

Project Paper Format and Style Guidelines

Format

The Project Paper is a document including: 1) title page; 2) body of the paper (narrative including citations and any figures, tables or examples); 3) a list of sources which have been cited within the body of the paper.

1) Example Title Page:

Graduate Project Paper Title Here

by

Graduate Student Name Here

Submitted in Partial Fulfillment of the Requirements for the Degree

Master of Arts Music

University of Alaska-Fairbanks

College of Liberal Arts

Department of Music

Date Here

Signatures:

(Name), Committee Chair

(Name), Committee Member

(Name), Committee Member

2) Formatting the Body of the Paper:

Paper: 8.5" X 11" white paper. Margins: 1.5" left margin. All other sides are 1" margins.

Font type and size: Type must be consistent throughout. Times New Roman is recommended. Font size for text should be 12-point. The title of the paper on the title page appears in 14-point font. Sectional headings (e.g. Introduction, Conclusion) may be included within the paper. These should be center-blocked in 12-point font.

Font style: The use of underlined or bold-face type is discouraged. The use of italics may be used as appropriate for emphasis, terminology, or as appropriate for titles of musical works or publications.

Page numbers: All pages are included in a continuous numeration. The title page is page 1, but it does not include a page number. Page numbers appear beginning with the first page of the main body, which is page 2. Page numbers appear in the upper right-hand corner of the paper.

Spacing: Text is double-spaced throughout the main body, including block quotations, spacing between sectional headings, and spacing between figures or examples embedded within the text. Captions for figures, tables or examples are single-spaced. Spacing within figures, tables or examples may be single- or double-spaced as appropriate. Footnotes are single-spaced both within citations and between citations. The Bibliography or Works Cited are single-spaced within entries and double-spaced between entries.

3) Source and Citation Guidelines

Refer to the most recent edition of the Chicago Manual of Style (published by Oxford Press). Copies are available in the Reference section of the Rasmuson Library.

An online guide is available at: www.chicagomanualofstyle.org

The Chicago Manual of Style presents two documentation systems:

a) The notes system is used primarily for research papers in which sources cited provide support for original research, or when further explanation or references through annotations are necessary. The paper concludes with a Bibliography of sources.

Example footnote citation and corresponding Bibliography entry for a book with a single author:

1. John Cage, *Silence: Lectures and Writings*. (Cambridge, MA: The MIT Press 1966), 35-36.

Cage, John. *Silence: Lectures and Writings*. Cambridge, MA: The MIT Press, 1966.

b) The author/date system is used primarily for research papers in which outside sources are referenced in the text or information from outside sources is paraphrased or adapted within the text. The paper concludes with a list of Works Cited.

Example author/date citation in the text and corresponding Works Cited entry for a book with a single author:

(Cage 1966, 35-36)

Cage, John. 1966. *Silence: Lectures and Writings*. Cambridge, MA: The MIT Press.

There are numerous source materials in music research requiring specific formats for citation and inclusion within a paper. These materials may include such varied types as music scores and manuscripts, audio recordings, program notes, DVD and online performances, interviews, and performance reviews in newspapers or magazines. Below are a few of the many resources that address music research, writing style and the use and citation of sources specific to music research:

Boyle, J. David, Richard K. Fiese and Nancy Zavac. *A Handbook for Preparing Graduate Music Papers*, 2nd edition. Halcyon Press, 2004.

Crabtree, Phillip D., Donald H. Foster and Allen Scott. *Sourcebook for Research in Music*, 2nd edition. Indiana University Press, 2005.

Sampsel, Laurie J. *Music Research: A Handbook*. Oxford University Press, 2008.

Wingell, Richard J. and Silvia Herzog. *Introduction to Research in Music*. Prentice Hall, 2001.

Wingell, Richard J. *Writing about Music: An Introductory Guide*, 4th edition. Prentice Hall, 2009.