Your Title Here

1) Text should be set in a serif type face such as this one (Baskerville), Times, or Bookman, etc.

2) The text should be in twelve-point type with double spacing between lines.

3) A paper of six or fewer pages needs no extra title page or added blank pages. Staple pages together in the upper left corner.

4) Be sure to put a header or footer in smaller size that has your last name and the page number on all pages after the first.

5) Quotation marks come after commas and periods: i.e., … music,” or … music?”

6) Use italics for all non-generic titles of pieces.
   - Ave Maria, a motet by Josquin Desprez (1480s?)
   - Bartók’s Concerto for Orchestra
   - Mozart’s Piano Concerto No. 17 in G Major, Movement 1
   - Beethoven’s Symphony no. 3 in E-flat major (“Eroica”)
   - Mozart’s opera buffa, Cosi fan Tutte
   - Erlkönig by Franz Schubert, is a masterful song, written when he was 17! It is based on the poem “Der Erlkönig,” a ballad by Goethe published many years earlier.

7) Proofread your paper! Have a friend read it or read it out loud to find any typos or awkwardly worded sentences.

8) Citation Formats
   The following examples are taken from Music in Words: A Guide to Researching and Writing about Music by Trevor Herbert and published in 2009 by Oxford University Press. Use these as a guide for your footnote and bibliographic citations.

   CDs and other recordings (generally used in bibliographies only):
For recordings on Naxos or other websites substitute the file type for “CD” and give the Web site and, in parenthesis, the date you accessed it.

**Books and Musical Scores:**
+Footnote format (full):

+Footnote format (short):

+Bibliographic format:

**Grove Dictionary:**
+Footnote for print edition (full):

+Footnote for print edition (short):

+Footnote for online edition:

+Bibliographic entry for print edition:

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NB: Sources in which no controlling author is named should *not* be used.
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