

**Please print, sign, and return the attached
AUTHOR RELEASE FORM.**

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

Return to:
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International Trumpet Guild®

to promote communications among trumpet players around the world and to improve the artistic level of performance, teaching, and literature associated with the trumpet

Information for Authors about the *ITG Journal* and Publications Program

The International Trumpet Guild (ITG) Publications Program represents a 30-year, 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.

In 2004 – 05, 7,000 copies of each issue were printed and more than 6,500 copies were 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 World Wide Web Site (located at www.trumpetguild.org). Articles and columns may be downloaded, word 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* (located at <http://www.trumpetguild.org>). In 2000, ITG released a CD-ROM containing all *ITG Journals* (ISSN: 0360-2845) published between October 1976 and May 1999; all *ITG Newsletters* (ISSN: 0363-2857) published between October 1976 and May 1982; and two early organizational newsletters.

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. 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**

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

How will ITG distribute my work?

The ITG Publications Program represents a 30-year, multi-million dollar investment by ITG to promote communications among trumpet players around the world and to improve the artistic level of performance, teaching, and literature associated with the trumpet.

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 World Wide Web Site (<http://www.trumpetguild.org>). Articles and columns may be downloaded, word searched, and printed.

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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?

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. *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 thirteen-member committee is comprised of leading performer/scholars in all areas dealing with the trumpet. The Editorial Committee makes recommendations as follows:

- 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?

Four free author's copies will be sent to authors of feature articles. If additional copies are needed the author should request them at the time the article is accepted. If the article contains substantial input from other individuals (for example, interviews), the Editor will forward free copies to those individuals. The author must provide a USA shipping address for all free author's copies. ITG ships all such copies via United Parcel Service or US Priority Mail.

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 should be sent to the *Journal* Editor *prior* to production.

Once accepted, when will my article be printed?

Publication should take place within the next four issues. Many factors affect the content of each *Journal*. The timeliness of some articles—such as conference reports—may cause a slight delay for other articles. Also, the *Journal* usually contains articles on a variety of subjects, or the Editor may be planning a special issue featuring several articles on similar subjects.

Will ITG return my photographs?

ITG will return historic or valuable photos *after* the *Journal* is printed. (Snapshots and publicity photos are forwarded to the ITG archive. Please request return when the items are submitted.) Hi-resolution JPEG files are an acceptable alternative to hard copy photos. For technical information/assistance, contact the advertising and layout manager at ads@trumpetguild.org before submitting digital files. The ITG Editor and Layout Manager frequently work with one-of-a-kind photographs and use extra care in the handling of such materials. However, neither ITG nor the Editor can be responsible for the loss or damage to any materials submitted.

Authors should use the most reliable carrier available and insure the package when sending to ITG. ITG uses UPS or Federal Express to return these types of materials.