

Circular Policy Document

Approved by SMI Council on 13 November 2020.

Version 1, 13 November 2020.

Updated November 2023.

The SMI circular is disseminated to members via email. Its purpose is to communicate periodic notices and updates from the SMI President, Honorary Secretary, Honorary Treasurer, and other officers of Council.

The circular also serves 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 circular notices sent to the membership by the Honorary Secretary.

Items submitted for consideration in SMI's periodic circular notices should be clearly related to musicology and cognate areas of music scholarship. Notices should be related to members, to events based in Ireland, or of specific interest to Ireland. Exceptions to these principles may be considered on a case-by-case basis. The following topics are generally 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)
- Award 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

Items submitted for consideration in any SMI circular should be presented in outline content only and must be no longer than 300 words. The email software does not allow for the inclusion of attachments or pictures. 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 notice (e.g. conference call for papers). In these cases, a period of at least six weeks shall lapse between an 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 included for consideration in a periodic SMI circular should contact the SMI Honorary Secretary by email. Content and dates of SMI circular notices are at the discretion of the Honorary Secretary in consultation with the President.

SMI Circular Appeals Process: In the event that the Honorary Secretary does not consider a submitted item to be relevant to the Society's aims and/or to the SMI circular's purpose, 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.

