

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 album titles and quotation marks for individual songs.
"Drive My Car" from *Rubber Soul*
- 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

For all other sources:

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):

Composer's last name, Composer's first name. "Song title," *Album title*. Performer(s), CD, Label, Catalog number.

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):

Wolfgang Amadeus Mozart, *Sonatas and Fantasies for the Piano*, rev. ed., ed., Nathan Broder (Bryn Mawr, PA: Presser, 1960), 10.

+Footnote format (short):

Mozart, *Sonatas and Fantasies*, 10.

+Bibliographic format:

Mozart, Wolfgang Amadeus. *Sonatas and Fantasies for the Piano*. Rev. ed. Edited by Nathan Broder. Bryn Mawr, PA: Presser, 1960.

Grove Dictionary:

+Footnote for print edition (full):

David Evans, "Memphis," in *The New Grove Dictionary of Music and Musicians*, 2nd ed., edited by Stanley Sadie and John Tyrell (London: Macmillan, 2001), 17:811-813.

+Footnote for print edition (short):

Evans, "Memphis," 17:811-813.

+Footnote for online edition:

David Evans, "Memphis," in *Grove Music Online*, edited by Laura Macy, <http://www.grovemusic.com> (accessed September 2, 2007).

+Bibliographic entry for print edition:

Evans, David. "Memphis." In *The New Grove Dictionary of Music and Musicians*, 2nd ed., vol. 17. Edited by Stanley Sadie and John Tyrell. London: Macmillan, 2001.

Bibliographic entry for online edition:

Evans, David. "Memphis." In *Grove Music Online*. Edited by Laura Macy, <http://www.grovemusic.com> (accessed September 2, 2017).

NB: Sources in which no controlling author is named should *not* be used as the only source of information.

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21M.299 The Beatles
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