

## Ukulele Club Chart Guidelines

The Chart Review Committee reviews our library and suggests songs for removal or reformatting. A goal is to improve readability of charts projected on the music room screen. Following are guidelines, not requirements.

Reviewers assign a rating to song charts. The ratings are: 1 – Good, 2 – Okay, 3 – Rewrite, 4 – Delete. A rating may appear next to a title in the library as the committee works through the list of 1500 songs. Your comments are welcome.

1. Position chords over correct words of lyrics.
2. Readability when projected is important. Use a print font for lyrics and chords, not handwritten. Good fonts are Verdana, Arial (to reduce width), and Times New Roman. Font should be plain, not fancy, cute, cursive, too small nor ALL CAPS.
3. Avoid graphics that reduce readability. Avoid shading areas such as chorus or bridge.
4. Use black fonts, and chords printed in a readable color such as blue.
5. We prefer chords above the lyrics. For longer songs, inline chords may make it possible to fit on 1 page, e.g. “City of New Orleans.” For readability inline chords should have a space between chord and following lyric.
6. Include chord diagrams, especially for uncommon chords – but we do not like graphical chord images over words in lyrics because they take up too much space.
7. We prefer no more than two versions of the same song in different keys, separated by 3 or 4 steps, e.g. C and G.
8. Add key to end of title: blank dash blank key, e.g. “Ain’t She Sweet – C”.
9. Indent and label Chorus and Bridge. Describe flow of song, e.g. “Repeat from bridge”, “Chorus”, “Back to My Dog”. Prefer directions, notes, etc. in color to stand apart from lyrics.
10. Each chord gets 4 beats (or 3 in  $\frac{3}{4}$  time). Repeat the same chord as needed for consecutive measures.  
Optionally use slashes for less than 4 beats, e.g. “C //” is C chord with 2 beats.  
Optionally indicate a pair of 2 beat chords with a dash between, e.g. “Am - A7” with each chord positioned over correct lyric.  
Optionally add a note to identify a few chords that are not 4 beats.
11. Starting note is helpful, indicated with e.g. “SN=F”.
12. Time signature if other than 4/4 is helpful, indicated with “3/4 time”, “waltz time”.

13. Preferably fit charts on 1 page, with exceptions. One-page charts should not have a page number. It implies there is a page following.
14. Avoid lines that wrap. Can result in confusing chord position.
15. Center title at top.
16. A copied image should be properly aligned, not tilted.
17. Correct spelling looks professional. tacet, ritard, canon, chord, you're / your, NOT tacit, retard, cannon, cord. You're means "You are". "Your" indicates possession.
18. Extra verses should also include the chords, with exceptions for simple cases.
19. Sheet music (with staff lines), is not acceptable for projecting.
20. Follow naming conventions for the file name:
  - a. Separate words with a blank.
  - b. Capitalize first and last word.
  - c. Capitalize all words except: a, an, and, as, at, but, by, for, from, in, into, of, on, or, the, to, with, without. Considering: after, along, nor, so, yet.
  - d. A filename may contain some punctuation marks – comma, period, dash, parentheses, apostrophe, underscore, exclamation mark. Internet conventions do not allow these – percent, dollar sign, ampersand, forward slash.
  - e. Leading "A" or "The" is moved to end of title for convenience in alphabetized lists, e.g. "Letter, The" and "Summer Song, A".
  - f. Precede medley titles with "Medley", e.g. "Medley Sea Of Love ..." to group medleys together. Include as much of the individual titles as practical with a "blank dash blank" between.
  - g. All versions of a song should have the same basic title, "Spanish Eyes" OR "Blue Spanish Eyes". "Country Roads" OR "Take Me Home".