



## MUSICAL EXAMPLE PREPARATION GUIDE

Musical examples will only be accepted in the form of vector art PDF files. The exception to this is when a scan of an original score is necessary for the argument of the book. If this is the case please refer to our Art Guidelines for information on how to prepare such images.

Music examples should be created in a music transcription software, such as Finale or Sibelius. Convert engraved files to PDF files by navigating to the PRINT screen, and saving as a PDF.

Please follow these additional guidelines for the preparation and submission of your music examples:

- 1.** All notes, numbers, text, and symbols should be legible at a reduction of 70%.

This is particularly important for figured bass. If you can't read the figured bass, or any other part of the example, at 70%, please increase the size of the font accordingly.

- 2.** Use only one software program to prepare the examples and be consistent with regard to style and format.

Use the default font in the engraving program when exporting your examples as we do not support other fonts.

- 3.** Do not include any extraneous captions or labels in the example—this includes page numbers.

For example, DO NOT include the text “Chapter 4 Example 5” at the top of the page or the name of the composer or author. This information should be included in your separate captions list (see our Manuscript Preparation Guidelines) and our typesetter will insert the captions as needed during production in a font that matches the rest of the book.

**4.** Save each musical example separately, with a filename that indicates its chapter and example number. For example, the file for Chapter 4, Example 5 should be labeled “exa04\_05.”

If your music example runs several pages long, each page will have to be submitted as a separate PDF file and labeled accordingly. For example, the first music example for chapter one that runs three pages along will be saved with the following file names:

exa01\_01a

exa01\_01b

exa01\_01c

**5.** Submit your files **only after all examples have been proofed.**

You will be asked to submit replacements prepared according to these guidelines for any changes that are introduced to the musical examples after final submission.

You will receive contact sheets of the music examples at the time of copyediting. Please review these carefully for errors and submit replacements as necessary.