to the deadline, including uploading a revised abstract. After the submission has been completed, submitters can still review their submission but can no longer make any changes to it.

Full Paper. Full papers must be in English. Full papers are for presenters who wish to have a fully refereed paper considered for publication in the Conference Proceedings. Submissions will be removed from consideration if the paper exceeds the word limit or includes author identification. Only Abstracts are required by the conference deadline. Full papers **must be uploaded to the online submission website by October 1st 2019 at 11:59 PM Pacific Time.** Full papers submitted after this deadline will not be included in the conference proceedings. All full papers must be in the format of the *Guidelines for Authors*. Submissions that are not presented in the required format will not be included in the conference proceedings.

Full paper word limits:
- 15 words or fewer for paper title
- 400 words or fewer for abstract (excluding title)
- 1800 - 3000 words in length for full paper (excluding title and abstract)

- References, tables, and figures should be added to the end of the document and are not included in the word count.

All Paper submissions must conform to the Guidelines for Authors provided on the submission website and should develop further the items 1–5 as indicated above under "Abstract."

Presenters should note that Full Paper submissions will be refereed according to a two-stage process:

1. Abstracts will be refereed for inclusion as a presentation in the Conference Program. Abstracts must address and will be reviewed on the following five items:
1. Theoretical/pedagogical background of the paper
2. Aim/focus of the work/research reported
3. Method/approach/modes of inquiry
4. Results and/or summary of the main ideas
5. Conclusions and implications for music education

Abstract submission format and revisions:
- No specific format, such as APA, is required.
- Submitters can review and make changes to a submission DRAFT prior to the deadline, including uploading a revised abstract. After the submission has been completed, submitters can still review their submission but can no longer make any changes to it.

2. Full Papers will be refereed for inclusion in the Conference Proceedings. It is possible, therefore, that some Full Paper submissions will be accepted for presentation but will not appear in the Conference Proceedings. Authors should expect to be notified separately of presentation and Full Paper publication decisions.

Copyright (Full Paper submissions *only*)
At the time of a Full Paper submission, presenters must indicate agreement with the following copyright conditions:

Copyright Agreement:
I hereby assign to the International Society for Music Education (ISME), copyright of the Full Paper I am now submitting for use by the Society in all formats and through any medium of communication if it is accepted for Publication in the refereed Conference Proceedings.
- I understand that the Full Paper I am submitting will be refereed for possible inclusion in the Conference Proceedings and that it may also appear on the ISME website.

- I confirm that the Full Paper is original and has not been published previously nor is currently under consideration elsewhere, that I have obtained all necessary permissions for the reproduction of content not owned by me (e.g., illustrations, photographs, charts, and other visual material, etc.), and that the Contribution contains no unlawful statements and does not infringe any rights of others.
- I understand that I will retain copyright of the original submission for purposes of duplicating the article, placing it on my personal and institutional websites, etc., but will give ISME the first and exclusive rights to publish the ISME-formatted and edited version in print or online in ISME Conference Proceedings and/or journals.
- I understand that if my Full Paper is not selected for publication in the Conference Proceedings, then upon such notification the copyright will revert back me (the author).

Session Formats for Paper Submissions

Meeting rooms for individual paper sessions will be set up theater-style; roundtable sessions will be set up with roundtables. The following session formats are used by the Scientific Committee to group accepted papers.

Individual. During individual paper sessions, authors present their papers, followed by audience discussion. Individual papers may be single authored or co-authored. Individual paper submissions are allocated to topic area sessions by the Scientific Committee and a chair is identified. A typical structure for a 90-minute individual paper session with three papers allows approximately 20 minutes per paper and 10 minutes of discussion. Session chairs may adjust the timing based on the number of papers scheduled for the session. Individuals must be attentive to the time allocation for presenting their work in individual paper sessions. All individual paper sessions will have a screen, LCD projector, audio player and speakers available in the room.

Roundtable. Roundtable sessions allow maximum interaction and discussion among presenters and attendees. Papers accepted for a roundtable session will be grouped by the Scientific Committee into tables with up to six papers per table, clustered around shared interests. At a roundtable session, each roundtable will have a designated chair, who is knowledgeable about the research area, to facilitate discussion and participation. Each roundtable will be scheduled for a 90-minute session. Each presenter will have approximately 10-12 minutes to present their paper followed by an extended period for discussion. Because of the physical configuration of this type of session, no additional audiovisual equipment, such as a screen or LCD projector, is provided. Authors wishing to display information may do so from their own laptop computer screens. If you plan to use a laptop, please be sure the battery is charged, as no power source will be provided.

2. Posters

Poster sessions combine graphic display of materials with the opportunity for individualized, informal discussion of the research throughout a 90-minute session. Individual presenters set up displays representing their papers in a large area with other presenters. Because of the physical configuration of this type of session, no additional audiovisual equipment, such as a screen or LCD projector, is provided.

Abstracts for Poster submissions must follow the same rules given for Papers, above. Authors of accepted Posters are invited to bring with them a Poster to display during the Conference. Poster specifications (size, format, etc.) will be provided upon acceptance. Titles of Abstracts for the Poster Session will appear in the Conference program and the Abstracts will appear in the Conference Abstract book.

3. Symposia

Symposia are fully planned sessions related to a specific topic area involving multiple presentations or participants and a chair. Organized symposia sessions are encouraged and expected to make a distinctive and creative contribution to the Conference. Symposia will normally be allocated to 90-minute sessions, consisting of presentations and discussions according to the decisions of the convenor. The symposium convenor (chair) must supply all information required by the online submission system.

All symposium presenters are expected to prepare a paper or commentary paper. Symposium submissions must have a minimum of three (3) participants and are limited to six (6) participants for 90-minute sessions. The number of participants includes presenters and discussants. These limits are in addition to the chair. The presentation limits are to allow for meaningful presentation, discussion, and audience participation.

Symposia word limits:
- 15 words or fewer for symposium title
- 300 words or fewer for overall symposium session summary without any author/participant identification. The summary will be published in the Conference Abstract book and must address the following elements:
    1. Objectives of the symposium
    2. Overview of the presentation format
    3. Scholarly or scientific significance
    4. Structure for the session
- 300 words or fewer for each participant's paper/presentation summary to be included in the symposium. These summaries will be published in the

Conference Abstract book and must not include the name of the participant. Abstracts must address and will be reviewed on the following five items:

1. Theoretical/pedagogical background of the paper
2. Aim/focus of the work/research reported
3. Method/approach/modes of inquiry
4. Results and/or summary of the main ideas
5. Conclusions and implications for music education

Symposia submission format and revisions:

- Symposium summary upload with no author identification is a consolidated document containing the session summary (300 words or fewer) and a paper/presentation summary for each presenter in the session (300 words or fewer). The consolidated document should not extend or expand upon the summaries. References, tables, and figures should be added to the end of the document and are not included in the consolidated word count. No more than a total of two (2) tables and/or figures may be included. The submission will be removed from consideration if the upload exceeds the word limit or contains author identification.
- Symposium submissions need to include chairs and, if applicable, discussants, with appropriate expertise. Chairs and discussants need to have substantive background and expertise appropriate to the session, and the knowledge and skill to guide the session (beyond keeping time).
- No specific format, such as APA, is required.
- Submitters can review and make changes to a submission DRAFT prior to the deadline, including uploading a revised abstract or consolidated document. After the submission has been completed, submitters can still review their submission but can no longer make any changes to it.

Session Formats for Symposia Submissions

Symposia sessions provide opportunities, not afforded by a single paper, to examine a specific education problem or topic from a variety of perspectives, engage in intensive discussion, or draw on a wide range of experiences. Organizers of sessions propose the topic, identify participants, and describe the format to be used. The organizer must obtain the consent of all participants (who must be ISME members at the time of submission and presentation) before advancing a symposium submission. In general, symposium submissions should include presenters from different institutions or from different research groups or regions of the world.

Symposia. A symposium provides an opportunity to examine specific research issues, problems or topics from a variety of perspectives. Symposia may present alternative solutions, interpretations, or contrasting points of view on a specified subject or in relation to a common topic area. Symposia may also use a panel discussion (colloquia) format targeted at a clearly delineated research issue or idea with one or more invited discussants. Symposia may be quite interactive, where a large portion of the session is devoted to discussion among the presenters, discussant(s), and audience (e.g., town hall meetings or panel discussions on a single topic with a group of speakers who propose their points of view and, under the guide of the chair or convenor, discuss these with the audience). Innovative formats are encouraged and can be proposed under this format provided they are submitted with a clear, specific, and coherent rationale. Accordingly, organizers of symposia may use (and are encouraged to use) a range of presentation modes—including brief opening remarks—to convey key points and catalyze discussion among attendees.

4. Workshops

A workshop or demonstration provides an opportunity to exchange information or work on a common problem, project, practice or shared interest. Presentations are brief, allowing adequate time for reflective discussion, 'hands-on' activity, and/or interaction. The workshop format is designed for sessions that provide information relevant to the research process or other elements of the work of music education professionals. Workshop/demonstration submissions are expected to include a chair.

Workshop word limits:
- 15 words or fewer for paper title
- 400 words or fewer for abstract
- References, tables, and figures should be added to the end of the document and are not included in the word count. No more than a total of two (2) tables and/or figures may be included. Submissions will be removed from consideration if the paper exceeds the word limit or includes author identification.

Workshop abstracts must address and will be reviewed on the following five elements:
1. Background
2. Objectives or purposes
3. Content (including description of workshop activities)
4. Methods, approaches or modes of inquiry (including description of how the audience will be engaged in practical interaction)
5. Applications for music education

Workshop abstract submission formats and revisions:
- No specific format, such as APA, is required.
- Submitters can review and make changes to a submission DRAFT prior to the deadline, including uploading a revised abstract or paper. After the submission has been completed, submitters can still review their submission but can no longer make any changes to it.

Session Formats for Workshop Submissions

Sessions will have designated time-slots (normally a maximum of 60 minutes, consisting of no more than 45 minutes for the Workshop and 10 minutes for the discussion/questions, with 5 minutes between sessions). Presentations within Workshop sessions are brief, allowing adequate time for reflective discussion, 'hands-on' activity, and/or interaction; do NOT submit an individual paper for a Workshop session.

Demonstration groups of pupils can only be used if all arrangements are organized by the presenter, because the organizing committee cannot provide for this. For demonstrations of software or other equipment, authors will be responsible for ensuring that the necessary equipment is available. Submissions must therefore include a full description of the equipment and facilities needed.

Common Submission Mistakes to Avoid

- Uploading papers with author identification. All abstract uploads for submissions for papers (individual and roundtable), posters, symposia, and workshops are submitted without author identification.

- Exceeding the word limit. Paper and poster submissions have different word limits than symposia and workshops).

- Submitting the same submission to multiple review panels/topic areas; submissions may be submitted only to one review panel.

- Submitting a previously published or presented paper; do NOT submit the same paper to both the World conference and a Commission for a pre-conference seminar.

- Uploading the incorrect paper to a particular submission.

- Indicating the wrong category for your submission (e.g., paper versus symposia submission). Also, for paper submissions, you must specify your *preferred* presentation format (individual or roundtable).

Frequently Asked Questions (FAQs)

- **Do I need to be an ISME Member to submit to the ISME 2020 World Conference?** Yes, you MUST be an ISME Member to submit. All presenters and co-presenters must be ISME members.

- **What is the deadline for the 2020 ISME World Conference Submissions? October 1st 2019** at 11:59 PM Pacific Time.

- **What is the difference between an individual paper and a roundtable paper?**
  - **Individual Paper Submission:** An individual paper submission is an individual paper with one or more co-authors to be presented in a room set up theatre-style. A typical structure for a 90-minute individual paper session with three papers allows approximately 20 minutes per paper and 10 minutes of discussion. All individual paper sessions will have a screen, LCD projector, audio player and speakers available in the room.
  - **Roundtable Paper Submission:** A roundtable paper submission is a paper with one or more co-authors to be presented in a room set up with roundtables to encourage maximum interaction and discussion among presenters and attendees. At a 90-minute roundtable session, up to five papers clustered around shared interests will be presented. Each presenter will have approximately 10–12 minutes to present followed by an extended period for discussion. There will be a designated chair, who is knowledgeable about the research area, to facilitate discussion and participation. Because of the physical configuration of this type of session, no additional audiovisual equipment, such as a screen or LCD projector, is provided. Authors wishing to display information may do so from their own laptop computer screens. If you plan to use a laptop, please be sure the battery is charged, as no power source will be provided.

- **What is the word count for a paper (individual and roundtable) and poster submission?**
  - 15 words or fewer for paper title
  - 400 words or fewer for abstract (excluding title)

- References, tables, and figures should be added to the end of the document and are not included in the word count. No more than a total of two (2) tables and/or figures may be included.

- **What is the word count for a symposia submission?**
  - 15 words or fewer for symposium title
  - 300 words or fewer for overall symposium session summary without any author/participant identification. The summary will be published in the Conference Abstract book and must address the following elements:
    1. Objectives of the symposium
    2. Overview of the presentation format
    3. Scholarly or scientific significance
    4. Structure for the session
  - 300 words or fewer for each participant's paper/presentation summary to be included in the symposium. These summaries will be published in the Conference Abstract book and must not include the name of the participant. Abstracts must address and will be reviewed on the following five items:
    1. Theoretical/pedagogical background of the paper
    2. Aim/focus of the work/research reported
    3. Method/approach/modes of inquiry
    4. Results and/or summary of the main ideas
    5. Conclusions and implications for music education

- **What is the word count for a workshop submission?**
  - 15 words or fewer for paper title
  - 400 words or fewer for abstract
  - References, tables, and figures should be added to the end of the document and are not included in the word count. No more than a total of two (2) tables and/or figures may be included. Submissions will be removed from consideration if the paper exceeds the word limit or includes author identification.

- **Should I include author identification?** No. Author identification should not be included for any abstract or full paper submissions for any presentation format.

- **Can I submit the same submission to more than one review panel?** No. Each submission can be submitted to one review panel only.

- **How many times can I be listed as the first author or participant in the program?** Each individual can be listed as the first author twice and may not appear on the program more than four times, e.g., in the role of co- author, chair, and discussant. This limit

does not include participation in invited sessions or any session connected with an ISME office, committee, or award.

- **Is there a limit on the number of co-authors on my paper?** No. There is no limit for co-authors listed as long as they all contributed to the paper.

- **What do I do if I forgot to add my co-author?** Prior to the submission deadline you can log in and edit your submission, including adding co-authors.

- **Do I need to use a specific format or style, such as APA?** No, you do not need to use a specific style.

- **Why is my submission removed from consideration?** Submissions are removed from consideration if you do not follow ISME policies. The main reasons could be that you:
  - submit a proposal to write a paper rather than a complete paper (though the paper may be preliminary);
  - include author identification;
  - exceed the word limit (there are different word limits for papers and symposia and workshop submissions);
  - submit the same paper to more than one conference review panel; or
  - submit a paper that has been previously presented or published.

- **Can I change the conference review panel I am submitting to after I have already submitted?** You can change the review panel you submit to if the submission deadline has not passed. The only way to change the review panel is to completely delete your original submission and then resubmit to the new review panel.

- **I submitted my paper to a journal for publication (or to another conference for presentation). Can I still submit to ISME?** Yes, as long as the paper has not been previously published or presented. If you find out after submitting to ISME that your paper has been accepted for publication or presentation at another conference, you can still present at ISME as long as the publication or presentation date is after ISME. If it is before, you should withdraw the submission from ISME.

- **What if my affiliation/university has changed and I want to update my information?** Once you log in to your ISME account, you can click the "My Profile" link to edit your profile.