

SMI policy on circulars

v1 (November 2020)

SMI circulars are announcements disseminated via email exclusively to current members of the Society. Their purpose is to communicate periodic notices and updates from the SMI President, Honorary Secretary, Honorary Treasurer and other officers of Council. The circulars also serve to provide a platform for occasional announcements by individual and affiliated SMI members and by associated organisations on matters relevant to the Society's aims. These may be included in periodic circulars sent to the membership by the Honorary Secretary.

Items submitted for consideration for distribution as SMI circulars should be clearly related to musicology and cognate areas of music scholarship. The following topics are considered:

- Calls for papers (conferences).
- Published conference timetables/programmes.
- Calls for contributions to journals or edited volumes.
- Announcements of JSMI issues and of other journal special issues.
- Invitations to book launches.
- Guest lecture series, seminar series and other featured events.
- Public musicology items (including websites, blogs, broadcasts, podcasts).
- Awards or honours (received).
- Awards and honours (calls for nominations).
- Grants, fellowships and scholarships (calls for applications).
- Taught postgraduate courses.
- Job advertisements.
- Announcements by associated scholarly societies.

An item submitted for consideration for a circular should be presented in outline content only and must be no longer than 300 words. Any additional information or further content can be made available through a website link. Where appropriate, a reminder of a previous announcement may be included in a later SMI circular (e.g. a conference call for papers). In these cases, a period of at least six weeks shall lapse between the original announcement and its reminder.

The SMI circular does not facilitate follow-on messages with respect to rolling content (i.e. announcements of individual events or issues within a series announced over the same period).

SMI members who wish to have an item considered for distribution as a circular should contact the SMI Honorary Secretary by email. The content, dates and frequency of SMI circulars are at the discretion of the Honorary Secretary in consultation with the President.

SMI Circulars Appeals Process: In the event that the Honorary Secretary does not consider a submitted item to be relevant to the Society's aims or to the SMI circulars' purposes, the member concerned may appeal that decision. An appeals subcommittee will be made up of the SMI President and two members of Council other than the Honorary Secretary.

The Society for Musicology in Ireland has charitable tax exemption in the Republic of Ireland, with Registered Charity Number CHY 19361.