

Submission of scores and parts

General guidelines

The Australian Music Centre does not have a house style for publishing scores. We will not edit the content or layout of your scores, so please ensure your scores and performance parts are ready to be sold, hired, and read by performers. We will add blank pages to assist page turns and readability if required.

Please combine multi-movement works into one file.

Margins

All score/parts materials must have a margin of at least 2cm. Please ensure that notation or text does not run off the edge of the page or collide.

To ensure there is no discrepancy in the layout of your score when it is processed by the AMC, we require that you use one of the AMC's supported paper sizes: A4, A3 or B4-JIS.

Fonts

We have access to a wide library of fonts but cannot guarantee that we will have access to unique fonts. For Finale files, we use the 'Data check' function to identify any missing fonts and we will follow up with you should there be any issues. If you are a Sibelius user and are concerned about non-standard fonts, please use the notes box at the bottom of the submission page and staff will consult with you to ensure the appearance of your score is as you intend.

Front Matter

An AMC title page and a disclaimer page will be added to the front of your score. You can include your own title page, performance directions and programme notes that will appear after the AMC title page and disclaimer.

ISMNs

The AMC will assign our licenced reproduction of your score an ISMN. An ISMN is an International Standard Music Number that is used to uniquely identify publications of printed music anywhere in the world. Please remove any other ISMNs from your score before submitting it to the AMC.

Preferred file formats

The AMC's order of preference for file formats is as follows:

1. PDF/A-1b files

PDF/A-1b is an archival version of the PDF file format designed to ensure consistent reproduction of a file's contents across different computers over time. All score materials processed by the AMC are eventually stored as PDF/A-1b files.

Creating a PDF/A-1b file

Generally, PDF/A-1b compliant files can be produced if you have the full version of Adobe Acrobat (version 8 or later).

1. Go to print your document (just as you would through your normal printer) and select the Adobe PDF printer as your printer option
2. Select "Printer properties" in the dialogue box
3. Under "Default Settings" select the PDF/A-1b:2005 (RGB) setting
4. "Print" the document and it will prompt you to save your PDF

2. PDF files

If you are not able to supply us with PDF/A-1b files, we will accept submissions of regular PDF files.

Generally, PDFs will be created at the highest possible quality for your file. However, if you have the option to select your PDF settings, please choose the highest possible resolution and make sure you have selected to "Embed Fonts" into your PDF.

Creating a PDF will be different depending on the operating System you are working with and if you have a PDF creator installed (such as Adobe Acrobat Pro).

Some useful instructions can be found in the links below:

[Creating a PDF file for Apple Mac users](#)

[Creating a PDF in Finale](#)

[Creating a PDF in Sibelius](#)

3. Sibelius or Finale files

If you are unable to provide PDFs files, we will accept submissions of Sibelius or Finale files. Unfortunately, the AMC does not have resources to purchase (and keep updated) copies, and train staff in all software packages which are available on the market to produce score materials. Finale and Sibelius are used by the vast majority of our Represented Artists and this is why we accept materials in these file formats.

We recommend that you use Finale's 'Lock systems' or Sibelius's 'Lock format' functions to prevent the programs from reconfiguring the layout when the file is opened.

Performance Parts

Performance parts should be separate PDF files. We do not extract parts from Sibelius or Finale score files. Please combine the parts into a zip file.

A ZIP file is a way of compressing one or more files into a single file. Submitting ZIP files enables you to send multiple files at once and reduces the time taken to upload each file. Instructions for creating ZIP files can be found online.

Questions

If you have any questions regarding score and parts submissions, please email library@australianmusiccentre.com.au