



Requirements for Score & Parts Preparation

Please use this document as a checklist when preparing your score and parts for the NZSO. For advanced formatting of complex music, please refer to 'Behind Bars' by Elaine Gould (Published by Faber Music). If you have any questions, please contact Chris Turner, NZSO Music Librarian at chris.turner@nzso.co.nz +64 27 455 5009.

The Score

Formatting and Notation

- Format the score for B4 or A3 sized paper - NZSO does not have facilities to print larger than A3
- Number pages
- Scores should be Transposing scores – not scores in C
- Use bar numbers on the 1st bar of each system
- Use rehearsal letters or numbers – keep these consistent and evenly placed
- Make sure instructions such as tempo markings and time signatures etc. are printed in a font size which will be legible to the conductor
- Instrument names – in full on the first page of the score, abbreviations thereafter – be careful to make sure the abbreviations are updated to include the part number e.g. Clarinet 2 becomes Cl. 2 rather than just Cl.
- Instructions can be written in the following languages – English, French, German, Italian (Other languages may not be easily understood by the NZSO and may require translation sheets)
- Scores should also include cover pages and instrumentation pages as detailed below

Cover Page

This should include the:

- Title
- Composer Name
- (Arranger Name)

Instrumentation Page

This should include the following:

- Whether the score is in C or transposed
- List of instruments including doublings, keys of transposing instruments
- Number of percussion players required to play the piece
- List of all percussion instruments required (ideally break this down as a list of instruments for each player)
- Any electronic or synthesiser requirements
- Instructions for prepared instruments
- Diagrams of any special staging that may be required

- Any deviations from standard musical notation should be explained clearly with diagrams
- Anything whatsoever that might be considered an unusual addition to a symphony orchestra

Write instructions and special requirements in plain English – diagrams are generally very helpful – a picture is worth a thousand words!

Instrumental Parts

Formatting and Notation

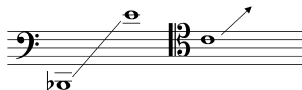
- Format parts for A4. If this will result in a large number of difficult page turns, B4 parts will be accepted. Please consult with the NZSO library before choosing to format for B4
- Staves should have a staff size of between 7mm and 7.5mm at x below when the part is printed. Parts with a smaller staff size will be rejected



- If unusual notation or extended techniques are to be used, provide an explanatory note with diagrams on the inside of the front cover
- List transposition and doublings where required at the top of the part
- Aim for page turns in multi-rests where possible – front covers, blank pages and blank half pages are all acceptable to achieve good page turns
- Check page turns are possible in the time given – if not repaginate your parts!
- Show instrument changes clearly – both at the point the new instrument starts playing and at the beginning of the rest bars that allow the change to happen
- Use bar numbers at the start of each system
- Give bar numbers as a range for long multi-rests

Clefs

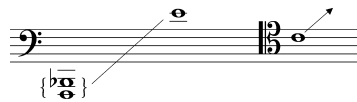
- Music should not be written outside the ranges given below, as it cannot be read easily.
- Changes of clef should be avoided wherever possible if the music can be accommodated with the primary clef.
- Note that there is usually some overlap between clefs.
 - Bassoon: do not use treble clef.



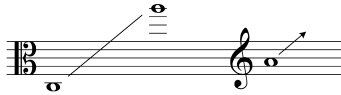
- Horn: use modern bass clef notation.



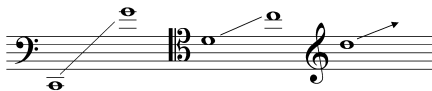
- Trombone:



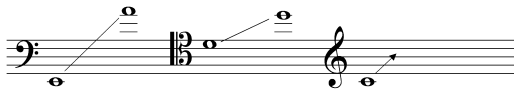
- Viola: alto clef should be used where possible. Treble clef should never be used below A440.



- Cello: use bass and tenor clefs rather than treble wherever possible.



- Double bass: bass clef should be used wherever possible.



Woodwind and Brass

- Use a single staff for each player – i.e. do not put both Clarinet 1 and Clarinet 2 on the same staff (this applies only to the parts – please feel free to combine lines within the score as necessary)
- For these standard transposing instruments, please write for instruments in the following keys in preference (for auxiliary instruments – please write in the appropriate key):
 - Clarinet – Bb or A
 - Horn – F
 - Trumpet – C
 - Trombone – C
- Please write for bass clarinet in modern notation written in treble clef sounding a major 9th below written

Percussion and Timpani

- List required instruments at the top of the part
- Provide parts for each player as well as a percussion score. Think of each part as a setup of instruments that the player will play without moving
- Timpani should be treated as a separate instrument – not as part of the percussion section
- In timpani parts, leave timpani tuning indications and pedalling to the discretion of the performer

Harp

- Leave pedalling to the performer

Strings

- In complex divisi passages, split the parts out onto multiple staves
- If the work has extensive passages of divisi with three or more parts, it may be advisable to produce separate parts for each divisi line to avoid frequent page turns

Electronic Files

- Submit parts and scores as PDF files
- Extract parts as separate files – one for each instrument – label these clearly with the instrument name
- .zip folders can be used to contain multiple files if necessary
- NZSO can also accept files in the following formats:
 - Sibelius up to Sibelius 2019.1
 - Dorico up to Dorico 3.5.10

Proof Reading

Please refer to this excellent blog post on proofreading music well.

http://www.rpmseattle.com/of_note/proofreading/

Proofing is best carried out in multiple passes with each pass dedicated to a specific aspect of music notation.

In particular, we encourage you to pay special attention to the following:

- Beaming of notes and rests in complex time signatures
- Clashing/overlapping symbols
- Hidden symbols e.g. short cresc. or dim. hairpins hidden behind other dynamic markings
- Cancelling technical instructions when they are no longer required