

ANCHOR MUSIC PUBLISHING GUIDELINES

ARRANGERS: HOW TO SUBMIT YOUR CHART

Interested in submitting your arrangement to us?

The easiest works to publish are either public domain, or works where you are either the composer, or in direct contact with the composer. Arrangements of copyrighted songs require securing a print license, which require a lot more time, if they can be secured at all. At the end of the day, it is up to the composer or the owner of the composer's rights to decide. Please allow up to six months for the process of securing a print license.

Anchor Music Publications takes pride in publishing music that is legible and as correct as possible, is clear and easy to understand and that will assist directors and students to rehearse and perform the music with an understanding of style, tempo and feel.

FORMATTING GUIDELINES

The following information and checklist will help to get your chart published quickly and accurately.

1. Format

- Format in notation software – in ONE file with all parts. Finale preferred; others accepted
- Format separate vocal part with chord changes
- Format separate written out piano, bass, drum parts with chord changes
- Optional: provide additional parts: guitar, horns, etc

2. Symbols / Notations

- On top of first page, left side – indicate voicing (SATB/SSA etc), style, recommended tempo
- On top of first page, right side – indicate composer & arranger
- On top of all pages except first – repeat title & page number (Ex: Autumn Leaves – 2)
- Clearly notate any tempo changes, ending repeats & Codas
- Include measure numbers or rehearsal letters
- Insert dynamics
- Insert accents and inflections
- Insert phrase markings – ensure that singers have places to breathe

3. Appearance

- A clean font like the jazz font is preferred – ensure lyrics are a readable size
- Clean up any areas of overlap: text, notes, chords, rehearsal letters, and other markings
- Edit spacing between words, use text extensions (more than one note per syllable)
- Include text on all lyric lines (do not use 'etc.' for repeated sections)
- Leave approx. 1.5 to 2" space at the bottom of the first page of each part for copyright information

___ Ensure that a DS/DC al Coda marking ends a staff, and that the Coda begins a new staff (or page)

___ Space out staves - each page must be at least 60% full

4. Rehearsal/performance suggestions (optional, to appear at end of vocal chart)

___ Offer notes to assist conductor with rehearsal techniques

___ Offer notes to conductor regarding performance suggestions

5. Description of chart

___ Include a short paragraph explaining your chart, as you would like it to appear.

___ Recommend level of difficulty (see difficulty level explanation on Web site)

6. Recording

___ Provide a professional demo or live recording of your chart

___ Optional: provide stems for part tracks and backing tracks

COMPOSERS: HOW TO SUBMIT YOUR SONG

Anchor Music Publications is committed to publishing the next generation of vocal jazz literature – written by the prominent performers and composers of today and beyond. With dozens of arrangers on our staff, we can pair you with an arranger to develop a choir adaptation of your song.

- Please submit your song in lead sheet form to us in notation software. Finale preferred; others accepted
- Submit a demo recording of a performance of your song. This can be anything from a YouTube video to a professionally produced track to a rough recording of you at home
- Provide us with the the copyright text you would want displayed on the chart. This should be consistent with any information you have provided during copyright registration (ASCAP/BMI/SESAC etc)

WHAT HAPPENS NEXT

AMP artists (arrangers & composers) will enter an agreement that licenses the arrangement of the composition (not the composition itself) to our company in exchange for annual royalties. It's very simple and straightforward – contact us and we will walk you through it!

While AMP reviews charts throughout the year, the most important deadline for is **April 15** of each year. Charts must be submitted by that date to enter the production cycle for the next academic year and to be featured on state & national reading sessions.