

# INTERNATIONAL TROMBONE ASSOCIATION *JOURNAL*

## AUDIO/VIDEO REVIEW GUIDELINES

The following are basic guidelines for completing and submitting Audio/Video reviews for publication in the *ITA Journal*. If you have any questions regarding format, etc. please refer to one of the reviews in a previous *Journal* issue, or to the Sample Review available at <http://avreviews.micaheverett.com>. For questions regarding submission of reviews, or if referring to other reviews does not answer your formatting questions, do not hesitate to contact me by phone, mail, or e-mail.

### I. Album Information

Please **clearly** and **accurately** indicate the following, using the Sample Review as a guide to formatting, etc.:

- Recording title
- Ensemble, conductor, player(s)
- Label and number
- Composer(s), arranger(s), and composition(s)

Please make every attempt to be as accurate and thorough as possible when indicating the above information – this will save me a great deal of time. While this may seem like a great deal of information to be included, our members have come to expect and appreciate the thoroughness of information they receive in this column.

### II. Review

Reviews are to be typed, should be no more than **275-300 words** in length, and must avoid the use of the pronoun “I.” Although comments pertaining to the music recorded are necessary at times, be sure to center the review toward the recording, not the literature. Comments pertaining to the performer or ensemble’s credentials, if included at all, should be concise. Also, do not directly compare the recording being reviewed to other recordings. Please note that the titles of compositions are to be *italicized*, and movement titles, if referred to within the review, should be in quotation marks. Indicate your name and location/position at the conclusion of the review.

**PLEASE** be sure to check carefully for accuracy of information, as well as typing, grammar, and spelling errors **BEFORE** submitting the review to me.

### III. Submitting the Completed Review to Me

When submitting the review to me for publication I must receive the following items:

- Recording (or photocopy/scan of CD jacket – see below)
- Your review
- Author Release Form (**VERY** important)

The review itself and Author Release Form can be submitted by e-mail or by regular mail. The CD, of course, must still be returned by regular mail.

When reviewing a recording sent to you by me, the recording **MUST** be returned. **MAKE SURE THAT THE CD JACKET IS IN THE JEWEL CASE BEFORE MAILING.** When reviewing a recording personally owned, enclose a **high-quality** photocopy of the front cover of the CD jacket and of all pertinent track and personnel information in the jacket, so that titles and other information can be carefully proofread. You may elect to send a **high-quality** scan of this information in TIFF or PDF format if you have this capacity. It must be stressed that these photocopies/scans must be of the highest quality in order to be sufficient for printing in the *Journal*. (Again, please also be sure to return the **Author Release Form** in the envelope or via e-mail when submitting reviews, as we must have this form in hand before your review can be printed.)

### IV. Final Remarks/Deadlines

Please make every effort to complete and submit your reviews to me as soon as possible – both performers and record companies appreciate having their publications appear in the *Journal* in a timely manner. Remember also that time is needed for me to check your review and submit it before the deadline date for publication. The deadlines for submission for each issue are as follows:

- January Issue – September 15**
- April Issue – December 15**
- July Issue – March 15**
- October Issue – June 15**

Again, please try to complete and submit your assigned reviews as quickly as possible – we are working to speed up the process by which albums are reviewed and submitted, and your assistance in preventing delays is appreciated. **As a rule of thumb, try to submit your completed review in time to have it printed within six months of receipt.** Do not feel obligated to wait until one of the above dates, as I am accepting completed reviews on an ongoing basis.

Please contact me if you have any questions or problems. **Thank you** for providing this valuable service to the ITA!

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