



A-R Editions, Inc.

**Music Publications
Production Services**

8551 Research Way, Suite 180
Middleton, Wisconsin 53562
608 836-9000
Fax 608 831-8200

Recent Researches

Manuscript and Disk Preparation

General comments

The following instructions apply to both the text (front matter, introduction, critical report, etc.) and music portions of your edition.

After you submit the manuscript, an in-house editor will copyedit the text and music for consistency and style. Once you have approved the copyedited manuscript, it will stand as your final manuscript. You will be limited in the number of alterations you may make on proof to the correction of printer's errors. Only in exceptional cases will other alterations be permitted.

The time period from the submission of a completed MS to publication of a final volume for a Recent Researches project is generally seven months. This period is broken down as follows: about two months for copyediting and author review; about two months for production; about one month for final proofs; and about two months for printing. Once we begin work on your book we expect that you will make every effort to meet the schedule that has been established.

Permissions

We cannot publish the edition unless we have copies of the necessary permissions on file.

Every volume editor signs a standard contract assuring A-R Editions that the publication of the proposed volume violates no existing copyright, either in whole or in part. This contract assigns all rights to the edition to the publisher and holds A-R Editions harmless from any claim that may arise if an editor has failed to clear the necessary copyrights or the appropriate permissions on any part of an edition, including the texts, translations, music, or facsimile reproductions. A-R Editions requires written proof that all rights and permissions have been obtained before the publication process can begin. It is therefore essential for volume editors to secure copyright licenses or other permissions for publication at the earliest opportunity, because it is often the case that smaller libraries and archives require a substantial period of time to process these requests. A lack of the appropriate letters of permission from the copyright owner, library, or holding institution can cause delays in the publication process and in some cases this can even prevent publication.

Generally speaking, the content of any work published before 1923 is in the public domain, but the physical image of that work is owned and copyrightable by the holding library or institution. Any manuscript, however, is fully copyrightable by the holding institution. Permission to publish an edition of a public domain work is usually a formality, and it is granted upon request. Permission to publish physical representations of public domain works or to create editions or publish images of manuscripts requires copyright clearance and may require the payment of a fee to the holding institution. A-R Editions generally supplies all holding institutions a copy of the publication gratis for granting permission to publish the edition. This copy is not deducted from the copies allocated to the author. If an institution requests more than one copy of the publication, or requests other publications in exchange for its publication permission, it is important to contact A-R Editions immediately. For more information about clearing copyright and/or obtaining publishing permission from holding institutions, editors are encouraged to seek the assistance of the editorial staff.

Manuscript and Disk Preparation

It is the job of the A-R Editions editor to prepare a manuscript for printing, and this process is called copyediting. You do not need to concern yourself with preparing so-called camera-ready copy (CRC). We will be typesetting everything you send us, so your time is best spent making sure that what you send us is correct in every detail and is complete. The guidelines below should help you concentrate on those aspects of the project that you must accomplish. If you have any questions about any item in these lists, please do not hesitate to contact us directly. Ask your editor if in doubt about presentation of the material or any aspect of preparation of the manuscript.

1. *Text Manuscript*

1.1 GENERAL

- a. Eliminate or reduce to a minimum cross-references that need alteration on proof.
- b. Check references, wording of quotations, etc., before submitting the manuscript. Double-check them upon receipt of the copyedited manuscript. Check carefully for consistency between the bibliography and citations in the notes. You should create a separate authority list that includes all special terminology used in your manuscript and an authority citation list that includes complete and short-reference citations for all references in your manuscript to facilitate the checking of your work.
- c. Music examples, tables, and figures should appear on pages separate from the text manuscript. Use a call-out for music examples, tables, or figures (Example x about here.) in a paragraph by itself following the paragraph in which the example, table, or figure is first mentioned. These pages need not be serially numbered, but each item should include a caption clearly identifying it.
- d. Make sure all numbers are numbers, and not, for example, the letter “el” or “o.”

1.2 WORD PROCESSING DETAILS

- a. All parts of the text (front matter, introduction and endnotes, plate captions, texts and translations, critical report, individual tables, etc.) should be in separate digital files.
- b. Text formatting should be consistent and as simple as possible. Boldface and italic may be used in the manuscript. Eliminate all non-essential formatting, such as underlined words, lines in all-caps, extra indents, etc.
- c. Paragraph margins should be set flush left with a ragged right margin; do not justify your paragraph margins.
- d. All headings and subheadings should be set flush left.
- e. Endnotes should be placed at the end of each file, starting on a new page. Please use your word-processor footnote/endnote function. Use superscript numbers for call-outs in the text.
- f. Use the spell-checker of your word processor when you are finished with your text. Remember that while spell-checkers will catch most typos, they will not find homonyms for the correct word or typos that change one word into another. Please be especially careful to check the accuracy of proper names and foreign terms and do provide a separate list of any special characters required.
- g. Use your word processor's style sheet functions to indent paragraphs and quotations. Do not use tab or spaces. However, it is preferable if you use only a few simple style formats; one or two for heads, one for regular text, and one for quotations should be adequate for most projects.
- h. Do not use hard returns except at the ends of paragraphs, or titles, or items in a list. Delete extra spaces between paragraphs, notes, extracts, etc. Use one space after colons, semi-colons, periods, etc. Use tabs, not spaces, to define columns in tables.
- i. Do not put soft hyphens at the ends of lines. Do not manually hyphenate words; turn off automatic hyphenation.

- j. Use two hyphens with no spaces on either side for em dashes or insert the em-dash as a symbol. Use en-dashes where appropriate.
- k. Present any line breaks and any indentations of poetry or text extracts as you wish them to appear on the final book page. Use a smaller font if necessary.
- l. For side-by-side texts and translations, set the material in the foreign language in a single column first, followed by a line space, then set the text in English. Do not make a side-by-side text and translation using tabs to set the right-hand column; this is very difficult to rework. Make sure that each text has the following elements in this order: title; original language text (showing all line breaks and indentations as necessary); English translation; and commentary for the particular text (optional); next title heading, etc.
- m. If your edition includes underlaid vocal text, you should prepare a separate text file with all of the underlaid text correctly syllabified. You do not need to include all repetitions of the text as it appears in the music in the file. The easiest way to prepare this file is to make a copy of your Text and Translations file, delete any translations in the copy, and then syllabify the remaining text. This file will be used to compare the underlay in the music against a standard for spelling, orthography, and correct vocal hyphenation.

1.3 FINAL COPY AND DISK PREPARATION

- a. Every page of text copy must be double-spaced with ample margins, including notes and tables.
- b. All manuscript pages must be printed or written on one side of the page only, and they must be numbered consecutively. Please mark the last page "Last page." Do not add running heads or running feet.
- c. Please do not use staples or tape on the final manuscript.
- d. Provide a separate list of special characters (diacritics, unusual symbols, music notation, etc.) showing how these characters appear on disk and in hard copy.
- e. The typesetter will probably not be able to translate tables directly from disk and will therefore need to see an original hard copy in order to reset them correctly. If tables are particularly complicated, be prepared to submit camera-ready copy, which we would then either scan or shoot and resize to fit the page. If you suspect this will be necessary, please contact your editor.
- f. All artwork should be supplied as camera-ready line art or as a black-and-white glossy photo. These should be clearly labeled with a descriptive caption that identifies the illustration. We can accept computer-generated art as an *.eps or *.tiff file from Illustrator, Freehand, or Photoshop. Always include a printed copy of any computer-generated art. Send art in separate files; do not embed images in word-processing files. Please contact us for special instructions on scanning if it is necessary to submit digital artwork.
- g. The files for your edition should be supplied on floppy or Zip disk, in PC or Mac format; or by email attachment in Rich Text Format (*.rtf). Check with the editorial staff before sending files in other formats. (Most word-processors have a "Save as" feature where a copy of the current document can be made and the file format can be altered.)
- h. The version of the text on disk provided must be your final and complete version. Please include a double-spaced printed copy that matches exactly what is on the disk. Any discrepancies between the hard copy and disk can cause unnecessary delays in the production schedule. Delete all old versions of your files.
- i. Label disks clearly with your name, the title of the edition, and the series (e.g. "Renaissance" or "Baroque"). Include the name and version number of the program that was used to create all digital files that are submitted to us.

2. *Music Manuscript*

2.1 FINAL COPY AND DISK PREPARATION

- a. Provide a final hard copy version of your manuscript; all manuscript pages must be printed or written on one side of the page only. All pages should be of the same size. It is not necessary to use a computer music program, but if you do, please submit a laser-printed score. When handwritten, the music manuscript should be done in black ink, and the original copy should be submitted. If it is clear, dark, and legible, we will accept a photocopy of a final pencil manuscript.
- b. Music pages should be numbered in a sequence separate from the text, and a notation should appear on the last page.
- c. Leave all staves showing at all times. Empty staves will be dropped in the final score, but all staves need to be present for copyediting and engraving. If you have two instruments sharing the same staff, please contact your editor as soon as possible to determine whether or not the manuscript should be submitted with individual staves for each part or whether it is advisable to combine instruments on single staves.
- d. A-R Editions uses proprietary software called MusE for music engraving. We are sometimes able to translate files generated by commercial music-engraving software packages (Finale, Score, Sibelius, etc.) to this format; contact us for special requirements for music files if you will be submitting a digital score. Label disks clearly with name, title of edition, and series (e.g. "Renaissance" or "Baroque"). If you do include digital files, label disks clearly with the name and version number of the program that was used to create the file(s).
- e. Explain any conventions you have adopted in a cover letter, drawing attention to any points over which you think or know have been inconsistent (the more complete the note or comment, the easier it will be for us to interpret your work. Please provide examples of or otherwise draw our attention to any kind of notational shorthand you employ.
- f. See the A-R music *Style Guide* for detailed information on the elements of music notation.