



*Publisher of books, fine Australian music and compact discs*

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## **PUBLISHING GUIDE FOR COMPOSERS**

This guide aims to help you prepare your score for publication. Our house style is generally flexible but we do need some standard guidelines to ensure that the final presentation is of a high standard.

Presentation of your work is the critical stage in the successful production of your music and your assistance with the following guidelines will enable us to deal with your music as efficiently and quickly as possible. Many production problems are caused by badly prepared scores, incomplete or lack of supporting text (performance notes etc.) poorly presented, or of insufficiently high quality for reproduction.

## **SCORE LAYOUT**

**Title Page** is not required. Should a score need to start on the left hand page, then performance or program notes should be nominated as that intended as page 1. A score started on the right hand page is more readily accommodated with publishing layout.

**Margins**, please set as follows:

**Sibelius** users in *Document Layout*:

**Finale** users intending to script in A4 in *Page Layout* ensure that *Page Size* is set at A4 size (not its standard default "Letter")

Title on 1st page of score = 3.5 cm from top edge

Following pages top margin = 2.5 cm

Left margin = 1.5 cm

Right margin = 1.5 cm

Bottom margin = 2.5 cm

Please note that these are preferred margin widths but there will be occasions where notation extends extensively into the top or bottom margin on some pages, then it will be necessary to increase that margin to accommodate but margins on ALL pages in the work must be adjusted to the same width.

**Staff size** will vary from piece to piece and there is no restriction. However, The overall appearance should be considered, similarly distance between staves should not be cramped, particularly to avoid collisions and spacing for lyrics.

**Text fonts:** If using non-standard fonts these should be supplied. There is no restriction on font styles. However, we do recommend that all lyrics and expression notation be in a standard font, such as Times Roman (size 11-12) and Arial (size 10) or similar. Compositions written for children are an exception to this guideline.

**Music notation fonts:** If using non-standard fonts these should be supplied but the publisher has the right if not presentable or compatible, to recommend an alternative font.

**Music fonts for jazz charts** maybe in the traditional jazz style such as Inkpen Script or Jazz Text.

**Page Numbers:** Where there are separate music files for say, various movements, song cycles, different titles within the one collection etc., it is essential that page numbers are consecutive – from start to finish. To enable efficient page turns, a blank page could be inserted and should include the correct page numbering sequence. Please ensure that the actual page number is sufficiently spaced so as not to collide with notation , bar numbers or staves.

**Collisions:** Ensure that lyrics, hairpins, notes etc. do not collide.

**Tempo markings:**

New tempo to be written in bold, lower case but with first letter of first word to be a capital, e.g.,

**Tempo comodo**  
**Moderato**

Change in tempo can be written in two ways BUT must be consistent within the same work in bold, lower case, e.g.

**rall.**            OR            *rall.*  
**rit.**            OR            *rit.*

**Expression marks** (composer's directions) to be written in lower case, italics, and full stop (if abbreviated), by way of example:

*cresc.*  
*decresc.*  
*dolce*  
*dim.*  
*express.*

All markings such as ***f, p, mf, mp***, should be in bold italics.

**Technical** terms of playing to be written in lower case, non italics, non bold, e.g.,

pizz.  
arco  
con sord.

**Bar Numbers** indicated only at beginning first stave of each system.

**Lyrics:** where a word is divided as dictated by the notation, hyphens should be used, eg., *be-for, flut-ter-ing* etc.

**Copyright clearance on text and poetry, if applicable, the following is required to accompany your score**

By the terms of your contract with Wirripang, you are responsible for obtaining permission to use copyrighted material, as well as paying all necessary fees and provide, upon publication, any complimentary copies of your music that the copyright holder requires. Copies of all permissions must be provided with your initial submission of the score. Text permissions and any appropriate wording required by the copyright holder should be included.

**WHEN SCORES HAVE BEEN APPROVED:**

**The following is required to accompany approved scores:**

The music file(s), either in Sibelius or Finale, as well as PDF, are required to be sent with all text and supporting material electronically.

**Text to be submitted in a Microsoft Word document:**

**Duration** is a guideline for performers

**Grading** (where applicable) is beneficial

**Performance** notes and/or **Program** notes

**Biographical** details if different from what is currently on Wirripang file.