

Submission Guidelines for Doctoral Final Project, Piano Essay, DME Dissertation, MME Thesis

Updated September 7, 2021

These guidelines apply to all music graduate documents except the PhD dissertation and the composition DM dissertation and MM thesis. The [DM Style Guidelines page](#) provides a template in the form of [a sample document](#). See the end of this document for additional important information on musical examples and abbreviations.

1. General observations

- 1.1. The document should employ a consistent literary and documentary style based on current editions of either *The Chicago Manual of Style* (University of Chicago Press), or Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, (University of Chicago Press). DME and MME students should use the *Publication Manual of the American Psychological Association*. Doctor of Music students may use APA if their committee determines it is appropriate to their topic. For style matters unique to music, consult D. Kern Holoman, *Writing About Music* (Berkeley: University of California Press, 1988). **Students should consult with Research Director and Research Committee for advice about matters of style.**
- 1.2. Document should be in PDF/A format. (Info on PDF/A is available at [this grad office page](#))
- 1.3. Margins should be consistent throughout the document: left: 1.5” if printed/bound, otherwise either 1” or 1.5” is acceptable; all other sides: 1”. There may be no marks in the margins, except page numbers and (if using APA style) running heads.
- 1.4. Bound paper submissions may be single- or double-sided. For double-sided, mirror margins on alternate pages, with inside margin 1.5 inches and others 1 inch. Windows: Page Layout | Margins | Custom Margins. Next to Multiple pages select Mirror margins. Mac: Format | Document. Check Mirror margins box. If double-sided, pages ii and iv are blank, approval page is page iii. If single-sided, approval page is ii.
- 1.5. Document should be double-spaced (except for block quotations) throughout. Consult your style guide.
- 1.6. Document should use a font with serifs throughout (including page numbers). Times New Roman 11 is recommended. Sans serif fonts are permitted in chapter and section headings, and within examples, figures, and tables. Footnotes may use 10-point font. Titles and headers may use fonts up to 16 point.
- 1.7. The sections below should be in the order listed. Consult your style guide and committee for the appropriate use of each type of section.

2. Title page (required)

- 2.1. No page number appears (though this is considered page i).
- 2.2. Entire page should be centered both horizontally and vertically. Document title should be in full caps, centered. Format and spacing should follow the [sample document](#).
- 2.3. “Submitted...” statement at bottom should list the correct degree and expected month/year of graduation (i.e., May, July/August, December). See [sample document](#).

3. Approval page (required)

- 3.1. For bound paper submission, include signed approval pages on appropriate paper with the bound copies.
- 3.2. Entire page should be centered vertically
- 3.3. No title on page
- 3.4. “Accepted by...” text centered. List correct degree. See [sample document](#).

- 3.5. Page numbering begins on this page (use same font as main text), with lower-case roman numeral ii, centered at bottom
- 3.6. Use one 3.25”-long signature line per committee member. The lines and names below them are right justified. The signature lines are NOT signed when using electronic submission.
- 3.7. Each committee member should be listed, with the research director first, the chair second (if different), and the remaining committee members alphabetically. Omit courtesy titles (e.g., Prof., Dr.). but include role for research director and chair. (MME students: List Thesis or Practicum director first.)
- 3.8. Public presentation or defense date (as appropriate) should be listed at bottom left.
4. *Copyright page (optional)*
 - 4.1. Page should be centered horizontally and vertically
 - 4.2. No title on this page
 - 4.3. Check for copyright symbol, year, and student’s name
 - 4.4. Page number iii (Lower-case roman-numeral page numbering continues)
5. *Dedication page (optional)*
 - 5.1. Page should be centered horizontally and vertically
 - 5.2. No title on this page
 - 5.3. Text should be in italics
 - 5.4. Lower-case roman-numeral page numbering continues
6. *Acknowledgements (optional)*

(Acknowledgments recognize people or agencies to whom you are grateful for academic, technical, financial, or personal aid in preparing your document; you might include members of your committee, institutions that provided funding, your typist, and others who helped in the completion of the document.)

 - 6.1. Page should be titled “Acknowledgements” and top-justified
 - 6.2. Lower-case roman-numeral page numbering continues
7. *Preface (optional)*
 - 7.1. Page should be titled “Preface” and top-justified
 - 7.2. Lower-case roman-numeral page numbering continues
8. *Abstract (optional; APA: required)*
 - 8.1. Page should be titled “Abstract” and top-justified
 - 8.2. Lower-case roman-numeral page numbering continues
9. *Table of Contents (required)*
 - 9.1. Page should be titled “Table of Contents” and top-justified
 - 9.2. Lower-case roman numeral page numbering continues
 - 9.3. Only list those sections appearing *after* the table of contents itself.
 - 9.4. Formatting should be consistent. Use proper margins and right-aligned tab stops in your software—don’t try to estimate alignment using the space bar!
 - 9.5. If you choose to compile a list of appendices, this list should not be duplicated in the table of contents. The reference to the “List of Appendices” in the ToC is sufficient. If you have many appendices, you might consider a separate list.
10. *Lists (as applicable to the document)*
 - 10.1. Each list should begin on a new page, include an appropriate heading, and be top-justified
 - 10.2. Separately-numbered lists, in this order: (1) examples, (2) figures, (3) tables, (4) appendices, (5) abbreviations, and (6) any other supplemental materials. Omit a list if you do not use that type of item.
 - 10.3. Lists should include captions (including item number) or titles where appropriate, and page numbers

10.4. Lower-case roman-numeral page numbering continues

11. *Body of document*

- 11.1. Page numbering should restart with Arabic numeral 1. An Introduction before Chapter 1 is considered the start of the body and begins with page 1. Page numbering should be consistent. Consult your style guide. Pages may be center-bottom throughout, top-right throughout, or, for double-sided printing, alternate top-page numbering between odd numbers for right pages, and even for left pages. [APA: all pages in body are numbered at top, either all upper-right, or alternating odd-right, even-left.]
- 11.2. [APA only] Running head used
- 11.3. Page numbers should be plain (no additional text or markings)
- 11.4. Each chapter header should use the form “Chapter #: Title”
- 11.5. Pages with figures, tables or examples that will be viewed in landscape orientation should have the page number placed on the page as though the page were in portrait orientation.

12. *Appendices (optional)*

- 12.1. APA only: Any appendices should follow References (next section)
- 12.2. Each should have an identifying title formatted as at the start of the chapters [“Appendix #: Title”]
- 12.3. For more than one appendix, letter or number consecutively (Appendix A, B, ... or 1, 2, ...)
- 12.4. Page numbering continues (Arabic numerals)

13. *Bibliography [APA: References]*

- 13.1. Page should be titled “Bibliography” and top justified.
- 13.2. Page numbering continues (Arabic numerals)
- 13.3. Single-spaced [APA: double spacing], first line hanging indent, blank line between entries
- 13.4. Use a consistent style throughout, including for punctuation and capitalization

14. *Endnotes [APA only]*

- 14.1. Page numbering continues (Arabic numerals)
- 14.2. Single-spaced, first line hanging indent, blank line between entries
- 14.3. Use consistent style throughout (incl. punctuation, capitalization)

Comments on Musical Examples

The term “example” is specific to the field of music, and refers to examples of musical content displayed in your document. “Examples” are distinct from “figures” and “tables” (consult your style guide).

Reproduction: Use images that are high-resolution scans, or create examples using music notation software. A short example should be centered on the page; otherwise normal page margins should be observed. Standard page size, regular margins, and page numbering must be maintained. Examples may run over several pages.

Numbering: Except where a short example is included as part of a sentence in the text, all musical examples should be consistently numbered and have captions. Examples may be numbered consecutively throughout the document (Example 1, Example 2, etc.) or, for large numbers of examples, may be numbered consecutively by chapter (Example 2.1, Example 2.2, etc.).

Captions: Captions should appear consistently either centered below the example or left-aligned above. Captions should include the composer's name, title of the composition, and place in the composition. In a document dealing with only one composer, the composer name may be omitted. Complete information (edition, etc.) should be included in the bibliography. "Place" in the composition is usually indicated by movement and measure number. Other indications, especially for certain music written after 1900, may be used if necessary. For examples that cover more than one page, the caption should appear on the first page of the example. Succeeding pages should have the caption: Example (number), continued.

Copyright information: Permission to use copyrighted content should be obtained from the copyright holder. Ordinarily, the copyright holder will designate the manner in which use credits are to appear. If the copyright holder specified that credit must appear with the musical example, this statement should appear as part of the caption after the composer's name, title, and place in the composition have been given. Please note that under certain circumstances it may be possible to use excerpts of copyrighted works without obtaining permission from the copyright holder under the Fair Use provision of copyright law. A summary of issues can be found in the document "[You Should Know About Music and Fair Use](#)" [PDF] and links to other resources may be found at [IU's copyright resources page](#). If you elect to use copyrighted materials without permission, you could be sued by the copyright holder and, unless your claims of Fair Use were upheld by a court, could be held liable for damages.

Other types of examples: Multiple short examples of a process may be grouped under one example number and caption. Examples of musical items other than those from musical scores should also be numbered and have descriptive captions.

Symbols, Terms, and Abbreviations

Any abbreviation may be used consistently so long as it is defined in an appropriate way upon its first usage. "Measure" may be abbreviated as m. 12 (for one), mm. 12–15 (for a range of measures). (Note that an [en-dash](#) is used between two numerals).

Unless a number of references will be made to keys, they should be written out: "C major" and "C minor." If key references occur often, uppercase letters may be used for major keys and lowercase letters for minor keys (C and c).

Sets of symbols, such as letters referring to formal sections and Roman numeral symbols, should be used consistently throughout. If there is potential confusion about the symbols, they should be explained when they are first used.

Common musical terms, especially tempo terms, need not be underlined or italicized as foreign words.

Sections of musical compositions, such as exposition, should not be capitalized.