

Information on submitting a Setting

Information Sheet 5

Many thanks for your submission of a musical setting of liturgical texts. The following information is sent out when a setting is submitted to the Liturgy Office. It explains the next stages of the process and provides a summary checklist of common issues. It is hoped that by highlighting the timetable and the possible decisions it will prepare publishers for any response and by providing a checklist will, in some cases, mean that settings are reviewed by the publisher/composer and resubmitted.

1. What happens next?

Before the panel meeting

The dates of future panel meetings are given on the Roman Missal website together with the date when settings should be received by the Liturgy Office:

- <http://www.romanmissal.org.uk/Home/Music/Composing>

A week before the panel meeting copies of all submitted settings are sent to the panel members for review. The settings are sent out anonymously without any identifying titles or names. Settings of texts which are outside the scope of the process are omitted (e.g. This currently includes texts from the Lectionary such as Gospel Acclamations).

The panel meeting

At the meeting each setting is gone through in turn. They are reviewed in the light of the criteria given in the *Guide for Composers*. From this review the panel recommend a decision and identify reasons.

Review of recommendations by Bishop Hopes

The Director of the Liturgy Office meets with Bishop Hopes following the panel meeting. This will usually be within a week but this will depend on other commitments. If it is likely to be more than 2 weeks the Office will inform publishers.

The recommendation for every setting is gone through and reference is made to the setting where necessary. Bishop Hopes then makes the decision which will appear on the certificate.

Sending out Certificates

Following the meeting with Bishop Hopes the Certificate is sent out. This records the decision (see below), reasons for the decisions and, where applicable, some observations.

Information Sheet 3 (for Publishers) is sent out with the Certificate and gives further information.

Certificates sent to the Publisher given on the Application Form. For the quickest response it is recommended that an email address is included.

2. Decisions

It may be helpful to note at this stage the 3 possible decisions:

- Accepted – there are no issues with the setting and it may be published
- Withheld editorial – there are some issues with the setting to do with matters of punctuation and capitalisation, for example.
- Withheld – there are more substantial issues to do with matters such as missing or altered text.

The Certificate will give the decision and indicate what needs to be addressed. It is the intention that the majority of issues can be resolved.

- Withheld editorial – is resubmitted to the Office which tries to turn round the response as soon as possible
- Withheld – is resubmitted to the next panel meeting.

For further information see Information Sheets 1 & 3

3. A checklist

It is expected that settings are ready for publication. However, the majority of submissions receive the decision ‘withheld editorial’. With some attention to detail it is quite straightforward for a setting to be ‘accepted’ on first submission.

The following checklist highlights some of the common issues — it is not intended to be exhaustive.

- Is the text correct? Are any words or phrases missing?
- Spelling
- Hyphenation — in particular do not split single syllable words even when they are sung on more than one note, e.g. ‘Lord’ not ‘Lo-rd’.
- Punctuation & Capitalisation – does it follow the text in the Missal and given in the *Guide for Composers*?
- Indication of ministers — who sings what. For example, what is sung by the priest alone, or what part the congregation have.
- Eucharistic Prayer — where one of these texts is set it is a requirement that all five acclamations are provided as follows:
 - Holy, Holy
 - Memorial Acclamation – We proclaim
 - Memorial Acclamation – When we eat
 - Memorial Acclamation - Save us
 - Amen
- Eucharistic Prayer – it is a requirement that there is an indication of the appropriate pitch for the Missal tones for:
 - Invitation to Memorial Acclamation
 - Doxology

More information can be found in *Information Sheet 1* and the *Guide for Composers*.

If having submitted a setting you recognise that something needs addressing it is possible to withdraw the setting, edit and resubmit. To make the same panel meeting it will need to be received by the date given on the website for submissions.

4. Urgent Submissions

To meet the number of settings first submitted the panel initially met every month. As the number of settings has declined the panel is meeting less frequently.

It is recognised that there may be occasions where a publisher has a deadline which may not fit with the published schedule of panel meetings, for example, where there is seasonally related material. It is also possible that a setting is not received or sent out due to a communications error. In such cases it is important that publishers endeavour that the submission is error free.

- The setting is reviewed by the Director of the Liturgy Office and a recommendation presented to Bishop Hopes when they next have a meeting. If the setting raises a number of issues the panel may be consulted. If the decision is either 'Accepted' or 'Withheld editorial' the normal process is then followed. If the decision is 'Withheld' the revised setting will need to be submitted to a future panel meeting.

As this process is provided for 'emergencies' it is not expected that publishers will make regular use of it.

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Information Sheets

<http://www.romanmissal.org.uk/Home/Music/Composing/Information-Sheets>