

## Guidelines for Submitting Music Examples

The Press wants to reproduce your music examples in the best and most professional manner. Please be aware, there is nothing we can do to improve upon the quality of the material you submit. Therefore it is imperative that you provide us with the highest quality images possible. The press will refuse any files that do not conform to our guidelines.

Technology is constantly changing, and these guidelines may change at any time. We will work with you as you go along; if you have questions, please do not hesitate to ask.

### FORMAT:

We must receive your examples in one of the formats listed below:

#### A. Optimal Format—Original files created in Finale or Sibelius:

1. Please save files as either TIF or EPS at 1200 dpi. JPEG and PDF files are NOT acceptable.
2. In addition, please submit the source files (Finale or Sibelius).
3. Files should be created for use in a Windows operating system.
4. Please submit the files on CD-ROM.
5. Please include a set of working copies (photocopies) along with your files.
6. All music examples must be carefully proofread before you supply them, as corrections at the proof stage can be very expensive. Authors may be invoiced if necessary.

#### B. Scanned images:

1. Please scan your files from an original source such as a book, original score, or glossy print provided by a professional. Do not scan images from photocopies.
2. Scan your originals at a minimum of 600 dpi to a maximum of 1200 dpi as either TIFF or EPS files. JPEG and PDF files are NOT acceptable.
3. Please submit the files on CD.
4. Please send a set of printouts for use as a reference.

#### C. Camera-ready copy:

1. Please provide original sources to the University of Rochester Press for scanning. Do NOT submit photocopies or print outs of low res scans. Acceptable original sources include books, original scores, glossy prints supplied by libraries, archives, and museums, etc.

BOYDELL & BREWER

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**SIZE:**

Our standard page size is 6" x 9" - the print block size is approximately 4.5" x 7". If necessary, your example will be reduced to fit in these parameters.

**GENERAL:**

- If you send electronic files, please send printouts for reference. Please name your files in accordance to your music examples and label your printouts.
- Please do NOT put the captions on your examples or in the files. The typesetter will add them. (If your music has text, **do** include it!)
- Please number your examples using double numeration, where each example carries the number of the chapter followed by the example number, separated by a period. Thus, for example, music example 9.6 is the sixth example in chapter 9. If a chapter also includes figures (i.e., photographs, maps, etc.), please number these separately from the music examples, for example, if chapter 9 has music examples and figures, there will be both a music ex. 9.1. and a fig. 9.1.
- You must clearly indicate where each music example will appear in your text, for example <<insert **Example 2.1 here**>>.
- All captions should be numbered accordingly and submitted as a separate Word file.
- Please include any special wording required for permissions. (If there are many examples from one publisher, for example, and the publisher's permission allows it, credit can be given in the front matter.)
- Please submit a list of examples that can be used in the front matter.
- Identify your reference printouts on the front
- Identify your camera-ready copies on the back, **lightly** in pencil or with post-it notes.

Again, if you have questions, please ask. The Press will work with you to help ensure that the examples come out with a professional look.

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