

1. Score Order: Traditionally the following instrumental choirs in the following order:
Woodwinds, Brass, Percussion, Other Instruments, Vocalists, Strings.
 - a. Within each choir, instruments are listed from highest to lowest instruments.
2. Parts: Instrumental parts are consistently either shared staff or individual staves.
 - a. Shared-staff parts are easy to read.
3. Shared part divisions are correct.
 - a. For strings, check all Divisi/Div. and Unisons/unis.
 - b. For winds, check all part splits and unisons using 1., a2, a3, etc.
4. The front cover contains the following information:
 - a. Title (and subtitle, if applicable) of composition.
 - b. Full name of Composer.
 - c. Name of orchestrator, lyricist, arranger, editor, or transcriber as relevant.
 - d. General/standard instrumentation—for example, “Wind Ensemble” instead of “2 flutes, 2 oboes, 2 clarinets...”. For standard chamber ensembles, use the name of the ensemble (Woodwind Quintet). For unusual instrumentations, list by instrument (clarinet, alto saxophone, piano).
5. The front matter is complete.
 - a. The front matter begins on the first interior right-hand page.
 - b. The front matter contains the information needed to perform the piece, including:
 - i. Explanation of any unusual notation or techniques.
 - ii. Explanation of any unusual lyrics.
 - iii. Notes to the performer.
 - iv. For large ensemble works, the full instrumentation list.
 - c. The front matter may also contain program notes.
6. The first page of music is complete.
 - a. The music traditionally begins on a right-hand page.
 - b. The title of the work is centered at the top of the page.
 - c. The subtitle of the work (if applicable) is centered at the top of the page, below the title.
 - d. Text describing the commission or the dedication should be in italic typeface and located above or below the title.

- e. The composer's name is right-aligned below the title.
- f. Additional music-related personnel (arrangers, transcribers, editors) may be listed under the composer's name.
- g. The lyricist's name is left-aligned below the title, in line with the composer.
- h. Additional lyric-related personnel (translators, editors) may be listed under the lyricist's name.
- i. Brackets, Sub-brackets, and braces are properly used.
 - i. Brackets are used for instrumental/vocal choirs.
 - ii. Sub-brackets are used for instrumental families (e.g., clarinets, flutes, horns).
 - iii. Braces are used for instruments using more than one staff (e.g., marimba, piano, organ).
- j. Each instrumental part has its own staff, whether individual or shared staves.
- k. On the first page of the music, each staff is properly labeled.
 - i. For large ensemble works, use the instrument's full name.
 - ii. For chamber ensembles, use the instrument's full name for the first system and the abbreviation for subsequent systems.
 - iii. For solo works, use the instrument's full name (optional) for the first system and no name for subsequent systems.
- l. A copyright notice is at the bottom and contains the following:
 - i. The word "Copyright" or the Copyright symbol.
 - ii. The name of the person claiming copyright.
 - iii. The year of creation.
7. Subsequent pages of music include the instrument's abbreviated name (where applicable).
8. Rehearsal marks are consistent, evenly-spaced, and correctly sequenced.
9. Transpositions and keys are correct.
10. The score is labeled as a Transposing or Concert Pitch score.
11. Dynamics are all in the correct places and are accurate.
 - a. For vocal parts, dynamics and other explanatory text are placed above the staff.
 - b. For instrumental parts across multiple staves, dynamics and explanatory text are in between the staves.

- c. For all other parts, dynamics and explanatory text are below the staff.
 - d. Dynamics are all in the proper font.
 - e. Hairpins point in the right direction (no *p* > *f* issues).
 - f. All hairpins and dynamics are aligned.
12. Tempos are located above the staff and show up in all parts.
13. Lyrics are accurate.
 - a. Lyrics are spelled correctly.
 - b. Lyrics are hyphenated correctly.
 - c. Syllables that occur across multiple notes are slurred and properly divided.
 - d. The lyricist is named on the first page of the music.
14. Page turns are all possible.
15. All redundant text/accidentals/other superfluous information has been removed.
16. Parts have been verified to match the score.
17. Paper size/margins have been verified.
 - a. Try alternate layouts to best suit the paper size and number.