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AUTHOR RELEASE FORM.**

**Four additional pages of information  
are enclosed to explain the  
ITG Publications Program.**

**International Trumpet Guild®**

# AUTHOR RELEASE FORM

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**Please print, sign, and return this page to:**

**Dr. Peter Wood**  
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## Information for Authors about the *ITG Journal* and Publications Program

The International Trumpet Guild (ITG) Publications Program represents a 35-year-plus, multi-million dollar investment by ITG. A non-profit organization founded in 1974, ITG publishes the *International Trumpet Guild Journal (ITGJ)* four times each year for distribution to ITG members. Articles on all topics of interest to trumpeters are published to accomplish ITG's goal: to promote communications among trumpet players around the world and to improve the artistic level of performance, teaching, and literature associated with the trumpet. Trumpet/brass music, CDs, and other items are issued periodically as journal supplements. Scholarly articles are reviewed by the ITG Editorial Committee.

Currently, more than 5,000 copies of each issue are distributed to members in 60 countries. Beginning in 1996, the ITG Publications Program expanded to include the electronic publication of the *Journal* and other ITG information. *Journal* articles and columns are available globally through the *ITG Web Site* (located at <http://www.trumpetguild.org>). Articles and columns may be downloaded, searched, and printed.

The ITG Publications Program offers authors excellent long-term international distribution for their work through the availability of back issues, article reprints, and electronic publications, as well as immediate global access through the *ITG Web Site*. In 2013, ITG released a DVD-ROM containing all *ITG Journals* published between October 1976 and June 2012; all *ITG Newsletters* published between October 1976 and May 1982; two early organizational newsletters; and many other items comprising the bulk of ITG publications since the organization's inception.

In consideration of ITG's publication of materials, an author assigns to ITG the *exclusive* right to publish and distribute the author's work in any manner that ITG chooses. This ensures continuity, consistency, and future flexibility in the administration of the ITG Publications Program.

Because the synergy of the contributions of each *ITGJ* Author and Editor makes the *ITGJ* unique and valuable, and because ITG offers an extensive long-term distribution program, once accepted by ITG, publication/distribution of materials elsewhere is prohibited *without prior written permission*.

Authors wishing to use materials copyrighted by others within their articles are required to obtain written permission from the copyright owner prior to publication. This includes text, music, graphics, and photographs. ITG does *not* offer monetary compensation to authors.

**The ITG Publications Editor may be contacted at:**

**[editor@trumpetguild.org](mailto:editor@trumpetguild.org)**

## Frequently Asked Questions (FAQs) About the *International Trumpet Guild Journal*

Are there any length or formatting guidelines for my article?

There are no specific guidelines on article length. However, an Author should proofread his or her article very carefully to ensure that it is as succinct as possible and does not become exceedingly long. All articles should be submitted in either Microsoft Word or Apple Pages format.

Please adhere to the following formatting conventions:

- a. Single spacing.
- b. Times New Roman font, 12 point.
- c. One-inch margins on all sides.
- d. Indent the first line of each paragraph by ½ inch.
- e. No additional line breaks between paragraphs.
- f. Be sure to include an “About the author” paragraph of about 75 – 100 words at the end of the article.
- g. If footnote/endnote references are used, they should be in **endnote** (not footnote) form only, listed at the very end of the article.
- h. Any musical examples used should be sent as separate Finale files—no PDFs, as they will appear pixelated in the print Journal.
- i. Any photographs or other images to be used must be sent as separate files, not just embedded in the article. All photos must be at least 300 DPI resolution, and all line art images must be at least 900 – 1200 DPI resolution. JPG or TIF formats are preferable. Again, no PDFs.

How will ITG distribute my work?

Printed *ITG Journals* are distributed internationally to all ITG members including subscribing libraries. Beginning in 1996, ITG’s Publications Program expanded to include the electronic publication of *Journal* and other ITG information. *Journal* articles and columns are available globally through the *ITG Web Site* (<http://www.trumpetguild.org>). Articles and columns may be downloaded, searched, and printed.

In 2013, ITG released a DVD-ROM containing all *ITG Journals* published between October 1976 and June 2012; all *ITG Newsletters* published between October 1976 and May 1982; two early organizational newsletters; and many other items comprising the bulk of ITG publications since the organization’s inception.

Can I republish my article or submit it for publication in other magazines or elsewhere?

Because ITG offers an extensive long-term publication distribution program—including the availability of **back issues, article reprint service, and electronic publication**—authors can be assured their work will be readily available for many years. Once accepted by ITG, *publication/distribution of materials elsewhere is prohibited without prior written permission from ITG.*

In consideration of ITG’s publishing of materials, an author assigns to ITG the exclusive right to publish and distribute the author’s work in any manner ITG chooses. The contributions of each *ITGJ* Author and Editor make the *ITGJ* unique and valuable. ITG recognizes the synergy of these unique contributions.

Should I discuss a proposed article with the Editor before I write it?

It is highly recommended that an Author discuss a proposed topic with the Editor prior to writing the article. The ITG Editor may be able to provide assistance to an author concerning whether a topic may be of interest. Many articles have been started from a conversation with the Editor. It is most helpful if the author provides an outline of a proposed article to the Editor. *It should be understood, however, that the Editor can accept materials for publication only after a final draft is received and reviewed.*

Does ITG pay authors?

ITG does *not* offer monetary compensation to authors.

What is the role and function of the ITG Editorial Committee?

The ITG Editorial Committee (est. 2002) reviews all material of a scholarly nature submitted for publication consideration to the *ITG Journal*, effectively moving this periodical into “refereed” status. This committee is comprised of leading performer/scholars in all areas dealing with the trumpet. The Editorial Committee makes one of the following recommendations: 1) The material is acceptable for publication. 2) The material is not acceptable for publication. 3) The following suggestions for clarification/revision are recommended.

The Editor reports the results of the review process and works with authors, when appropriate, to facilitate the successful publication of submitted material. The Editor's role in this process is one of communication and assistance. All decisions regarding what material will be reviewed are made by the Publications Editor.

Will I receive copies of my article for my portfolio?

After official publication in the *ITG Journal*, each Author of a feature article will receive a free PDF copy of his/her article as published. Hard copies of *Journals* and articles are no longer provided.

Can I use excerpts from copyrighted works by other authors in my article?

Authors are required to obtain written permission to use any copyrighted work (including text, music, graphics, and photographs) by another author prior to publication. Copies of these permissions must be sent to the *Journal* Editor *prior* to production.

Once accepted, when will my article be printed?

Publication most often takes place within the next four issues after the final article is submitted. When deciding when to publish a given article, the Editor must take into account a number of factors, including an appropriate variety of subject matter for each issue and the length of articles in filling out each issue. The timeliness of some topics (such as conference reports, the death of an important figure in the trumpet community, etc.) can sometimes cause a slight delay in the publication of other articles.