

University of Louisville
School of Music
Thesis Formatting Guidelines for MM in Composition

Introduction

Since the thesis for the Master's Degree in Music Composition is a musical score, rather than a prose document, there are many differences in standards of presentation. This guide clarifies the requirements for the thesis in Music Composition.

Style and Format Requirements

Students are expected to use a standard music notation program, such as Finale or Sibelius. The student should secure approval of the software selected from the thesis advisor. In exceptional circumstances, manuscript scores of high quality may be accepted, if the student's thesis committee approves in advance.

All text parts of the submission (title page, program notes, signature page, etc.) should be laser-printed using a standard word-processing program, using standard fonts and sizes as described in the Graduate School Guidelines.

Paper and Copying

Music composition theses are usually works for large ensemble. In this case, 11x17 (tabloid) paper should be used. In the unusual circumstance that the thesis is written for other than a large ensemble, smaller paper may be more appropriate, such as 8.5x14 (legal) or 8.5x11 (letter). In rare situations, pages larger than 11x17 may be needed. Paper sizes other than 11x17 require permission of the entire thesis committee.

As high rag content paper in larger sizes is difficult to find and extremely expensive, the student may use non-acid archival quality 24 lb. paper, suitable for laser printing, for making both master and submission copies. The master copy should be laser printed (unless prior approval for a manuscript submission is obtained, as described above). However, the submission copies may be made using high quality photocopying of the laser printed master copy.

Unlike prose theses, the score should be copied double-sided. The prose sections of the thesis, however, should be copied single-sided. Prose sections should also be copied onto the same size paper as the score itself.

Margins and spacing

Prose portions of the thesis should use margins and spacing as described in the Graduate School Guidelines, although as mentioned above, these sections will be on the same size paper as the music. The thesis should have an interior, binding edge margin of one inch (1"). Since the music portion of the thesis will be copied double-sided (not the prose sections), the binding edge margin will be on the left for odd numbered pages of music and on the right for even numbered pages of music.

Pagination

Pagination for front matter should follow the Graduate School Guidelines. The first page of music will be a right-hand page, and will be page one. (As per publishing standards, however, the page number will not appear on page one.)

Parts and Order of Pages for a Thesis

The title page through the dedication and/or acknowledgment pages should follow the Graduate School Guidelines. However, in place of an abstract, the student will provide a program note of 200-500 words. In addition, if the work is a vocal work, or otherwise uses a text, the complete text, with English translation if necessary, should appear after the program note, unless the text is too long for such inclusion. The student should seek approval from the thesis committee in advance for such exclusion. The student must secure appropriate permission for the use of any copyrighted text.

If the composition is in several movements or independent scenes, acts, or sections, the student must provide a table of contents, listing same, and their page numbers in the score. The durations of the movements or other sections, as well as the total duration, should appear following the program note and text, or at the bottom of the Instrumentation page.

Lists of tables, as well as lists of figures, illustrations, charts, or graphs, footnotes, endnotes, references, citations, appendices, bibliography, etc., will rarely, if ever, form part of the MM Composition thesis. If they do, however, they should follow the Graduate School Guidelines.

The score must also include a complete list of all instruments, voices and any other resources required for performance. It must also contain adequate explanation of any non-standard notation used, although this may, in some instances, be in the score itself, rather than in the front matter.

The curriculum vitae is required, and should be placed *after* the final page of the score, as per Graduate School Guidelines.

Submission copies

Two unbound copies of the final thesis document are required, including every page as detailed above, including thesis committee signatures. Give one copy to the Graduate School. Give the second copy to the Director of the Anderson Music Library in the School of Music. The Music Library will bind this second copy and make it available for review but not for circulation.