

# POSTGRADUATE SEMINAR

Music typography and production

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## Editing Stages and Checklists

### Pre-edit (Manuscript)

Correct titles

Specify format and style (house style)

Copyright notice

Check:

- bar numbering

- obvious note errors

- missing items:

  - stems

  - note values

  - articulations

  - dynamics

  - tuplet brackets

- number of beats in bars

- key signatures

- instrument ranges

- instrument changes

- mute changes (con sord, via sord, senza sord)

- bowing changes (pizz, arco)

- other changes (sul pont, ord)

### Setting

Some setters will be asked to do a pre-edit as they set the manuscript.

Anticipate additional problems

Do exactly what editor has asked for

- Ring editor if it doesn't make sense

## Post-edit (First Proof)

Proofread:

- bar numbers
- page numbers
- accolades (clefs, instrument names, brackets)
- notes
- copyright notice

Cautionary accidentals

House style:

Fonts (size, style)

- Techniques above staff roman

- Playing styles below staff italic

page format

tuplet style

- usually stem-side, unless direction changes, then over
- some publishers like all tuplets over
- bracket endpoint, end of value, or last note

slur/tie style

- note side if all stems are same direction
- over if direction changes

stem directions

- middle line down, except in vocal music
- some publishers allow up-stem with line

time signatures

- in staff or above

abbreviations style (3 possibilities)

- 1) all end with period
- 2) contractions have no period
- 3) no period at all

## Second Proof (and subsequent proofs)

Proof corrections and scan for new errors

Check bar numbers and page numbers

## **Parts**

Page format (size, titles, copyright)

Page turns – must work on odd pages, if starting with a LH page, number it 2.

Title page, if starting on p. 2

Fold outs

Density (horizontal and vertical)

Transpositions

Enharmonics

Cautionary accidentals

Cues

## **Production**

Title page and mechanicals

.pdf file (embedding fonts)

Camera-ready laser

Bromide

## **Music Examples**

Style (get from editor/designer/publisher)

Page format/sizes (pref 5 mm staff)

Divide output files by system, if possible

Numbering

Labels in text files (usually)

Fonts

File formats:

    EPS (with TIFF header?)

    TIFF

    .pdf