

## Writer's Guidelines

### The Double Reed & I.D.R.S. Journal

**MANUSCRIPTS:** Manuscripts should be typewritten, double spaced on standard 8 1/2 x 11 typing paper with duplicate copies submitted. Typing on thin, onion skin, or tracing paper is more difficult to read and therefore should be avoided. Please indent at the beginning of paragraphs. Underline any words that are to be italicized. Add any diacritical marks in their correct positions. If typed with a word processor, feel free to use italic and bold typefaces in your manuscript. **If possible, please provide a "word" file on a floppy disk with your article.** Footnotes should be grouped at the end of the manuscript. Please leave a margin at the bottom of the page as well as at the top and sides. **Please! Copyread and correct your copy.** A short biographical paragraph about the writer should be included with the manuscript. Each page should be consecutively numbered with a short abbreviated title and writer's name at the top of each one.

**Example:** page 4. Bassoons in Italy. Jones.

**PICTURES:** Pictures should be sharp contrast black and white glossies. Color prints can be used, but usually result in poor reproduction. Pictures that are clipped from printed publications are screened (made into little dots) so that they can be reproduced. These must be rescreened when used for another publication and are **greatly reduced in quality** the second time around and are therefore undesirable. Color transparencies (slides) can be utilized by having a professional photo developing lab make a black and white print from it for you. Submit the black and white print with your manuscript. Tape **must not** be placed on a picture. Ideally, place your picture in a numbered envelope. Place a corresponding number on the back of the picture close to the edge and corner. On a separate sheet of paper, list your pictures' numbers and captions.

**Example:** Picture 1. Daryl Jones in concert at Miami, June 1989.  
Picture 2. Daryl Jones repairing an oboe in his workshop, etc.

**ILLUSTRATIONS:** Illustrations should be submitted on a separate sheet of paper. Indicate in the manuscript where the illustrations should be placed within the copy.

**Example:** "One should express the musical phrase line in this manner:  
(ILLUSTRATION NUMBER 1)  
Thus, you will attain the desired effect."

Then, draw illustrations with black ink on white paper. India ink is the best – ball point usually skips, globs and otherwise makes an uneven line. Artists' drawing paper made especially for India ink is ideal. Avoid tracing paper. Number the illustrations and space them so that there is enough white area around the drawings for the layout artist to cut them out without difficulty. Should the illustrations have captions, please type them separately, numbering them with the corresponding number of the illustration. Above all: **Be Neat!** Clean sharp illustrations will reproduce cleanly and sharply. Muddy, fuzzy illustrations sloppily drawn will reproduce just that way.

**Please! If you can, avoid photo copies!** If you absolutely must submit a photo copy of an illustration, use the very best copier you can find. If a copier weakens a line to a faint grey broken almost not there mark, a printer's camera just doesn't see it. A line is either there or not there to a photo offset camera. Shooting an illustration again will not add to it. It will not improve it. It will not look better.

**The lines must originally be hard, black and clean.**

Following these simple guidelines will help insure that articles will look their best when published. All materials should be sent to either of the following:

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