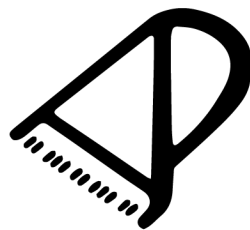


# AZAHAR PRESS

Formatting Guidelines



AZAHAR PRESS

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### A NOTE TO COMPOSERS

When submitting to Azahar Press, please follow these formatting guidelines. If you have an exception to the following guidelines, please offer a brief statement explaining your deviation and we will be happy to review your submission. Please contact us if you have questions regarding score formatting at [AzaharPressMusic@gmail.com](mailto:AzaharPressMusic@gmail.com).



AZAHAR PRESS

## Formatting

### Submissions should include the following

1. **Font:** Use Montserrat for all fonts, including program notes (Montserrat is available via Google and Adobe fonts online – links are below)
  - a. Left Hand Guitar Fingerings: *Plantin MT Std* or *Palatino*
  - b. Google fonts link: <https://fonts.google.com/?query=montserrat>
  - c. Adobe fonts link:  
<https://fonts.adobe.com/search?query=montserrat&utf8=%E2%9C%93>
  
2. **Page Size:**
  - a. Use - 9" x 12" or 10" x 13"
  - b. Do not use - A4 or 8.5" x 11"
  
3. **Title Page:** including title, composer, and instrumentation
  - a. Below title, indicate instrumentation as follows:
    - i. *For solo guitar*
    - ii. *For guitar duo*
  
4. **Staff Size**
  - a. Solo guitar and parts: between 5-7mm
  - b. Chamber scores: 4.5-5.5mm
  
5. **After Title Page:**
  - a. 2-3 pages (or as many pages as necessary)
  - b. Include title, instrumentation, duration (rounded to the nearest minute using "ca."), performance notes, program notes, and copyright information
  - c. **Performance Notes:**
    - i. When in doubt, write it out!
    - ii. Composers should indicate lengthy performance instructions after the preface rather than below the score in footnote format
  - d. **Program notes:**
    - i. explain to prospective audience members, judges, and reviewers what your music is about – this will also be used as a public facing descriptor to sell your piece on the Azahar Press website
  
6. **First Page of Music (notation):**
  - a. The first page should be a right-facing page. All even numbered pages are left-facing; all odd-numbered pages are right-facing
  - b. Include title, composer, dedication (if one), and other contributor's info, and include any scordatura at the beginning of the first system

(Formatting cont.)

### Page numbers

- a. Top left of left-facing pages, top right of right-facing pages
- b. Omit numbers from first page of music, numbering should begin on the second page of music

## Engraving

7. **Tempo:** indicate on first measure (such as quarter note = 60). Descriptive text above the tempo marking – “**Bold, brash, ebullient, full of life (quarter note = 40)**”. Here, the tempo marking might actually end up above the 2<sup>nd</sup> measure, so it would be better to place (quarter note =40) below the descriptive text.
  - a. We suggest size 14pt font for tempo indicators
  - b. Same rules apply to other tempo changes within the piece
  - c. With tempo modifier, notate the desired new tempo after the modifier
8. Include rehearsal marks and bar numbers
  - a. Use boxed text or numbers for rehearsal marks
9. When possible, try to maintain roughly the same note-spacing across all bars. This may result in a slightly different number of bars per system. The key is consistency of note spacing.
10. Page turns are crucial to good engraving. We encourage leaving blank page spaces and blank pages for easier page turns if necessary.

## Guitar Notation

1. Left Hand fingering
  - a. Place directly above or below the notehead
  - b. When it's not possible to place directly above or below, we prefer you place fingerings to the left or in front of the notehead (as with harmonies), and not behind or to the right of the note head
2. String Number Indicator
  - a. Place directly above (as much as possible) or below the note stem or note head (in-line)
  - b. When it's not possible we prefer you place fingerings to the left or in front of the notehead (as with harmonies)
3. For common guitar notation solutions please refer to:
  - a. *Principles of Idiomatic Guitar Writing* by Jonathan Godfrey
  - b. [https://scholarworks.iu.edu/dspace/bitstream/handle/2022/17541/Godfrey\\_Jonathan\\_2014.pdf?sequence=1](https://scholarworks.iu.edu/dspace/bitstream/handle/2022/17541/Godfrey_Jonathan_2014.pdf?sequence=1)

## References

### Mensuro Engraving – Professional Score Formatting for Hire

- If you prefer to hire someone to engrave your score accordingly, please contact Thomas Schaller- [tomsch@mensuro.net](mailto:tomsch@mensuro.net)
- Email Thomas an XML and PDF of your score and ask him for a quote, be sure to tell him you're a member of the Twisted Spruce Music Foundation
- <https://mensuro.net>

### Music Notation Style Guide - Indiana University JSoM

- <https://blogs.iu.edu/jsomcomposition/music-notation-style-guide/>

### Notation Rules

- Gould, Elaine. 2016. *Behind Bars: the Definitive Guide To Music Notation*.  
<https://www.overdrive.com/search?q=746EFF71-D6FB-4CFF-A8A3-047605E3556D>.

### *Principles of Idiomatic Guitar Writing* by Jonathan Godfrey

- [https://scholarworks.iu.edu/dspace/bitstream/handle/2022/17541/Godfrey\\_Jonathan\\_2014.pdf?sequence=1](https://scholarworks.iu.edu/dspace/bitstream/handle/2022/17541/Godfrey_Jonathan_2014.pdf?sequence=1)