

**Submission Guidelines**  
**Composition DM Dissertation and MM Thesis**  
Updated December 14, 2021

*This applies to the DM composition dissertation and the MM composition or computer music composition thesis. The document must also conform to the department's notational guidelines found [here](#). The [Style Guidelines](#) page provides a template in the form of a Sample Document.*

1. *General observations*

- 1.1. Document should be in PDF/A format. (Info on PDF/A is available at [this grad office page](#))
- 1.2. Margins must be at least .5" on all sides except binding sides, which must have at least .625" margins; there should be no ink within the margins except page numbers. If the dissertation is submitted in a hard-bound format, the binding-side margins must be at least 1.25"

2. *Title page (required)*<sup>1</sup>

- 2.1. This should be the first page of the document.
- 2.2. No page number (though this is considered page i).
- 2.3. Title should be centered, all upper-case
- 2.4. The entire page should be centered both horizontally and vertically. Format and spacing should follow [Sample Document](#).
- 2.5. "Submitted..." statement at bottom lists the correct degree and expected month/year of graduation (i.e., May, July/August, December).

3. *Blank Page (required)*

- 3.1. With lower-case "ii" centered at bottom.

4. *Approval page (required)*<sup>2</sup>

- 4.1. Entire page is centered vertically.
- 4.2. No title on page.
- 4.3. "Accepted by..." text centered. Format and spacing should follow [Sample Document](#).
- 4.4. Page numbering continues here with lower-case roman numeral iii, centered at bottom.
- 4.5. **MM Theses:** Use one 3.25"-long signature line for the director of the thesis. The line and name below them should be right justified. Omit titles (e.g., Prof., Dr.), but include the role, "Director of Thesis".
- 4.6. **DM Dissertations:** Use one signature line per committee member. Use one 3.25"-long signature line per committee member. The lines and names below them are right justified.
- 4.7. **DM Dissertations:** Each committee member should be listed, with the research director first, the chair second (if different), and the remaining committee members alphabetically. Omit titles (e.g., Prof., Dr.), but include role for research director and chair.

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<sup>1</sup> This is the title page for the *dissertation*, not the *composition*. A title page for the score comes later.

<sup>2</sup> If using electronic submission, the page submitted as part of the document must remain unsigned. For bound paper submission, include signed copies on appropriate paper with the bound copies.

5. *Blank page (required)*
  - 5.1. Lower-case “iv” should be centered at bottom.
6. *Actual title page*
  - 6.1. Page number “v” should be centered at bottom.
7. *Instrumentation (required)*
  - 7.1. Page numbering continues (lower-case roman numerals).
8. *Performance information (optional)*
  - 8.1. Page numbering continues (lower-case roman numerals).
9. *Program notes (required)*
  - 9.1. Your document must include program notes, with a minimum length of 500 words for a dissertation or 250 for a thesis. These notes should be written for a general audience; they should not involve a detailed analysis, but should prepare an educated layperson for a performance of the work.
  - 9.2. Page numbering continues (lower-case roman numerals).
10. *Text (required if composition is vocal and employs a text)*
  - 10.1. The text should be given in its original format. Extensive text may require additional pages.
  - 10.2. If the text is under copyright, a statement of permission from the copyright holder should appear below the text.
  - 10.3. Page numbering continues (lower-case roman numerals).
11. *Dedication, inscription, information about premiere*
  - 11.1. Page numbering continues (lower-case roman numerals).
12. *Blank page as needed to ensure that page 1 of body of document is on the right when printed*
  - 12.1. Page numbering continues (lower-case roman numerals).
13. *Body of document*
  - 13.1. The first page of the score should have the work’s title centered in the space above the uppermost staff.
  - 13.2. The composer’s name should be printed above the uppermost staff, against the right margin.
  - 13.3. Copyright information (optional, but encouraged) should be printed below the lowest staff.
  - 13.4. Page numbering restarts using Arabic numerals and the format “page #”.
  - 13.5. Omit the page number on the first page of the score.
  - 13.6. Second page of score, “page 2”; continue numbering pages at bottom center.