



Need help submitting your work through Contribute? Some of our most frequent requests are answered below:

[How do I log in?](#)

[I need more information about lodging scores](#)

[Page sizes](#)

[File formats](#)

[Handwritten scores](#)

[I need more information about lodging recordings and video footage](#)

[Why won't Contribute accept my submissions?](#)

[What happens to my work when I submit it through Contribute?](#)

[Composer biographies](#)

[Your work featured online](#)

[Published works](#)

[Digital Scores](#)

[How does the Australian Music Centre protect my copyright?](#)

[I still can't find the answer to my question](#)

Logging in to Contribute

[\(return to top\)](#)

How do I log into Contribute?

Step 1: Set up an online account:

- a. Go to <http://www.australianmusiccentre.com.au/myaccount/newaccount>
- b. Create your account using the form on the page. Make sure you use the email address you have supplied to the AMC otherwise it won't link through to us properly

Step 2: Login to Contribute:

- c. Go to <http://contribute2.australianmusiccentre.com.au/> and login using your username and password. If you have forgotten your password, you can reset it from this page.

Lodging score files

[\(return to top\)](#)

What page size should I use?

Please submit all score and parts materials with a border of at least 2cm to ensure clear printing and binding for sale and have a page size of A4, A3 or B4-JIS (257 x 364mm).

What file formats does the AMC work with?

The AMC prefers to receive Finale or Sibelius files, so that we can ensure the best archival quality and production masters. Finale and Sibelius master files are only ever used internally to produce future proof archival PDF masters that are true to the artists' original intention. Files are never altered or made publicly available.

For more details on submitting compliant files for the best results, see our information on [digital score file formats](#).

I don't use Finale or Sibelius – can I submit other file formats for scores?

Finale and Sibelius are used by the vast majority of our represented artists and this is why we prefer materials in these file formats. Working with the original master files means that we can convert files to archival quality PDF's that are true to the artists' intentions. Files are never altered or made available to the public.

If you are working with a different file formats, please find more information on our [digital score file formats](#) for alternative options. If you are working with handwritten scores, please see details on [handwritten submissions](#).

Do you accept handwritten scores?

For artists working with handwritten notation, the AMC can accept scores scanned at high resolution PDF (600 dpi). If you would like further information, [please contact us for advice](#).

Lodging audio and video recordings

[\(return to top\)](#)

What audio file formats can I submit as recordings?

The AMC prefers uncompressed WAV or AIFF files (44 kHz, stereo, uncompressed) as they enable us to retain a high quality archival master from which various derivatives can be made. If you are unable to provide these file types, please download more details on [accepted audio file formats](#).

Can I submit recordings by post?

Recordings can also be submitted on CD or DVD via post. Please submit basic details though the recordings section of Contribute and ensure the disk contains documentation including details of track listing, performers, venue and date of recording (where this information has not been submitted through Contribute). We encourage artists to submit both commercial and non-commercially released recordings to ensure we have the most detailed and current information in the catalogue.

Can I submit video content?

Video content, such as films with screen scores or video recordings of performances can be submitted via CD or DVD by post. Please and ensure the disk contains documentation including details of track listing, performers, venue and date of recording.

Australian Music Centre

FAQ – Contribute Represented Artist Portal

We are also able to embed online video clips (for example videos shared on YouTube or Vimeo) into the catalogue as additional media for your works. Submit the video link through Contribute in the “view/edit existing works” section. Please only send details of clips that you are sure have been shared online with the full permission of all copyright holders.

Problems submitting work through Contribute

[\(return to top\)](#)

Which web browsers can I use with Contribute?

Contribute has been tested to ensure that it works with a wide variety of web browsers, including Firefox (tested on version 3), Safari (versions 3 and 4), Internet Explorer (versions 6, 7 and 8), Google Chrome (version 2) and Opera (version 9). For best results we recommend using Mozilla Firefox version 3 or later.

I can't get the file upload functions to work

You need to have the [Flash Player plugin](#) installed in your web browser in order for the file upload functions to operate correctly.

Contribute will restrict the types of files you are able to select when uploading (e.g. only GIF, JPG or PNG files may be selected when uploading a new photo for your biography). Make sure the file you are uploading conforms to the correct file types.

Why won't Contribute let me save my changes?

Occasionally Contribute may have some communication errors with your browser and won't accept changes that you make when submitting or updating. Make sure you are using one of the tested and [recommended browsers](#). If you are using one of the recommended browsers, try clearing your browser cache. *(Some instructions can generally be found on the website for your browser, e.g. for [Mozilla Firefox](#) and [Microsoft Internet Explorer](#)).*

Contribute hasn't saved the changes I made

It is important that you don't leave the webpage before submitting your changes through Contribute. Make sure you press the “submit” button at the bottom of each form page before leaving the page to make sure your changes are saved. This is very important on score and audio upload pages. Even if Contribute says your files have uploaded, they won't be submitted to us until you click “submit”.

You and your work on AustralianMusicCentre.com.au

[\(return to top\)](#)

What should I include in my biography?

The AMC has a house style for biographies to ensure a consistency of style across all biographies. Your biography should capture your aesthetic as a composer or sound artist and your achievements in your work. [Download biography guidelines here.](#)

What happens to my score once I upload it?

Any unpublished scores you submit through Contribute are verified for library inclusion by our documentation staff (for inclusion criteria, see our [representation policy](#)). Verified scores are then processed by our production staff to produce an archival quality digital production master. Our production staff are composers and/or music copyists and files are carefully checked to ensure accuracy and clarity of reproduction. A PDF sample of the score will also be produced (for copyright reasons, no greater than 10% of the bars in the work).

Submitting a work is a two-stage process, where you provide details about the work and upload the score and any associated recordings or additional media (where relevant). The information you submit about the work is used by our documentation staff to incorporate it into the data structure of our catalogue. The more information you include, the more visible your work will be in the catalogue.

Once a score has been processed, the details of your work will appear on AustralianMusicCentre.com.au, along with a score sample and a recording sample if you have supplied one. If you have nominated for scores to be made available for sale through the AMC's facsimile score service, customers will be able to purchase the score through our online shopping facility.

Scores that the AMC has a licence to reproduce for sale are also added to the [AMC Digital Library](#) and made available for AMC members to borrow a perusal score electronically.

Why isn't my submission updated on the AMC website immediately?

The AMC's catalogue is documented following a highly innovative approach to the documentation of music and related resources. The [data model](#) is able to equally accommodate a wide range of approaches to the composition of sound - from traditional score-based practice, to studio-based composition, installations and emerging genres. The catalogue incorporates complex requirements of a highly integrated digital library catalogue, and specialist AMC staff need to verify that all data is incorporated into the model before it is published 'live'. This allows for better visibility of your work through relevant data networks and also improves online search rankings.

Our documentation is also in accordance with a range of library and cultural documentation standards which enables us to share our data with institutions such as the National Library of Australia.

What happens with commercially published scores?

The AMC only offers unpublished scores through our facsimile score service, where we have been given permission by the artist. It is important you notify us of any publishing agreements for your works so that we can remove them for sale through this service. You can inform us of newly published editions by updating the work through Contribute. Please arrange with the publisher to send us the file for the score (in PDF format) to be used for documentation in the collection and creating a score sample on the website. Your publisher may like to discuss this process with us if they have not previously done so.

We have a number of agreements in place with commercial publishers to ensure these scores are easily accessible to our audience through the AMC website. We are currently working on expanding our partnership arrangements with publishers and for any publishers not currently making scores available for sale through www.AustralianMusicCentre.com.au, we try to refer any enquiries through to the publisher where possible.

What are digital score sales?

A small number of items in the AMC collection are currently available for sale as a [digital score](#). This means customers are able to purchase and download scores immediately for use.

Australian Music Centre

FAQ – Contribute Represented Artist Portal

We are still developing the system to make scores available this way, so please indicate when submitting in Contribute if you would like this sales option or not and we will notify you when we are able to offer this service on a broader scale.

Copyright protection for artists

[\(return to top\)](#)

How do you protect my copyright of scores for sale in the Digital Library and Digital Download?

Users of Digital Sheet Music are licenced to produce a single printed copy of the score. For [purchased Digital Scores](#) all pages are stamped with the purchaser's name to help protect the rights of composers and prevent unauthorised copying. For [Digital Library Loans](#), files are watermarked with the name of the 'borrower' and include security mechanisms which prevent the file from being opened after the 'loan period' of three weeks.

These measures make any fraudulent copies much more traceable in performance and examination contexts and makes students, teachers and performers more accountable for behaving in a manner that protects the rights of artists.

Other questions?

[\(return to top\)](#)

If your question still isn't answered here, please contact info@australianmusiccentre.com.au.