

Recent Researches and Related Publications

Basic Preparation of Finale files *

- 1. Consistency:** Be consistent. If you choose the Articulation Tool to add an articulation in one situation, use it again to apply the same articulation in another. Do not use the Articulation tool to apply an element in one place and then use the Expression tool to apply the same element elsewhere. If you use the "Color" feature of newer versions of Finale, and you apply a different color to different tools, you will be able to visually confirm that this has been done.
- 2. Layout:** For the most part, accept default layouts and do not spend time trying to refine them to something that is "finished." The layout will change when we adjust print area and paper size to match our publication specifications. Any work that you have done will be automatically superseded.
- 3. Music Adjustments:** Please do not manually adjust individual stem lengths, augmentation dot placement, or any other element except where absolutely necessary to clarify the intentions of the music, such as where note crashing occurs. If you must make note spacing adjustments, please do so using the Measure Tool, specifying "Beat Chart Spacing" in the "Measure Attributes Dialog" rather than manually moving the elements using either Special Tools or within Speedy Note Entry or Standard Note entry—the measure tool method will maintain the vertical alignment of notes and beats in other voices whereas the special tools or Speedy note methods will not.
- 4. Libraries:** Become familiar with the use of Libraries to save lists of expressions that are created so that they can be loaded into multiple files, thereby eliminating the need to recreate elements that are used in different files. Before importing customized Libraries, make sure that the current list of elements is pared down to a minimum, or you may risk importing a second or third version of the same element. As a final check, examine the Expression Selection and Articulation Selection dialog boxes to be sure that elements are not duplicated. (There should be only one choice of the symbol *p* to put into your score, not two or three.)
- 5. Staff size:** Use the Resize Staff System option under the Page Layout menu to set staff size. Do not use the % tool.
- 6. Font Choice:** Use any font from the basic Finale font family as your default music font.
- 7. Font Size:** Use fixed point sizes on all text, including lyrics, text, and any text-in-music expressions. This will ensure that regardless of changes to the sizing of music or page, that the text will remain a consistent size.
- 8. Dynamics:** If a dynamic marking appears in all voices, select "Allow Individual Positioning" in the "Measure Expression Assignment" dialog box. Also, enter editorial dynamic markings as separate expressions so that we may edit them individually.
- 9. Text-in-Music:** Use the Text tool only for titles, credits, and headers/footers (runners). Text literals, directives, and tempo markings (any text-in-music element) should be entered using the Expression Tool to attach them to a specific note. This will allow the expressions to move with changes in the layout.
- 10. Lyrics:** When entering lyrics, do not use the Click Assignment function to apply the same text to more than one voice or to more than one repeated section of the music. Make sure that each "assigned text" value in the music is also repeated as many times as is necessary in the "Edit Lyrics" box. Not doing so severely limits the amount of independent adjustments we are able to make on the lyrics entered, something that is necessary for fine adjustments of the layout.
- 11. Specialized Notation:** If you do not know how to accomplish a desired element or marking (bracketed accidentals, parentheses around articulations, etc.), it is perfectly acceptable to mark them by hand (in a color other than black) on the paper copy of the score. Incipits can be supplied on separate pages, created either with notational software or drawn by hand.

* No particular software program is required when submitting manuscripts for A-R Editions publications, although in most cases we prefer to receive electronic versions of music manuscripts as well a paper copy. Of the mass-market engraving programs, our preference is Finale, and our second choice is Sibelius.