

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 attached to this message. 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 title of the album should be capitalized, 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:

- Your review
- Author Release Form (**VERY** important)

The review and Author Release Form can be submitted by e-mail or by regular mail. Please note that we must have the Author Release Form in hand before your review can be printed. There is a place on the form where you can indicate that the form will apply to all future reviews received. If you do so you will not need to submit the form for future reviews.

Please note that it is no longer necessary to return reviewed discs to me. As electronic submission of review materials becomes more common, physical discs are fast becoming a thing of the past.

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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Last update: January 2016