A-R Editions

Recent Researches in Music Series
Manuscript Submission Guidelines

Permissions

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 can even prevent publication.

Generally speaking, even when a previously published work is now in the public domain, the physical image of that work may still be owned and copyrightable by the holding library or institution (please investigate). One may publish a new edition of a public domain work, but one still needs to obtain explicit permission from the holding institution to publish photographic reproductions of public domain works, and payment of a fee to the holding institution may be required.

Any manuscript, however, is fully copyrightable by the holding institution. The creation of new editions as well the publication of images from manuscript sources requires written permission and may also require the payment of a fee to the holding institution.

A-R Editions generally supplies to all holding institutions one gratis copy of the publication in exchange for granting permission to publish the edition or the images. 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 the managing editor at 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.

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. Please submit editable electronic files (see #2 below) as well as a paper copy or PDF version. The paper or PDF versions are for reference only, to ensure that any special fonts display correctly. If you choose to submit a paper reference copy, it may be single- or double-spaced and may be printed double-sided. 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)
   - Plate captions (if applicable; do not embed the images, see below)
   - Critical Report
   - Appendices (if applicable)
   - Tables

3. Number the pages in each text file 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 inessential 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 paper copy/PDF separate from the rest of the text manuscript; these pages need not be serially numbered, but each item should include a caption clearly identifying it. In the main text, 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.
- 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

All music will be transferred or engraved by our production team into our custom templates and using our house fonts.

1. If the music manuscript is created using Finale, Sibelius, or MuseScore, please submit the original electronic files (e.g., the .mus or .sib format) as well as a PDF or paper copy for reference.
   - If submitted as a paper copy, it must be 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.
   - If submitted as PDF, it must be a single PDF file showing all of the music in the order in which it appears in the edition; for editions containing multiple works, create individual PDF files for each piece and then combine the files into a single PDF.
2. Music pages should be numbered in a single sequence, separate from that of the text. You may write continuous page numbers by hand on a paper copy or add continuous pages numbers electronically within the PDF. Please also mark the last page "Last page," either by hand or electronically within the PDF.
3. 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.
4. See the A-R music *Style Guide* for basic information on the elements of music notation.
5. 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

1. All plates or other photographic images should be supplied as digital files in an acceptable format (see below). If digital files are not available, please contact the managing editor about other options.

2. The digital files submitted with the manuscript should be named in a way that identifies both its function in the edition and the content (e.g., Plate1_LBl-Egerton271-fol2r). Do not embed images within word-processing or PDF files.

3. Image quality: Images should be 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. Please request "publication quality" images from libraries/archives (those offered for "personal use" are low resolution).

4. Image file format: Files should be submitted in uncompressed TIFF format for the best image quality in the final publication. You may submit JPG/JPEG images 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.

5. Send image files exactly as provided by the library or archive through their reproduction service. Do not resize, adjust color, crop, etc.

6. Do not attempt to increase the dpi by rescanning a print-out of a low-resolution file, as this can cause an undesirable moiré effect which might not be obvious in proof pages but will show up in the final printed book. Likewise, scanning plate or figure from another printed book can also cause a moiré effect.

7. Avoid using online images, as they are often too low in resolution and can contain watermarks or be subject to copyright restrictions.

Musical Examples and Other Artwork

1. Musical examples should be submitted as PDF (or paper copy) and as music engraving software files (.mus or .sib). All musical examples will be reset by the production staff.

2. Other computer-generated art should be submitted as .eps or .tiff file created in Illustrator, Freehand, or Photoshop. Please provide a PDF (or paper copy) for reference.

Submission Procedure

Electronic Submissions

If you choose to submit your electronic files along with PDF reference files, you may submit the entire manuscript electronically using a file-sharing service (such as Dropbox or WeTransfer), sharing the material with the managing editor. Please send all files at the same time, so that the manuscript is complete when file-sharing begins. Notify the managing editor of your submission, but do not send the electronic files themselves by email.

Send electronic submissions to: alexander.dean@areditions.com

Paper Submissions

If you choose to submit paper reference copies by mail (addressed as below), it is preferable that you include electronic files in the same package on a CD-ROM or flash drive (clearly labeled with your name, composer name, and title of the edition).

Shipping address:

A-R Editions, Inc.
Attn: Managing Editor
8401 Greenway Blvd, Suite 100
Middleton, WI 53562