

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 typeface such as this one (Baskerville) or Palatino, 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 one-and-a-half point spacing. The text should be in twelve-point type with one-and-a-half spacing. The text should be in twelve-point type with one-and-a-half point
- 4) A paper of seven 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. Staple your paper together in the upper left corner.
- 5) Use centered footers on each page in a smaller typeface (e.g., 10 pt.), and automatic page numbering; and affix your name before the page number: e.g., Johnson 2 (See below).
- 6) Quotation marks come after commas, periods, and most other punctuation: e.g., "...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 (notice how it is used here, to set additional ideas in apposition to your sentence). A hyphen should be used in compound adjectives (e.g., twentieth-century music, three-quarter time, etc.), or nouns combined with adjectives (e.g., a house-sized dog, a science-oriented curriculum, etc.).
- 7) When using quotations or citations, the following formats should be used (note the placement of the punctuation):

Direct quotation: "The "art" of each *gharana* was usually a closely guarded secret, inaccessible to outsiders" (Misra: 211).

or,

Paraphrase: Outsiders did not have access to the secrets of the *gharanas* (Misra: 211).

or,

Indirect quotation: According to Misra, the *gharanas* kept their arts secret (211).

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. This does not require a separate page:

Misra , Susheela
1990 *Some Immortals of Hindustani Music*, New Delhi: Harman Publishing House.

8) If you choose to use outside research sources, make sure they are "scholarly and reputable." Internet sources on music are notoriously uneven and often inane shallow or biased. There, everyone is an expert and frequently has an issue: "recognize my expertise," or "buy my recording." If you *do* use any Internet source, make sure to secure the author's name and the title (often at the very end)—in this course, you may not use Internet material for which there is no author given. A paper written with only Internet references is likely to be very lightly regarded.

Norriah, Michael
Beethoven, Biographies of classical composers,
<http://www.cl.cam.ac.uk/users/mn200/music/composers.html>

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

Lata Mangeshkar's song *Mera Saaya*
Bharata's *Natyashastra*
Ives' *Three Places in New England*, mvt. 2, *Putnam's Camp*
Shankar, *Rag Hamsadhwani*

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, a circled word with a **T** means use a thesaurus, or simply that the word seems ill-chosen for your intended meaning; **I** means use italics; **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 *caveat*, beware: either of a tenuous generalization, the use of "music evolves," or that you used an inanimate subject, such as "music," and gave it animate properties. means delete.

Need a good writing manual?

Go to the Hayden Humanities Library (14S, second floor) and look at the books under PE1421 through PE1460. Especially check out:

Turabian, Kate

1996 *A Manual for Writers of Term-papers, Theses, and Dissertations*, Chicago: Chicago U. Press.

Strunk, William Jr., and E.B.White

2000 *The Elements of Style*, 4th edition, New York: Longman.