

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, *Così 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):

Palestrina, Giovanni. *Mass: Hodie Christus natus est*, Gabrieli Consort and Players, Paul McCreech, CD, Archiv Produktion, 437 833-2, 1993.

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.

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

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21M.295 American Popular Music
Fall 2014

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