

Information for Publishers

Information Sheet 3

The following information is sent out with the Certificate which records the decision about a submission to the process for permission to publish settings of liturgical texts.

Many thanks for your submission which has now been considered by the Panel and their recommendation reviewed by Bishop Alan Hopes. A certificate has been issued recording the decision together with any reasons and further observations.

Certificate

Decision

Settings are either Accepted, Withheld Editorial or Withheld.

Accepted

Publishers may publish the setting subject to any copyright permissions, where applicable. See the section on what next.

Every effort is made to identify mistakes in the text but publishers are advised to proof read the setting as further errors can be identified at a later stage.

Withheld Editorial

Publishers may not publish the setting.

The changes sought are editorial. So as not to delay publishers unduly such revisions will be reviewed by the Office rather than be resubmitted to the Panel.

Reasons may include: punctuation and capitalisation, spelling, omission of indication of pitch for Invitation to Memorial Acclamation and/or Doxology.

Withheld

Publishers may not publish the setting.

The changes sought are more substantial and a revised setting will need to be submitted to the panel.

Reasons may include: omission of section (i.e. settings of Eucharistic Acclamations should be complete), omission or addition of text or use of incorrect text, issues relating to repetition of text which affect structure or meaning.

The Guidelines also seek that the Eucharistic Acclamations should display a unity. Where this has been raised Bishop Hopes has asked that publishers/composers be invited to respond if they wish to demonstrate their understanding of the unity in the submitted setting.

The reason(s) why a Withheld decision is given is marked [W]. Other matters which are withheld editorial will be considered as part of the resubmission to the panel.

It is intended that all issues are indicated on the certificate. However where there are significant issues identified such as incorrect or missing text it is possible that on resubmission additional matters are identified. These may be in relation to the punctuation and capitalisation of the text and require correction and further submissions.

Reasons

Where permission has been withheld reasons have been given. Reference is made [xx] to paragraphs in the Composers' Guide.

Observations

These are comments made by the panel and tend to either be practical comments or queries about possible mistakes in the music. Such advice is offered constructively but it is not a requirement for these changes to be made before permission is given to publish.

What Next?

Re-submission

Withheld Editorial

Settings are re-submitted to the Liturgy Office and will be processed as soon as possible. It is not necessary to fill in a second application form.

Withheld

Re-submitted settings will be sent to the next panel meeting. It is not necessary to fill in a second application form. Dates for future Panel meetings will be given on the Liturgy Office website:

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

Appeals

If a publisher wishes to appeal against the decision of the panel rather than provide a revised setting they should write to Music Appeal c/o Liturgy Office (address below) giving reasons for their appeal. Details of the Appeals process can be found on the website.

Copyright Permission

It is for the publisher to obtain any necessary copyright permissions concerning the musical setting etc. prior to publication.

If a piece is accepted it will probably need copyright permission from ICEL for the liturgical text prior to publication. When contacting ICEL you will need to send a copy of your Certificate of Acceptance to demonstrate that the setting has the permission of the Bishops' Conference. Some notes on ICEL and copyright can be found in Appendix 3 of the Composer's Guide.

ICEL Secretariat

1100 Connecticut Avenue, NW, Suite 710
Washington, DC 20036-4101
United States of America
telephone: (202) 347-0800
facsimile: (202) 347-1839

Copyright Permission

email: permission@eliturgy.org
<http://www.icelweb.org/copyright.htm>

Publication

Music settings may be published from 26 April 2011.

Settings should carry the following information:

Title published with the approval of the Department for Christian Life and Worship of the Catholic Bishops' Conference of England and Wales.

It can be included with any copyright notice. For collections and hymnbooks the information for various settings can be combined.

Publishers are reminded that on publication they are required to send 5 copies of the published music to the Liturgy Office. A list of published settings is maintained on the website. Inclusion on the list is subject to the published copies being received. If you do not wish your setting to be included in this list please inform the Office.

Queries

Any queries should be made to:

Martin Foster
Assistant Secretary
Department for Christian Life and Worship
Catholic Bishops' Conference of England and Wales
39 Eccleston Square
London SW1V 1PL

020 7901 4851
Martin.Foster@cbcew.org.uk
www.romanmissal.org.uk