

Recommendations for

Presentation of music scores and parts

UDC 78.089.6

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Foreword

The first edition of BS 4754 was published in 1971 as “*Specification for the presentation of bibliographical information in printed music*”. This revision has been prepared under the direction of the Documentation Standards Committee to bring the recommendations for bibliographical information up to date and to include a new section that deals with the presentation of written music, whether printed or not. BS 4754:1971 is withdrawn.

The purpose of this new section is to help anyone concerned in the production of written music, including composers and those who prepare new editions of early works, to produce graphic representation of music of a quality that facilitates the performer’s speed and efficiency of reading. The need for this new section arises from the introduction of new methods of reproducing music that can sometimes result in the production of music that is difficult to read. Many of the recommendations therefore apply to manuscript music and to reproductions of engraved music, rather than to engraved music itself, which has its own well-established traditions and is generally of very high quality.

The recommendations for written music apply to conventional staff notation only. Other systems of notation, both early and contemporary, would require lengthy and specialized recommendations, beyond the scope of this standard.

In this British Standard the phrase “is to be” is used for recommendations that are considered to be essential if clear presentation is to be achieved. The word “should” is used for recommendations that are considered to be desirable but not essential.

American terms, where they differ from those used in the UK, follow the English terms in parentheses, e.g. “minim (half note)”.

A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their correct application.

Compliance with a British Standard does not of itself confer immunity from legal obligations.

Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 14, an inside back cover and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.

1 Scope

This British Standard makes recommendations for:

- a) the presentation of bibliographical and related information in music;
- b) the graphic representation of music in conventional staff notation, whether printed or not.

2 References

The titles of the publications referred to in this British Standard are listed on the inside back cover.

3 Definitions

For the purposes of this British Standard the following definitions apply.

3.1

engraved music

music produced commercially from an original made by any of a number of methods, including engraving

3.2

head-title

the title appearing at the head of the first page of a piece of music, particularly in parts and songs

3.3

manuscript music

an original made with pen and ink, usually on paper with preprinted stave lines

3.4

recto

the right-hand page of an open document

3.5

system

a set of staves connected by a brace in a score of concerted music

4 Bibliographical information

4.1 Cover

4.1.1 Essential information. The composer, title and, if necessary, the type of publication (see **4.2.3**) is to be given on the cover if a full title page follows. Full identification, e.g. the edition and the publisher's serial number, is desirable.

4.1.2 Works without title page. If there is no title page, essential title-page information (see **4.2**) is to be given on the cover. For works without a cover or title page, see **4.7**.

4.1.3 Lists. The practice of listing a number of unrelated works on the cover or title page with the relevant work underlined or asterisked is to be discontinued.

4.1.4 Spine. Identifying details are to appear on the spine whenever practicable, preferably reading across the spine, otherwise along the spine in such a way as to be readable when the publication is lying flat with the front cover uppermost.

4.1.5 Price or price code. The price or price code, if given, should be placed in the bottom right-hand corner of the front cover.

4.2 Title page: essential information. The following essential information is to be presented clearly and unambiguously on the title page.

4.2.1 Title. The title of the work is to be given, together with any subtitle and essential details of identification, e.g. original version, abridgement, arrangement.

4.2.2 Names. The names of all persons concerned in the publication are to be given with their functions, e.g. Composer, Editor, Arranger, Author of original words of vocal text, Translator of vocal text, Reviser.

4.2.3 Type of publication. The type of publication is to be stated using, where appropriate, one or more of the following terms, except when the type of score is self-evident from the title and medium, e.g. “for piano”, “for violin and piano”, “song” (implying voice and piano). The term “score” is not to be used without qualification.

- a) *Full score.* A score showing all instrumental parts (with vocal parts, if any) on separate staves where customary and practicable.
- b) *Playing score.* A full score so laid out that any instrumentalist can play his part direct from the score. The instrumentalists’ needs are taken into account in determining the size of notation, spacing, line length and convenience of page-turns.
- c) *Miniature score.* } Musically identical with full score but smaller, not exceeding 20 cm in height.
- d) *Pocket score.* }
- e) *Study score.* Musically identical with full score, though smaller, but more than 20 cm in height.
- f) *Condensed full score.* A score showing all the parts on the minimum number of staves.
- g) *Short score.* A reduction to a few staves, not necessarily playable at a keyboard.
- h) *Piano score.* A reduction for keyboard. In a piano score of a vocal work, the voice parts should be incorporated in the reduction, with or without the text.
- i) *Vocal score (Piano-vocal score).* A score showing all the vocal parts, with the accompaniment, if any, arranged for keyboard.
- j) *Chorus score with accompaniment.* A score which includes all the chorus sections with the accompaniment, if any, arranged for keyboard.
- k) *Chorus score without accompaniment.* A score which includes only the chorus sections.
- l) *Part.* An individual instrumental or vocal line, with the instrument or voice stated, e.g. Violin, Oboe, Contralto.
- m) *Conductor.* A part sufficiently cued for conducting or leading an ensemble, with the instrument stated, e.g. Violin Conductor, Cornet Conductor, Piano Conductor.
- n) *Full music edition.* A fully harmonized version of a vocal work, for use with collections of songs or hymns.
- o) *Melody edition.* The melody line only of a vocal work, for use with collections of songs or hymns.

4.2.4 Imprint. The publisher’s name is to be given with the place and year of first issue of the publication. If there are multiple imprints, the name of each publisher, associated with the place of publication, is to be included. If a publisher has several places of publication, the place where the work was published is to be given first. If there is a distributing publisher, any information furnished by the original publisher is not to be obliterated or concealed.

4.2.5 Language. The language of the text should be stated, if not evident from the title.

4.3 Other essential information

4.3.1 General. The following information is to be given, but not necessarily on the title page.

- a) Series title and number, if any.
- b) Adaptation, if any, with details of original.
- c) For translations, the title in the original language, if possible.

Example:

The Marriage of Figaro (Le nozze di Figaro)

- d) The year of any revision.

Example:

Published 1935

Corrected reprint 1938

Reprint with further corrections 1948

Reprint with revisions 1953

Revised edition 1964