

## THE AMERICAN ORGANIST Submission Guide

Published monthly by the American Guild of Organists, THE AMERICAN ORGANIST is the world's most widely read magazine dedicated to organ and choral music. Although several publications had ties to the Guild throughout the 20th century, TAO is the only monthly periodical to stand the test of time as the official magazine of the AGO. Founded in 1967 as *Music: The AGO Magazine*, the publication has been called THE AMERICAN ORGANIST since 1979. Since 1975 the magazine has also been the official journal of the Associated Pipe Organ Builders of America.

### MONTHLY DEPARTMENTS

The editorial deadline for most monthly departments is two months prior to the issue date (e.g., January 1 for the March issue). Department-specific information follows below:

#### AGO Chapter News

##### Submissions: [chapternews@agohq.org](mailto:chapternews@agohq.org)

Reports on the recent programs of individual AGO chapters. All reports received are published. Please write with a national audience in mind, rather than a local one, as this department can be a helpful source of inspiration for chapter programming; additionally, please avoid writing in the first person (singular or plural) and listing all repertoire performed in recitals (highlights or unfamiliar works are OK). For photo captions, please include the name of the venue and the names of all individuals pictured. For photos that include individuals under age 18, it is the chapter's responsibility to ensure that the parents of the persons in question have given consent for the image to be published. Submissions should be limited to 350 words and one photo; collage photos will not be accepted. For major chapter events requiring more extensive descriptions (January Jubilees, February Flourishes, multi-day workshops, anniversary celebrations, etc.), consider submitting a feature article (additional guidance under "Feature Articles," below).

#### Calendar

##### Submissions: [calendar@agohq.org](mailto:calendar@agohq.org)

State-by-state listing of upcoming recitals, concerts, and music-centric liturgies (e.g., Choral Evensong or Lessons & Carols). Listings extend from the 15th of the issue month to the 14th of the following month (e.g., March 15–April 14 for the March issue). Deadline is the 15th of the second preceding month (e.g., January 15 for the March issue). Please include name of performer, name of venue, city, date, and time. For example:

Jane Q. Organist, Riverside Church, New York, 1/23, 4 pm

#### Letters to the Editor

##### Submissions: [nbergin@agohq.org](mailto:nbergin@agohq.org)

Letters to the editor may be published whole or in part.

## **New Organs**

### **Submissions: [neworgans@agohq.org](mailto:neworgans@agohq.org)**

Short articles describing recent organ projects (pipe or digital), whether new builds or renovations of existing instruments. Word count, including stoplist, should not exceed 750; submissions may also include up to four photos.

## **Pipings**

### **Submissions: [pipings@agohq.org](mailto:pipings@agohq.org)**

News and announcements relevant to organists, organbuilders, and choral musicians; includes information about professional appointments, retirements, recital activities, premieres, organ projects, recordings, publications, competitions, internships, grants, awards, etc., as well as obituaries.

## **Recitals**

### **Submissions: [recitals@agohq.org](mailto:recitals@agohq.org)**

Recent recital programs. Please include performer name, date, venue, city, and state, followed by repertoire, formatted as composer last name, *italicized title*. For example:

JOHN Q. ORGANIST, 1/23/24, Riverside Church, New York, N.Y. Bach, *Prelude and Fugue in C*, BWV 547. Franck, *Choral III*. Mendelssohn, *Sonata 1*. Laurin, *Trumpet Tune*.

## **Reviews**

Reviews of recordings, scores, and books of interest to organists, organbuilders, and choral musicians. Proposals for material to be reviewed may be sent to Nicholas Bergin ([nbergin@agohq.org](mailto:nbergin@agohq.org)). Review material may also be sent directly to AGO Headquarters (475 Riverside Dr., Suite 1260, New York, NY 10115) with a note that says “for review.” All submissions received will be taken into consideration; accepted material will be sent to a volunteer reviewer and, when reviewed, published as space in the magazine permits.

## **ADVERTISING**

The advertising deadline is the 15th of the second preceding month (e.g., January 15 for the March issue). For more information, see the media kit posted in the Document Center at [AGOhq.org](http://AGOhq.org) (under “Advertising”).

## **FEATURE ARTICLES**

TAO accepts unsolicited feature articles on topics of interest to organists, organbuilders, and choral musicians. By publishing a wide array of content in an attractive format, the magazine seeks to appeal to the full spectrum of the Guild’s membership, provide a publishing outlet for AGO members and friends, and maintain a diverse and lively musical culture in the United States and abroad. Pitches and finished articles are both acceptable for submission.

Unsolicited articles submitted for publication are considered contributions to the American Guild of Organists, a not-for-profit organization. Authors receive no financial compensation. It is assumed that no article has been submitted simultaneously to another journal; if that is found to be the case, the article will be rejected. TAO does not accept articles produced with significant

assistance from generative AI. Limited use of AI-generated material may be appropriate (e.g., in an article that discusses the use of AI), provided that all of the AI-generated material is identified as such and given proper attribution.

Please allow two business days for confirmation of receipt and four weeks for editorial assessment. Articles accepted will be published according to a schedule determined by the needs of the magazine and are subject to editing for style, clarity, and length. In general, *The Chicago Manual of Style* is followed. TAO's house style sheet is available upon request.

### **Text Formatting**

Please email articles as Word (.docx) files. Text should be in a standard font (Times New Roman, Arial, etc.) with minimal formatting. For example, bold type in the same point size as body text is sufficient to indicate section headings. Block quotes should be indented, offset by a paragraph space before and after, and set in a smaller font size. Endnotes (not footnotes) should be embedded using the Insert Endnote feature in Word.

### **Images and Captions**

For articles with accompanying images, attach files to the same email as the article. Do not embed images into Word documents to indicate where they should be placed; instead, use numbered image cues in the article text that correspond to a file name. Captions should be included at the end of the article, in a single list, and should also correspond to the image file names. For example:

Marcel Dupré was *organiste titulaire* of the Church of Saint-Sulpice in Paris for much of the 20th century.<sup>[01]</sup> His predecessor was Charles-Marie Widor, who held the post from 1870 to 1934.<sup>[02]</sup>

#### **CAPTIONS**

[01] Marcel Dupré at the organ of the Church of Saint-Sulpice

[02] Charles-Marie Widor as a young man

Photos must be of sufficiently high resolution to print at a reasonable size at 300 dpi. For more information on this topic, please see Linda Everhart's article on digital images, available at [tinyurl.com/everhart-photo-guide](http://tinyurl.com/everhart-photo-guide).

Authors are responsible for securing permission for the use of any copyrighted material, be it musical examples, visual art, or photos. If assistance is needed with acquiring permissions, please contact the editor.

### **Length**

While TAO does not have strict word limits, it should be borne in mind that the majority of feature articles are between 1,200 and 3,000 words. Articles that exceed this length may be divided into multiple parts.

### **Comp Copies and Article Reprints**

Authors of feature articles are entitled to one free copy of the issue in which their article appears. Additional copies maybe purchased for \$8 per issue. Articles published may not be reprinted elsewhere without written permission from the American Guild of Organists.