Finalizing a Score
prepared by David Vayo

- cover page: include title, instrumentation and composer's name. It isn't necessary to list each instrument on the cover; "for orchestra" or "for soprano and chamber ensemble" is enough.

- inside cover (and additional page(s) if needed): complete instrumentation (aranged as a vertical list); setup diagram if desired; information on technical needs such as amplification, sound playback, lighting, props etc.; explanations of unusual notation (unless the notation is only used once or twice in the score, in which case it's more helpful to explain it where it first happens)

- first page of music: put dedication above title. "C score" or "Transposed score," if relevant, in upper left corner. Composer's name (and year of composition in parentheses) below and to the right of the title, on same level as tempo indication to the left. Copyright notice on bottom of page. The first system of music should have a staff for each instrument/voice involved in the composition, even if that instrument isn't playing yet. For the rest of the score, staves for instruments/voices not playing in that system can be left out.

- the first page of music is page 1, though numbering that page is optional. All other pages should be numbered.

- put in rehearsal letters at beginnings of phrases/sections, about one rehearsal letter every 15-25 bars. Indicate measure numbers at the start of each system (no need to have measure numbers on each staff; at the top of the score, and at the top of the strings as well in orchestral scores, is sufficient). Put double bars at important formal junctures; most pieces will have only a small number of double bars.

- last page (optional): below and to the right of the last measure, indicate the time and place of composition. Some composers give the date of completion, others the dates/months during which the piece was written.

- sign and date the last page of either your hand-manuscript original or a printout of a computer-generated score. This provides some legal protection.