



International Trombone Association

Dedicated to the Advancement of Trombone Performance, Pedagogy, Literature and Research

Guidelines for Submitting Items to the ITA Website, Newsletter, or Journal

The International Trombone Association produces three separate communication vehicles.

1. The ITA Website -- news and events
2. The Monthly ITA Email Newsletter
3. The Quarterly ITA Journal

Guidelines for each items appear below. General manuscript guidelines appear following that. Please read this carefully before submitting your item/article. Failure to follow these guidelines can delay publication of your item/article or cause it to be rejected entirely.

ITA Website

If you have an event or a news item to publicize, please use the online submission forms to submit your item.

A news item includes the following:

1. Announcing a new CD
2. Providing a recap of an event (a workshop, master class, performance, etc.)
3. Announcing an audition or a job that is open
4. Announcing the winners of a competition, audition, or other contest
5. Advising our membership of a death of a noted trombonist

An event is anything that has NOT yet happened. Please consider the information that a person from across the world might like/need to know to attend your event. Events include:

1. The premiere of a new piece
2. A recital
3. An appearance as guest artist
4. A performance with a symphony

IN SUM -- an event is used to publicize something THAT HAS NOT HAPPENED YET. A news item may be used to recap the event (after it has happened) and may include photos. Please submit photos as JPG files as high resolution as possible. 300 Dots Per Inch is the requested resolution. Lower res files may be suitable for the website, but will not appear in the print quarterly journal.

Please take care it submitting your items (for either news or events) that you include all the necessary information -- Who, What, Where, When, Why, How -- make certain that you include the location of a concert (including the address if the location is not well known outside of your area) -- make certain you include information about ticket prices and availability if tickets are required.

All events and news items will be edited for length, grammar, style, and clarity -- while our editors mainly work with the English language -- every attempt will be made to translate any items that are submitted in other languages.

The ITA Website is updated constantly -- if you submit a complete item -- it should be posted to the website in 5-10 working days. If you do not see your item posted in that time, please check back with us to ensure it did arrive safely.

ITA Email Newsletter

Each month -- news and events are compiled from the ITA Website and published in an email newsletter. The newsletter is compiled on the first of every month -- and is emailed to the entire membership of the ITA. Every member who has provided a valid email address should receive the newsletter. If you are not receiving the newsletter and would like to -- you may sign up online at www.trombone.net/news/lyris/

The email newsletter is designed as a digest of all the events and news items from the previous month. Only the headlines from each news item are included -- anyone interested in reading the complete text of an item is directed back to the website version. Anyone needing complete information about any of the events is also directed back to the website version. Again, the email newsletter is a digest.

ITA Journal

The ITA produces a quarterly journal. This glossy slick magazine includes several regular columns including:

- A General News Column (compiled from news items submitted to the website)
- An Orchestral Excerpts Column (compiled by Dennis Bubert)
- A Medical Column (written by Dr. Edward A. Wolff)
- A Literature Review Column (compiled by Mike Hall)
- A Literature Announcement Column (compiled by Karl Hinterbichler)
- An Audio/Video Review Column (compiled by Micah Everett)
- An Affiliate Societies Column (compiled by Brent Phillips)

as well as other columns that may be added from time to time. In addition to these regular columns, the journal includes feature articles, scholarly articles, and other general interest articles -- all designed to address the needs and interests of the broadly defined international trombone world of performers, teachers, and composers.

Unlike purely academic journals, the ITA Journal includes feature articles highlighting important people in the trombone world as well as other kinds of articles that deal with pedagogical issues of interest to educators. We also use the pages of the journal to highlight the details of the two ITA annual events:

1. The International Trombone Festival
2. International Trombone Week

We also use the pages of the journal to highlight the winners of the various awards and competitions sponsored by the ITA. If you have written an article that you would like to be considered for publication in the ITA Journal -- please note the following manuscript guidelines.

General Manuscript Guidelines

All of the ITA publications conform to the following guidelines in matters of style and grammar. Where not specifically addressed, you may find consulting the MLA (Modern Language Association) stylebook helpful. While any generally accepted modern English dictionary is fine to use, the editors of the ITA Journal generally refer to *Merriam-Webster's Collegiate Dictionary* for spelling questions.

The ITA editors prefer that you use the MLA Style of documentation whenever writing articles that requires the documentation of sources. If you are unfamiliar with MLA Style, please consult any of the available grammar guidebooks that include a more complete discussion of this style. Two additional resources are

<http://www.mla.org/store/CID24/PID160> *If you wish to purchase the MLA stylebook*
http://www.mla.org/style_fa *For frequently asked questions about MLA style*

MLA Style

Basically, MLA Style asks that you use NEITHER footnotes nor endnotes but instead use an internal reference system, where your references are documented with a parenthetical insert. For example,

The trombone became the leading instrument of choice for this specific group of composers (Johnson 231).

Please note -- that "Johnson" in the above example refers to the lead author on the work being referred to and "231" refers to the exact page of that work where this specific information was originally found. Please note that the punctuation is placed after the parenthesis -- the documentation is "part" of the sentence.

At the end of the work, you must provide a "Works Cited" list of all the works referenced in your article. A reader who sees your internal documentation, may quickly flip to the "Works Cited" and consult to see the complete citation information for the entire work. A typical works cited page might include entries like:

General Form:

Lastname, Firstname. *Title in Italics*. City: Publisher, date.

Lastname, Firstname. "Title of Article in Quotations." *Journal Name* Volume (year): pages.

Specific Examples;

Johnson, Samuel. *Trombones in the World*. Boston: Harper Collins, 1942.

Smith, Robert. "Ten Ways to Play the David." *Music History Journal* 73 (1953): 41-53.

MLA Style includes the following specifics:

Please use a single space after end punctuation. Many typing teachers taught students to use two spaces after a period, question mark, or other end punctuation. This is neither necessary nor useful with modern word processing. Use a SINGLE space.

Prepare your manuscript as a double spaced document with one inch margins on all four sides. Please submit your manuscript as an email attachment whenever possible. If that is not possible, then please submit your manuscript as both hard copy and as an electronic file saved to a disk. This ensures that the entire document is received and may be considered. The ITA strongly prefers that you use Microsoft Word as your word processing software, but we can often accommodate other word processing software packages. If you have a doubt, ask first.

ITA Style

The following are conventions observed by ITA Style.

Email Addresses/URLs

Email address and website URLs should be listed IN BOLD PRINT as follows

claire@trombone.net

www.trombone.net

Please notice we do not include the "http://" designation at the beginning of website addresses. Neither do we use the brackets or parentheses to enclose website or email addresses -- please do not use -- () < > []

Please use the following formats:

online NOT on-line

website NOT web-site or Website

world-wide-web

Commas

We use a serial *comma*.

CORRECT Red, white, and blue
INCORRECT Red, white and blue

Capitalization

Note that a title, when following a name, is not capitalized. A title that appears before a name is capitalized.

CORRECT Ron Barron, principal trombonist with the Boston Symphony Orchestra
INCORRECT Ron Barron, Principal Trombone with the Boston Symphony Orchestra

CORRECT Principal Trombonist Barron was available after the concert.
INCORRECT Principal trombonist Barron was available after the concert.

CORRECT Tom Brantley, professor of trombone at the University of South Florida,
was not at the meeting.
INCORRECT Tom Brantley, Professor of Trombone at the University of South Florida,
was not at the meeting.

CORRECT Tom Brantley is the trombone professor at the university.
CORRECT I saw Professor Brantley heading off to class.

INCORRECT Tom Brantley is Director of Jazz Studies at the university.
CORRECT Professor Brantley is director of jazz studies at the university.

Periods

We prefer to use ITA without periods. In the same way that NFL, FBI, and CBS are generally used without periods, we recognize that ITA has come to represent the organization as a name and not simply an abbreviation. We also use ITF and ITW for the same reason -- without periods.

Title of Works

The titles of long works -- symphonies, operas, concerti, book titles -- should always be underlined or printed in italics.

The titles of short works -- chapters of books, poems, movements from longer works, arias -- should always be used with quotation marks

CORRECT Beethoven's *Ninth Symphony* contains the wonderful fourth movement,
which is known as "Ode to Joy."
CORRECT Verdi's *Il Trovatore* contains the famous tenor aria "Di quella pira."
INCORRECT The David "Concertino" has been played to death.
CORRECT Mozart's *Requiem* includes the oft-required "Tuba Mirum" trombone
excerpt.

Numbers

Numbers one through nine are written as words; numbers 10 and higher are written as figures.

Time

Time is expressed as 4:30 p.m. 10:30 a.m.

Dates

Dates are always written as month date, and year November 22, 1934

Telephone Numbers

Telephone numbers are written 555-555-1212 +44-5555-123221

Life Dates

Life dates are written: 1900-1945 1894-1934

Quotation Marks

Commas and periods are placed inside quotation marks.

Semicolons and colons are placed outside quotation marks.

Question marks, exclamation points, and dashes are placed outside the quotation marks unless they are part of the quotation.

Musical Notation

Please write out musical notation -- or use special characters to indicate sharps and flats.

E-flat Major or Eb

F-sharp minor

A-flat

C-sharp

Place Names

Use traditional English form for place names such as Florence (not Firenze) and Munich (not Munchen).

Foreign Languages

Be careful to accurately represent accents and special characters in words in languages other than English.

Copyright

Publication of materials by ITA provides global recognition and distribution of each Author's contribution through ITA's printed journal, back issues and reprints availability program, and electronic publication and distribution program including but not limited to the ITA Web Site.

In consideration of the International Trombone Association (ITA) publishing materials from an Author, the Author grants to ITA either the Exclusive or Non-exclusive right to use the material in any manner, including but not limited to publication in the printed and/or electronic versions of the ITA Journal, Journal Supplements, Compilations, or Reprints; CD-ROM; for access via the Internet; Non-ITA Reprint or Distribution Centers; or in any manner or means that ITA wishes, including by and through any media, whether now existing or hereinafter developed. ITA may use third parties to accomplish any part of its publication/distribution programs.

The Author is the original copyright owner of the materials or has provided written documentation of current copyright ownership. If the Author's material incorporates text/musical/graphic/photographic/sound works or excerpts of other copyright owners, the Author agrees that, upon request by the ITA should the ITA deem it necessary to do so, the Author will provide to ITA written permission from each copyright owner, to the extent such releases can be obtained following a reasonable effort, prior to publication by ITA. The Author agrees to indemnify against any liability, and to reimburse ITA, its officers, or Publications Editor for any expenses or losses due to infringement of the intellectual property rights of others resulting from the publication of the Author's work.

The Author agrees to allow ITA full use of the submitted materials without monetary compensation.

If the submitted materials include interviews, the Author agrees to provide a written release from each person interviewed.

Where to Submit?

News

A news item for the ITA Website

www.trombone.net/news/submit.asp

Events

An event for the ITA Website

www.trombone.net/events/submit.asp

Items on the ITA website are collected and included automatically in the ITA Monthly Email Newsletter. News items from the ITA website are collected quarterly and comprise the General News column that appears in each issue of the ITA Journal. There is no need to make an additional submission.

ITA Journal

A scholarly article

Managing Editor Claire Brantley
claire@trombone.net

10326 Beneva Dr
Tampa, FL 33647
USA

A feature article on a jazz topic

Associate Editor Tony Garcia
ajgarcia@vcu.edu

Music Dept, Virginia Commonwealth University
922 Park Ave
P.O. Box 842004
Richmond, VA 23284
USA

A feature article on a non-jazz topic

Associate Editor Harold Popp
harold.popp@wichita.edu

Music Dept, Wichita State University
Wichita, KS 67260
USA

A CD or performance video for review

Assistant Editor Micah Everett
micah@trombone.net

A piece of published music (sheet music)

Assistant Editor Mike Hall
mhall@ku.edu

A program from a recital or performance

Assistant Editor Karl Hinterbichler
khtbn@unm.edu

The mailing addresses and fax numbers of the editors are also available in the ITA Journal on the Table of Contents page (page one) of each issue.

Reviews are the sole opinion of the reviewer and do not necessarily represent the views of ITA or its members.

Corrections of factual information in a review, especially bibliographic information, are encouraged and will be printed in the next available journal.

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