

The Ivors Composer Awards 2019 Guidelines

IVORS THE COMPOSER AWARDS

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In association with



Anonymity Checklist

Categories 1–12 are judged anonymously. Entries which identify the composer will automatically be disqualified.

Please use the following checklist to ensure that the entry meets our anonymity criteria:

Score

- Remove the composer's name from the score itself.
- Check every page to ensure that the composer's name doesn't appear; for example as a copyright notice at the bottom of a page.
- Remove the programme note and any information regarding the première performance from the score.
- Remove any dedication from the score.
- Remove any details of commissioner from the score.
- Remove any details of performance history from the score.
- The file name of uploaded scores must not include the composer's name.
- Remove any reference to the publisher from the score; including as copyright beneficiary.
- Remove the composer's name from the score file metadata. To do this:
 - For PC and Mac users: open the PDF file using Adobe Reader or Adobe Acrobat DC (and not Preview on Mac) and go to 'file' and then 'properties'. If the composer's name is shown in the 'author' field, remove the name by pressing 'Backspace' or 'Delete'. If using Adobe Acrobat DC, ensure you also click the 'additional metadata' button and remove the composer's name if shown in the 'author' field by pressing 'Backspace' or 'delete'.

Audio Recording

- If the recording is of a broadcast, ensure that any announcements are removed.
- The file name of uploaded recording must not include the composer's name.
- Remove the composer's name from the file metadata associated with the recording. To do this:
 - For PC users: right click the file and go to 'properties'. In the 'details' tab, remove the composer's name if it's shown by pressing 'Backspace' or 'Delete'.
 - For Mac users: open the file in iTunes. Right click on the right and go to 'song info'. Remove the composer's name if it is shown by pressing 'Backspace' or 'Delete'. Then for ease of extracting this file from iTunes and uploading to our awards website, highlight the song by tapping once on it (so that it highlights blue) and then go to 'File' and then 'Show in Finder'. You can then move the file to your desktop or to a memorable folder in order to make it easier to find the audio file.

Video


- If there are any announcements or credits shown on screen, ensure these are removed.
- If the composer appears in the video, remove any text or announcements that identify them as the composer.
- The file name of uploaded video must not include the composer's name.
- Remove the composer's name from the metadata associated with the video file
 - For PC users: right click the file and go to 'properties'. In the 'details' tab, remove the composer's name if it's shown by pressing 'Backspace' or 'Delete'.
 - For Mac users: unfortunately it's not as simple to remove the metadata, in comparison to PC users, without the need to download an external application or programme. As such here are two options:

Option 1

Download VLC player [a media player for Windows] from: <http://www.videolan.org/vlc/download-macosx.html>

Once downloaded, open the video file in VLC player. Then, click 'windows'. A pop up box will appear which will include the fields: 'title', 'artist', 'album', 'copyright' etc. If the composer's name is shown, remove it by pressing 'backspace' or 'delete' and then click 'save metadata'.

Option 2

If you'd prefer not to download VLC player and prefer to use Apple only products, the safest way to ensure it doesn't contain any details is to import the file into iMovie and resave the file. To do this, open iMovie, click 'projects', 'new project'. Then import the video file and follow the instruction on screen to drag the video and drop it into the space to create the movie. The video will then appear on the right hand side and you'll be able to play it by pressing the 'play' button. When you're ready to export the video, click the 'share button' which looks like this: 

Then click 'file'. A pop up box will appear which looks like the below:



Ensure you leave the description and tags blank. Finally, click 'next' and then save the video.

Additional Information

For additional information supplied for categories 1–12, for example, 60 words about the context of the work, please note that:

- The information must not identify the composer by name.
- The information must not refer to personal information about the composer.
- The information must not refer to previous works by the composer.
- The language used must be gender-neutral.

Contact Details

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