

# Silver Clef Music Publications, Inc.

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## PROJECT SOUSA GUIDELINES

*As of April, 2005*

Silver Clef Music Publications, Inc. is willing to consider all types of music for posting in its *Project Sousa* free music area. This document outlines the guidelines to follow when submitting your music for publication.

We accept three kinds of music for submission to *Project Sousa*.

**EXPIRED COPYRIGHTS.** We accept old music, whose copyright has expired, and is by law now in the public domain.

**DONATED MUSIC.** We also accept music that *would* be protected by copyright, but the copyright owner of which has donated it to the Public Domain.

Music that is in the public domain may be freely copied and distributed, performed for profit, recorded for profit, and rearranged without limit.

**FREEWARE.** The third kind of music we accept is *freeware*. Freeware is music to which the copyright owner retains all copyrights, including performance for profit, mechanical rights licensing, and permission to arrange, but which the copyright holder has issued blanket permission to the public to download, copy as needed, practice, and perform for non-profit purposes without charge.

### OUR “ONLY” GUIDELINE

Pretty much our only hard-and-fast guideline is that we need to and want to be squeaky-clean as regards copyrights.

While the purpose of *Project Sousa* is to make public domain music freely available to the public, we also respect the rights of the copyright owners, and we want to make sure they receive any compensation to which they are entitled.

Therefore, our “only” guideline is that we need to make absolutely certain of the public domain status and copyright status of any work before we post it.

However, it’s not really that simple, and that’s why we put quotes around “only”.

Let's break it down into the three kinds of music we accept, and break each type down a bit further. Please bear with us if this gets a little complicated, but it's a complicated business, and we need to make it crystal clear what you need to do when submitting music to ***Project Sousa***.

### ***EXPIRED-COPYRIGHT MUSIC.***

If you are in possession of a piece of music for which you believe the copyright has expired, all you need to do is furnish us documentation that the piece – the very piece you are submitting – was written before 1923.

This documentation can be a scan or photocopy showing the copyright date. We also require a signed statement from you stating that to the best of your knowledge, the piece you are submitting was written in (year), originally copyrighted in (year), that you have performed adequate research to verify the accuracy of this information, and that as far as you can ascertain, is in the public domain.

It's not that we won't take your word for it, but we will check it out also, such that we will be exercising due diligence.

If all's in order, we'll check format consistency and post it to the site.

***Be Careful of "Arrangements!"*** If the piece of music you are submitting is an *arrangement* of a work in the public domain, for example, a band transcription of a Tchaikowsky work, then not only must the original work be in the public domain, so also must the arrangement be, as it has its own copyright date and protections.

If you submit an arrangement, then we must take the same precautions to ensure the arrangement is in the public domain as we do for original works. Submit all the documentation you have that an arrangement is in the public domain.

### ***DONATED-TO-THE-PUBLIC-DOMAIN MUSIC.***

This pretty much means music you have written.

If you have music that you have written (not for hire), and wish to donate it to the public domain, please email us and we will send you a format for the statement you need to make.

All you need to keep in mind is that once you give a piece of music to the public domain, anyone can do anything with it, without your permission.

If you wish to submit a piece of music that *someone else* has donated to the public domain, then we **MUST** have some sort of official, incontrovertible evidence that

the piece has indeed been donated to the public domain. It is up to you to get this evidence. It can be a copy of the statement made by the copyright owner, or a copy of a newspaper article or web article about this – AND the phone number of the copyright owner. You see, before we can post the music, we will need to confirm any printed story.

### ***FREWARE.***

If you have written a piece of music you would like to make available as *Freeware*, please email us and we'll send you a format for the statement you need to make.

However, if you wish to submit a piece of freeware to Project Sousa, we require that you name Silver Clef Music Publishing, Inc., as the copyright administrators. There are reasons for this, but we can get into those if you have questions.

## **WHAT OUR MUSIC PREFERENCES ARE**

Silver Clef Music Publications, Inc. focuses primarily on band music, instrumental ensemble, and instrumental solo music. We also offer music for orchestra, for vocal groups, for keyboards, and for praise and worship groups.

We do not handle music for pop group instrumentation or pop vocal ensembles. If you have a question, just email us and we'll get back to you right away.

## **WHAT WE NEED FROM YOU**

When you submit a manuscript for publication, we need three things: copyright clearance (see *Our "Only" Guideline* above), an electronic manuscript (scores and parts), and a live recording if you can get it. Here's more detail on manuscript submission and the recording.

## ***SUBMITTING THE MANUSCRIPT***

Silver Clef Music Publishing, Inc. is a digital publishing company. This means we prefer that you submit your music to us in digital format.

While we are willing to consider submissions in any format, including handwritten manuscript, it will save a lot of people a lot of work if you'll simply submit it in PDF format. If you can't make a PDF file of the manuscript, then you can scan the paper and email us the image files. We will make PDFs of them. If you can't scan them, then you may send us the paper copies. But please be advised, the lower down this priority list you go, the more work there will be for someone else.

***Which Parts We Need:*** In a nutshell, we need everything available for the older, public domain works. If you are submitting new music you are donating to the public domain, or

music you are releasing as freeware, we will need a full score, a condensed score, and a part for each instrument that will be playing the tune. Each part must be able to be printed on 8 ½ x 11” paper, and it must look neat, clean, and be easy to read.

There must be no wrong notes.

Bottom line, the more work you do, the less other volunteers will have to do, and the quicker we will be able to post it on the site.

### ***INFO BLURB, PROGRAM NOTES and BIO SKETCH***

Along with your manuscript submission, it would be great if you could also submit three additional items:

- An informational blurb about the piece. Anything you know about the tune, the author, the circumstances under which it was written, some of the performance history of it, etc.

For example, Sousa’s *Washington Post* march was so popular when it first came out that a newspaper pundit said that since Strauss was “The Waltz King,” then we ought to call Sousa “The March King,” and that title has stuck ever since.

- Some suggested program notes. If you have any program notes about your submission, it would be a big help if you could include them.
- A bit of information about yourself. We want to give credit to our donors. So if you could tell us a little something about yourself, it would help bring the site alive.

For example, you might tell us your city and state, and which groups your play in, and maybe some of your musical background.

#### ***Why Should A Customer Download This Piece?***

The informational blurb should be two to five short paragraphs, and should concisely tell a prospective downloader why they should get *this* piece of music. There should be some of the background of the music, where it came from. Most of all, you should answer the question “Why should I look at, listen to, or download this title?”

The shorter the better.

#### ***Why Should an Audience Listen To This Piece?***

Program notes, on the other hand, come in two flavors – notes intended for inclusion in a program, and notes suitable for a narrator to read. It would be best if you could include both. They are very similar, but program notes can be longer, and narrator notes might include more humor. An example of humor in narrator notes might be the quip about how Karl King’s father considered the trombone to be too evil an instrument for righteous men to play.

The program notes and narrator notes you submit with the music should be written by you (or someone you know, for you). You may use other source material, but do not copy someone else's writing. That's protected by copyright also. Any notes you submit will become part of the submission, and will be placed in the public domain along with the work itself.

***More Details on How-To:***

For details on formatting these writings, please refer to our ***Text Material Guidelines*** document.

***LIVE RECORDINGS WITH YOUR SUBMISSION***

It would be wonderful if you could submit a recording of your submission, or of any other listing on Project Sousa that does not have a recording.

It is our goal to post a recording on the website for each listing. We want potential downloaders to be able to listen to the tune so they can decide whether they want to get it.

If the tune consists of multiple movements, then each movement should be a separate file.

If you cannot submit a recording and give us also the copyright to post it (yes, we need that too), then if you can find a place online that has the recording, send us the URL and perhaps we can work a deal to point to someone else's recording.

The format we prefer for the live recordings is MP3, although we will take a WAV file or a standard CD recording.

**SUMMARY**

*Project Sousa* is all about making public domain band music available to everyone. Any way you can help with this would be welcome. Here's what we need:

People to donate music – either out-of-copyright music or music they've written themselves.

People to help scan it in and make PDFs of it.

People to do research on old music – library of congress, your local schools' music libraries, wherever else you can find music – and find some good stuff for Project Sousa.