

## ITA Press submissions to Warwick Music

ITA Press works submitted to Warwick Music should be supplied in the following form:-

**Camera ready PDF files of the score and parts.** (Finale or Sibelius files may be submitted as well)

**The layout must conform to the House style defined below:**

### **Fonts:**

Title: Times New Roman (about 30point)

All other non musical text including instrument names: Times New Roman (size to suit)

Musical text: Notation package standard e.g. Opus & Times New Roman (**INKPEN** [or similar] for jazz)

### **Layout:**

#### Staff (staff) sizes:

Score ~0.24" (6mm) max

Parts ~0.26" (6.5mm) max

For piano scores the cue staff should be small compared to the piano part:  
e.g.



Short instrument names should not be shown at the start of a system.  
However full instrument names should be at the start of the first system.

#### Page Layout & Margins:

A4 portrait only ~8.27" x 11.69" (210mm x 297mm) – **not US Letter**

Left ~0.5" (13mm)

Right ~0.7" (18mm)

Top & Bottom at least 0.75" (18mm)

Copyright message centred on foot of page 1 of score and parts:

©Copyright *composer & year*  
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## **Page Numbering**

**In the score** pages should be numbered, with page 1 being on the right (outer edge). However the first page of music may be on the left to aid page turning provided it is numbered as page 2.

**In the parts**, page numbering depends on final layout. If a part has two pages then it will be printed on A3 (twice A4) not double sided A4 – page 1 will be on left. If there are more than two pages the layout can be either booklet, in which case page 1 is right hand, or facing pages (max 4 pages), in which case pages 1 & 3 can be on left. If booklet the first page of music may be on the left to aid page turning provided it is numbered as page 2. Page numbers should be on outer edge whichever is chosen (or centre if more convenient).

### **Important Note:**

Special attention should be paid to page turns in parts (the is score not generally critical except with a piano score/accompaniment where every effort should be made to ease turns though it is assumed there will be a person turning pages) and standard musical notation (e.g. no dotted rests except in compound time, no syncopated quarter notes unless in a series of regular syncopations, etc).

In order to minimise cost and efficiency, score and parts should have the minimum number of pages without compromising legibility.

If there is any doubt at all about these notes or you want help or further information then do not hesitate to contact me at Warwick Music.

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