

Guidelines for Oral Traditions Proposals

A-R Editions requires that proposals for the Oral Traditions series include the following items:

1. A summary argument for the importance of making the music available to the scholar and performer. Explain the nature of the original research to be presented in the edition. Discuss your experience/contact with the tradition presented in the project.
 - If you are modeling your edition on another publication (either by A-R Editions or another publishing house), please identify that model. Explain the reasons for that choice of model and which aspects you will and will not be adopting in your edition.
2. A detailed listing of the proposed musical contents of the edition (work by work, including individual movements).
 - For anthologies or a selection of works, describe the criteria used to determine the works to be included in (or excluded from) the edition.
 - Include the scoring needs (number of staves required, staff sharing to be used, etc.) and the total number of measures for each work/movement.
 - Mention any unusual elements (e.g., Hebrew or Chinese characters, graphic notation, etc.) that would be required.
3. An identification of the oral and written sources for the music and an explanation of how they will be used to create the edition.
4. Substantial sample of the edited music, along with the following supporting materials:
 - A copy (paper or audio, as appropriate) of the corresponding sections from the oral and/or written sources.
 - A summary of the editorial policies used in the sample, including include a table or written discussion of non-traditional notational conventions to be used in the edition.
 - The appropriate critical notes (if any) for the sample.
 - For any non-English sung texts with the exception of standard liturgical items (such as texts from the mass, canticles, psalms, etc.), provide a side-by-side presentation of the original language (a poetic or prose rendering based on the musical underlay) and an English translation (conveying the meaning of the text in idiomatic English). If the English translation is not your own, please identify the source of the translation.
 - For English sung texts, provide a separate presentation of the text, rendered in poetic or prose style, as appropriate.
5. A written draft of a substantial portion of the introductory essay as it would be presented in the edition. Include a detailed outline of any sections that are intended to be included in the

publication but are not yet written, and provide an estimated word count for the complete essay. *(Do not send extracts from your dissertation, nor other published articles—tailor your written sample to the requirements of a published critical edition.)*

6. A statement of the permission issues surrounding the publication of the edition, if your primary source is not in the public domain. Identify the archives, institutions, foundations, or individuals who control the copyright, and include copies of any correspondence that has already occurred. *(NB: Permissions do not need to be in hand at the proposal stage. If the proposal is accepted for publication, any remaining permission issues will need to be addressed as part of your final preparation of the project.)*
7. A summary of how much material has already been prepared and an estimate of the amount of time needed to complete the work.
8. A vita statement, including contact information (postal address and email).

Submission Procedure

Proposals may be submitted electronically or in hard copy.

For electronic submissions: Please submit the music transcriptions in PDF format (rather than as Sibelius or Finale files); textual materials can be sent as Word or PDF files. Please use a file-sharing service (such as Dropbox or WeTransfer), sharing the material with the proposal administrator (david.birchler@areditions.com). Notify the administrator of your submission by email, but do not send the electronic files as email attachments.

To send the proposal in hard copy, mail to:

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

Supporting recordings and electronic files of the music transcriptions and/or source materials may also be included (on CD or flash drive), as a supplement to the paper copy.

All material submitted in support of a proposal becomes the property of A-R Editions; materials will not be returned. Please send photocopies of important documents (retain your originals). We suggest that you send your proposal either with delivery confirmation or by a service that offers package tracking to avoid misdirected packages.

Review Process

Proposals are reviewed by the staff musicologists at A-R and are also sent out for external review with series editors and possibly other specialists. We will inform you as quickly as possible of our decision (our review process normally takes four to six months to complete).