

Recent Researches in Music & Collegium Musicum Series Manuscript Submission Guidelines

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We cannot publish an edition of music unless copies of all necessary permissions are on file before the book is sent to the printer.

Manuscript and Disk Preparation

The production staff at A-R Editions will be typesetting/engraving everything you send us, so you do not need to concern yourself with preparing so-called camera-ready copy (CRC). Your

time is best spent making sure that what you send us is correct in every detail, is complete, and is clear and legible. 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. Please keep copies of all files, forms, and written correspondence that you submit to us.

Textual Materials

1. Submit both electronic and paper copies of all text for the edition. The paper copy is for reference only, so it may be single- or double-spaced and may be printed double-sided, but it is **REQUIRED**. All textual matter will be transferred into a typesetting/page layout program by our production staff.
2. Electronic files should be submitted in Word format (.doc/.docx). Use separate files, clearly named, for each of the following sections:
 - Basic title page elements (composer name, title, subtitle, edited by ...)
 - Basic table of contents (no page number entries necessary)
 - Acknowledgments
 - Introduction
 - Texts and Translations (if applicable)
 - Critical Report
 - Appendices (if applicable)
 - Tables
3. Number the pages in the text files consecutively from beginning to end. Use the page numbering feature of your word processing program.
4. Other word-processing details:
 - Text formatting should be consistent and as simple as possible. Boldface and italic should be applied using the font menu in Word. Eliminate all non-essential formatting, such as underlined words, headings or text in all-caps, extra indents, etc.
 - Use returns (the “Enter” key) only at the ends of paragraphs, headings, or items in a list.
 - Do not set extra lines between paragraphs, notes, extracts, etc.
 - Use one space after all punctuation, including periods.
 - Use the table-making feature of Word to create tables or charts.
 - Do not manually hyphenate words at the ends of lines; turn off automatic hyphenation.
 - 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.
 - Avoid cross-references to page numbers of the final publication—use cues to sections of the book, measure numbers within a work, etc.
 - Double-check all bibliographic references, wording of quotations, etc., before submitting the manuscript.

- Music examples, tables, and figures should be provided in electronic files and hard copy separate from the rest of 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.
- Provide a separate list of special characters (diacritics, unusual symbols, music notation, etc.) showing how these characters appear on disk and in hard copy.
- Include a cover letter or “Read Me” file if there are special instructions regarding style, organization, or placement of graphics.

Musical Materials

1. Music must be submitted in hard copy, printed/written on one side of the page, in a size adequate for reading and mark-up by hand, and with margins of at least 1” on all sides. When handwritten, the submitted copy should be clear, dark, and legible. Submission of a paper copy is **REQUIRED**. All music will be transferred/engraved by our production team into our custom templates and fonts will be changed to our house fonts.
2. If the music manuscript is created using Finale or Sibelius, please also submit the electronic files in the .mus or .sib format. If some other program was used, please submit PDF files for reference.
3. Music pages should be numbered in a single sequence, separate from that of the text. Please mark the last page "Last page."
4. If you have the option, leave all staves showing at all times, even resting staves. Empty staves will be dropped in the printed edition, but all staves need to be present for ease of copyediting, engraving, and proofreading. For large-scale (orchestral) works, instruments that do not play for long passages may be dropped during those sections, but do not drop resting staves on a system-by-system basis.
5. See the A-R music *Style Guide* for basic information on the elements of music notation.
6. 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).

Plates/Other Artwork

1. All plates or other artwork should be supplied as black-and-white glossy photos (4” x 6” minimum size) or digital files in an acceptable format (see below). These images should be clearly labeled with a descriptive caption that identifies the illustration. Always include a printed copy of any computer-generated art. Send graphics in separate files; do not embed images within word-processing or PDF files.
2. For digital submission of photographic reproductions (plates), images should be scanned at a minimum of 300 dpi (grayscale preferred, color acceptable, but it will be printed as grayscale) and at no less than 100% of original document size. If the image contains any fine details or faint markings, a scan at 600 or 1200 dpi is recommended. Files should be submitted in uncompressed TIFF format for the best image quality in the final publication (printed on an offset press). JPG/JPEG images may be submitted if that format is the only

available option, but please realize that the image quality in the final publication may be reduced due to the inherent loss of data that is characteristic of this file format.

3. Musical examples should be submitted in hard copy and/or as music engraving software files (.mus or .sib). All musical examples will be reset by the production staff.
4. Other computer-generated art should be submitted as .eps or .tiff file created in Illustrator, Freehand, or Photoshop.

It is **REQUIRED** that you submit paper copies by mail (addressed as below), preferably with electronic files included in the same package on a CD-ROM or flash drive (clearly labeled with your name, composer name, and title of the edition). Do not send electronic files by email; if electronic submission of files is desired or necessary, please contact the managing editor for guidelines and procedures.

Mail to:

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