

## Formatting Your Papers

- 1) Note the position and format of the name-class-date block in the upper right-hand corner. It is right-justified, single-spaced, and in 12-point type.
- 2) Note the 14-pt. size, **bold** type-face, centered, use of the exact title of the paper as assigned in class. This is in a sans-serif type-face called Helvetica, which is suitable for titles but *not* for text.
- 3) Text should be set in a serif type-face such as this one (Baskerville), Times, or Bookman, etc. **Do not use justified margins on both sides. Simply justify the left margin.** The text should be in twelve-point type with double spacing.  
The text should be in twelve-point type with double spacing.  
The text should be in twelve-point type with double spacing.  
The text should be in twelve-
- 4) A paper of six or fewer pages needs no extra title page or added blank pages. The short bibliographies necessary for this class will go on the last page of the essay (usually not a separate page).
- 5) Use smaller type, centered footers on each page, and automatic page numbering; and affix your name before the page number: e.g., Johnson 2 (See below). Get ready to ask for help in doing this!
- 6) Quotation marks come after commas, periods, and most other punctuation: i.e., "...music," or "...music?" Learn the use of the **em-dash** on your computer—that is, avoid using a hyphen or two hyphens in place of an em-dash.
- 7) When using quotations or citations the following formats should be used (note the placement of the punctuation):

"The development of music printing helped spread secular music, and thousands of song collections became available" (Kamien: 121).

or,

Music printing, a development of the Renaissance, aided in the distribution of secular music (Kamien: 121).

or,

According to Kamien, thousands of song collections became available (121).

Then, having used these citations in the text, include the book (or other reference materials) in a bibliographical citation in the following format at the end of your essay:

Kamien, Roger  
2000 *Music: An Appreciation*, Seventh Edn., New York:  
McGraw-Hill.

8) If you use any source from the Internet, use the title of the entry and make sure to secure the author's name (often at the very end). In this course, you may not use Internet material for which there is no author given.

Norriah, Michael

*Beethoven*, Biographies of classical composers,

<http://www.cl.cam.ac.uk/users/mn200/music/composers.htm>

1

9) Use italics for all titles of pieces, and the divisions therein.

Beethoven's *Symphony no. 3 in E-flat major, "Eroica,"*  
*3rd mvt.*

*Raga Chandranandan*

*Ives' Three Places in New England, Mvt. 2, Putnam's*  
*Camp*

*Wimbo wa KiHele*

10) Use italics for all foreign words or phrases:

"She sang *alleluia* out of tune, over and over again, *ad nauseam.*"

In the correction of your paper, an underlined word with a **T** means use a thesaurus, or simply that the word seems ill-chosen for your intended meaning; **S** means spacing; **Sp** means spelling; **P** means punctuation; **LC** means lower case; **UC** means upper case (capital letters); and ¶ means that a new

paragraph should begin at that point. **C** means that you used an inanimate subject, such as "music," and gave it animate properties. **D** means delete.