



Missouri Music Educators Association

A Federated Association of the National Association for Music Education

Missouri School Music Magazine

Official Submission Guidelines

Purpose of the Magazine

Missouri School Music exists to provide resourceful, current best practice for Missouri music educators. Articles should be informational, educational, helpful, and inspirational. The strongest submissions inspire teachers in the field rather than editorialize or promote personal agendas. Endorsements of cost-related products or services should not appear within articles; such content may be submitted through paid advertisement channels.

Article Length & Format

- Suggested word limit for Vice Presidents, Officers, and Advisory members: 650 words.
- Concise, **single-page** articles are strongly preferred based on member feedback.
- If additional length is necessary, communicate with the editors at least one week prior to the submission deadline.
- Articles should be submitted with the desired formatting (use HUB template)
- Editors reserve the right to format submissions for length and consistency.

Authorship & Quality Expectations

- Articles should reflect the authentic voice and professional experience of the author.
- Articles should be proofread by at least one additional person before submission.
- Use APA writing style when appropriate and credit all ideas not your own and honor all copyright requirements.
- Tribute or memorial articles must be approved by the MMEA President one month before the submission deadline.

Images & Copyright

- Photos are welcome and encouraged (jpg, png, psd, pdf)
- Submit images at the largest file size possible; files under 1 MB are unlikely to be usable.
- Send images separately from the article text in the submission form.
- Personal photos (from your phone) are always acceptable, provided the subject of your photo has permitted usage.
- Adobe Stock images may be used (editors have an account); include image number and screenshot for verification.
- Images copied from websites or social media without permission cannot be used.

District President Submission Requirements (Fall & Spring issues)

Each district has a half-page to present information. The district president's submission should include:

- District website
- Current district officers
- District calendar (important dates and events)

District Presidents are not required to write full articles. Extended remarks may be shared via QR code if the text exceeds a half-page.

Submission Process & Deadlines

- Upload articles according to instructions provided by the Website Director (website@mmea.net).
- Please respect all **submission deadlines** to ensure timely printing and delivery. (**Aug 1, Nov 1, Feb 1, April 1**)
- Consider the focus/theme provided by the MMEA President for each issue (not required, but encouraged).

We look forward to working with you. Please contact the editors with questions or concerns.

Editors: Kathy Bhat & Nathan Rudolph

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