

A STYLE GUIDE FOR DMA PROPOSALS AND FINAL PROJECTS
AT THE UNT COLLEGE OF MUSIC

Credits

Initiative: Dr. Jaymee Haefner, Director of Graduate Studies

Drafting: Júlia Brites Pereira David Coelho, MA

Supervision: Dr. Bernardo Illari

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1. Advising and Resources

DMA Advising: Role Clarification

Different committees and persons are charged with helping you finalize your DMA document and keep it up to standards

- * Major Professor and advisory committee guide you through the different stages of your research, help you complete the proposal and the final document, and provide a public review of your work through a defense
- * Graduate Performance Degrees Committee (GPDC) reviews your pre-proposal and your proposal and provides detailed feedback from an outsider's perspective. The GPDC also reviews petitions for alternative projects
- * Director of Graduate Studies (DGS) represents the College of Music and reviews only your thesis after your official submission. The DGS may provide you with feedback and ask for changes before your final submission
- * Graduate Reader is the representative of the Toulouse Graduate School who reviews your thesis for compliance with UNT rules and protocols. The Reader may provide you with feedback and ask for changes before the thesis is definitively approved

None of these committees or persons is expected to provide editing services to you. If you need help from an editor, you should use the resources at UNT or hire one privately (please see the following paragraph)

Important Resources at UNT

The Learning Center at UNT (<https://learningcenter.unt.edu/>) helps you to develop strategies for speed reading and comprehension, and has a library of academic resources

The Writing Center at UNT (www.writingcenter.unt.edu) provides assistance on writing without interfering with your content

Consulting with an Editor

If the Writing Center is unable to help you as much as you need, you may consult an external editor (paid or unpaid)

- * Before you proceed, seek approval from your major professor and the Director of Graduate Studies via the Request for External Editorial Assistance Form, which should be submitted and approved prior to the approval of the proposal

- * As described above, the editor is different from committee members, the Director of Graduate Studies, and the Toulouse graduate reader
- * The editor may help you only with matters of citations, grammar, style, and formatting, as well as overall clarity and structure
- * The editor must not influence the content of your project, for this would be an instance of cheating and may lead to severe penalties
- * The student must retain copies of all drafts of their work with editorial annotations
- * The student will recognize the role of the editor in the acknowledgment section of his final project (see the DMA Handbook, and the [UNT CoM Graduate Studies page](#))

Turning in your Project

Dissertations will be available to the entire Internet for free download via the UNT Libraries catalog. However, you could request the university to restrict access to your project for a certain period of time; this is known as an embargo.

- * You can choose one of three embargo periods (6 months, 1 year, or 2 years).
- * Your major professor must approve the proposed embargo.
- * For more information, see the UNT Thesis Manual, 10.7, [UNT Vireo Submission Guide, 6.2-3](#), and [UNT Library FAQ on Electronic Theses and Dissertations](#))

2. Basic Issues

The formatting of UNT theses and dissertations follows the UNT Thesis Manual (see below, 8. Bibliography, for details)

Turabian is the official format of choice for all UNT College of Music academic projects

- * In case of conflict, the UNT Thesis Manual takes precedence
- * If none of these resources offers sufficient guidance, use the Chicago Manual of Style

Pronouns

The use of first-person singular is encouraged for clarity, so as to differentiate the claims you make from borrowed information or ideas

- * Avoid passive voice (see Turabian, 11.1.6 for appropriate uses of passive voice)
- * Avoid referring to yourself in third person (confusion can occur; see the UNT Thesis Manual, 3.8)
- * Avoid referring to yourself as "we" (this seems overtly formal today, and if co-authors are present, confusion can occur)
- * Avoid redundancies such as "I think," "in my opinion" (it is your research, readers know this)
- * Avoid narrating your research (see Turabian, 11.1.7 for appropriate uses of first-person pronouns)

Plurals

For most common nouns, names of people, and other proper nouns, form the plural by adding -s (or -es for words ending in ch, j, s, sh, x, or z).

Exceptions (see Turabian, 20.1.2 for more information):

- * For proper nouns ending in y, do not change the y to ie
- * For compound words of two nouns, make the last noun plural (adding -s or -es)
- * For a (compound) noun followed by a preposition or adjective, make the main noun plural
- * For uppercase letters and numerals add an s, but add an 's for lowercase letters
- * For abbreviations or acronyms, add an s (exceptions: pp. for pages, nn. for notes)
- * For italics and quotation marks, add an s, or rephrase the sentence

Possessives

An apostrophe at the end of a word generally indicates possession (see Turabian, 20.2.1 for the proper use of possessives):

- * For most singular common and proper nouns, including those that end in s, x, or z, abbreviations, letters and numerals used as singular nouns, add an apostrophe plus s
- * For most plural common and proper nouns, add only an apostrophe
- * For plurals that do not end in s, add apostrophe plus s
- * Inanimate nouns (except references to time) rarely take the possessive form
- * Singular nouns ending in s, compound nouns, multiple nouns, italicized terms and quotation marks are often treated differently (see Turabian, 20.2.2)
- * *Its* and *it's* are not the same thing. *It's* is a contraction for "it is" and *its* is a possessive pronoun meaning "belonging to it" (see "apostrophe" at the [Online Writing Lab, Purdue University](#))

Line Breaks

There are specifications for where to break words and links across lines (see Turabian, 20.4):

- * For breaks within words at the end of lines, hyphenate only compound nouns
- * Do not use the automated hyphenation feature of your word processor
- * Use non-breaking spaces for: people's initials, numerals and dates, and punctuation (see Turabian, 20.4.2 for breaks over spaces and punctuation)
- * Avoid breaking URLs and email addresses over lines: if needed, do so after punctuation or symbol

URLs

For any source you consult online, you must always cite the full facts of publication in addition to a URL, as sometimes the URL changes (see Turabian, 15.4.1.3 for more details)

- * Copy the URL exactly as it appears with the source
- * Do not adjust capitalization
- * If possible, choose the shorter URL version (including DOI – digital object identifier)

Numerals

If you use numbers occasionally, follow the usage of the humanities: spell out numbers below 100 (Turabian, 23.1.1). Exceptions:

- * Do not spell out numbers when listing tables, figures, examples, as well as chapters of published works, and movements and parts of larger musical works
- * Use arabic numerals for data on tables (Turabian, 26.2)
- * Decimal numbers less than 1 always use a leading zero

See Turabian, 23.1, for other exceptions

Punctuation: Hyphens and Dashes

Hyphens are different from dashes. Hyphens are employed for separating syllables at the end of a line (a discouraged practice in English), for compound adjectives (see Turabian, 21.7; 20.3).

Dashes (longer hyphens) are used for punctuation. The “em dashes,” so called because they are as wide as a capital letter M, are utilized for giving prominence to selected parenthetical remarks (as opposed to just using parentheses)

Em dashes are written in-between words, with no space either before or after them. If the parenthetical remark is placed at the end of a sentence, only one dash is written in front of it (see Turabian, 21.7.2)

A shorter “en dash” (as wide as a capital N) is used to connect spans (from-to), for inclusive numbers (such as measures and pages) or dates (see Turabian, 23.2.24)

Punctuation: Bibliographic Entries and Footnotes

Punctuation on bibliographic entries in footnotes and bibliographies should follow Turabian guidelines (see below, “Notes: Complete Footnotes” and “Bibliography”)

- * In footnotes, separate most elements with commas; in bibliography entries, separate them with periods
- * Enclose publication data in-between parentheses in footnotes only (do not do this in bibliographies)
- * When you enclose a complete sentence in parentheses, also place the terminal period for that sentence inside the parenthesis (Turabian, 21.12.2.2)
- * However, when using parentheses and brackets within another sentence, terminal punctuation marks are placed after, and not before, parentheses and brackets

- * Brackets can be used to enclose a second layer of parenthetical material within parentheses (Turabian, 28.1.2)
- * For other punctuation marks (periods, commas, colons, dashes, etc., see Turabian, 21.1–12)

Spelling

Titles of musical works

- * For larger works, such as operas, oratorios, motets, tone poems, and other long musical compositions, italicize the titles (see Turabian, 22.3.2.1)
- * For titles of shorter compositions or of a section from a larger work—except individual movements—use quotation marks, including foreign words (see Turabian, 22.3.2.2)
- * Generic titles (Symphony, Piano Sonata, etc.) are capitalized but not italicized or placed between quotation marks
- * For subtitles or nicknames of musical works, use quotation marks
- * Preserve the original spelling—including hyphenation—in such titles, using headline style for titles in English and sentence style for non-English titles (see Turabian, 22.3.1 for both styles)

Notes, accidentals, and keys (see the Chicago Manual of Style 7.71 ff.)

- * Capitalize notes and keys
- * Spell out accidentals: “sharp,” instead of #; “flat,” instead of b
- * In titles, hyphenate sharp and flat tonalities (as a compound adjective), but do not capitalize
- * Indicate in a statement which system of pitch notation you are using (i.e., either scientific pitch notation [C4] or Helmholtz pitch notation [c´]; see Chicago Manual of Style 7.72). Use your system of choice consistently throughout your project

Other musical terms

- * For stylistic periods of music history, capitalize as proper names. For example, use “the Baroque era” (but “the baroque music”), or “Romantic period” (but “romantic music”)
- * For common foreign terms, do not italicize (such as movement names and genres)

- * For less common foreign terms, italicize only on the first appearance

Foreign Terms

Foreign-language terms are handled in special ways (see Turabian, 22.2.1):

- * Proper nouns and familiar terms in foreign languages should not be italicized
- * Italicize unfamiliar (to English native speakers) isolated words and phrases and capitalize them as in the original language
- * Quotations incorporated into the text are treated as English quotations—either enclosed in quotes or set off as block quote (if lengthy)
- * For titles in foreign languages, use sentence style capitalization (see Turabian, 22.3.1.2)
- * If you define a non-English term, put the definition in parentheses or quotation marks, either following the term in the text or in a note
- * When the foreign term or passage is likely unfamiliar to the reader, translations must be provided. For longer translations, provide the translator's name

First Mention of Historical Persons

The first time when you mention an historical individual in your work, indicate their birth and death dates in parenthesis

Abbreviations and Acronyms

There are different types of abbreviations: acronyms, initialisms, abbreviations through shortening (see Turabian, 24.1.1)

- * Do not italicize any of these terms (unless the words stand for an italicized term)
- * An acronym and initialism are usually spelled in all capitals letters, no periods nor spaces in between
- * Remember to not use an apostrophe-s to show plurals for acronyms or abbreviations!

Copyrighted Materials and Plagiarism

“Plagiarism” and “copyright infringement” fall within considerations of “Intellectual Property,” but they are not the same. Copyright infringement happens when one used

more than the allowed under “fair use” without obtaining permissions (see the UNT Thesis Manual, 2.2, UNT Guidelines on Fair Use, and Copyright Quick Reference Guide

- * Only the precise wording of an idea is protected; the idea itself is never copyrighted
- * Do not use more than the “fair use” without obtaining permissions (copyright infringement; refrain from using a large amount of a work)

Plagiarism is a serious violation of UNT’s academic integrity policy. It is extremely important for you to give proper credit to other authors’ work when you use it, whether it is by paraphrase or direct quotation (see the UNT Thesis Manual, 2.1, [TurnItIn resources](#) and [UNT Library](#), “What is Plagiarism”)

- * Plagiarism is not limited to texts. It affects figures, tables, and music
- * Plagiarism is not limited to words. It affects concepts and ideas
- * In order to avoid plagiarism, paraphrase instead of quoting and include the appropriate citations, always acknowledging the author

Non-Conventional Dissertations

The College of Music accepts non-conventional dissertations with prior approval from the Graduate Performance Degrees Committee (GPDC). The possibility exists for students to make use of available technologies and create projects that are not similar to a book (see the UNT Thesis Manual, 7.7)

- * Non-conventional electronic dissertations can incorporate digital materials, including web tools, apps, music, portfolio, video documentation, documentaries, links to external code resources, zip folders, etc.
- * Non-conventional dissertations can take (not exclusively) a creative, experiential, entrepreneurial, innovative, applied or practical character

3. Proposals and Final Projects: Common Formatting

Page Layout

Margins and Orientation

Page margins should be one-inch throughout your entire project (8.5 x 11 inches, American standard letter), except tables, figures, and musical examples, in which margins can be reduced to 0.75 inch if needed (see the UNT Thesis Manual, 4.1–4.3 for more details)

Spacing

The body of text must be used with double spacing (see the UNT Thesis Manual, 4.4)

Exceptions

- * Table of contents, headings, figures, tables, illustrations, musical examples, and list of tables: single spacing (see the UNT Thesis Manual, 6.6 for Tables and Figures)
- * Block quotations, footnotes, and bibliographies: use single spacing. Separate each paragraph, note, or entry with a blank line.

Numbering

Page numbers are placed at the bottom and centered, 0.5 inch above the bottom edge of the page. Every page of the dissertation must bear a number, except the title page

- * Every page of the project is counted for the sake of numbering.
- * The number for the title page should never appear
- * For special rules for front matter, first pages of chapters, and pages in landscape orientation, see the UNT Thesis Manual, 4.5.

Paragraphs and Indentation

Headings

- * Level 1: Use all caps. If longer than 48 characters, distribute over two lines
- * Use two-to-four different heading levels (see the UNT Thesis Manual, 4.7)

Project Body

- * Indent first lines of paragraphs by 0.5 inch
- * Make sure that footnotes are indented in the same way (see below)

Bibliography

- * Use hanging indent
- * Alphabetize entries by author's last name (see Turabian, 16.1.7; 16.2; A.1.3)

Footnotes

- * Indentation must match text (0.5 inch; see Turabian, 16.1.7; A.1.3)

Font Size and Style

Use a single typeface throughout your dissertation. Sans serif fonts are encouraged (Arial, Helvetica, Tacoma, and Times New Roman. For font size, see the UNT Thesis Manual, 4.6)

- * Most of your project's text should be in 12-point font
- * Exceptions: footnotes use 10-point font; tables, figures, and captions may use 10- or 11-point font

Non-English Characters

To ensure the PDF version of your dissertation looks the same on all devices, embedding fonts for the final document is mandatory (see the UNT Thesis Manual, 10.4.3). Check the default settings in Adobe Acrobat to ensure all fonts are embedded in the final PDF

4. Proposals: Specific Features

Length

The Topic Proposal range between 10-15 single-sided pages; do not exceed 15 pages. This page count excludes bibliography and appendices.

Title Page

The first page of the finished document is the title page (see the UNT Thesis Manual, 6.1). It must include:

- * Title and author: all caps, briefly describing scope and methodology of the dissertation
- * Degree information: the names of all committee members, with no signatures
- * Approved block: names of committee members names
- * The title and committee names should use the same top and bottom margins as the rest of the dissertation. Degree and graduation should be spaced evenly between the other two, centered, and double space
- * Title pages must not carry page numbers

Body

Sections:

Your DMA Topic Proposal should provide a multiple explanation of the final document you envision to write. You should include the following sections: Title Page, Purpose, Significance and State of Research, Method, Tentative Chapter Outline, and Bibliography (for more details on the proposal and its sections, see the [CoM website “DMA Topic Proposal”](#)).

- * Use a formal title page, including a title appropriate to the project, your name, and the names of all of your DMA committee members
- * Introduce the reader to the subject (purpose)
- * Identify the conversation you are entering and clearly present your project's original contribution (significance and state of research or literature review, either combined or separate)

- * Bring up the questions you intend to ask your evidence, and explain how you will go about answering them (methodology)
- * Provide a prose description of the full project (chapter outline)
- * List in full the bibliography relevant to your subject (bibliography)
- * On format, your proposal should follow the same format (fonts, pages, tables, musical examples, etc.) as your DMA final document

Some Problems to Avoid

- * Irrelevant evidence or methodology
- * Excessive biographical information of composers
- * Summaries of a given historical period
- * Lack of detailed technical observations, as in program notes

Musical Examples, Tables, Figures, and Maps

Musical examples, tables, figures (including photographs), and maps are often indispensable to your argument. However, as they are essentially non-linguistic, they not part of your text until you make them so. It is your task to make meaningful their inclusion in your work through captions, in-text references, and detailed comments (see the UNT Thesis Manual, 6.6 and Turabian, 26.1–3)

The use of all figures (photographs, reproductions, illustrations, graphs, charts, or other images) must adhere to current norms for fair use and copyright requirements (See above, “Copyrighted Materials and Plagiarism”). Figures must be structural to your argument; you should refrain from adding purely decorative items.

Placement and Caption

- * Examples, tables, figures, and maps should be stand-alone items
- * Each of them should carry its own caption or label
- * The captions for each type of item are numbered consecutively
- * Captions are left-indented. Each type of caption should use a dedicated Ms-Word style (for facilitating the automatic creation of tables)
 - Musical examples: In order to avoid confusion, use “musical examples” rather than “figures.” Place captions on top
 - Tables: Place captions on top

- Figures and maps: Every other illustration is either a figure (including photographs, graphs and charts) or a map. Place their captions at bottom

* Each of these items should be placed in-between paragraphs, immediately after the first in-text reference. Do not move them to an appendix unless the item is more than two pages long and disrupts the flow of the text

Content

Examples, table, figures, and maps may not replace your discussion, but could only supplement it. You must incorporate them into your writing:

* They must be referenced within the text, typically through a parenthetical remark, as in: (example 1)

* They must be discussed in full detail. However, your discussion should not be a description of every item or feature. You should be selective, and address only what is relevant for your project

Source Statement

You must acknowledge the sources for your information.

* For examples and figures, use the caption. If the information occupies more than one line, add a footnote to the caption

* For graphs and figures, include a separate source statement (preferred) or a footnote. Source statements should be written underneath the item. They should be preceded by the label "Source" (see Turabian, 26.1.3 and examples, Table 26.1 and Table 26.3)

Footnotes

Include a source citation for every borrowed idea and every piece of information that you reference, paraphrase, or quote; otherwise, you may fall into plagiarism (see below, "Copyrighted Materials and Plagiarism")

* Use footnotes rather than endnotes (see the UNT Thesis Manual, 9.16).

* Use complete footnotes. Do not use the author-date system.

* Footnotes should follow Turabian "N" guidelines. They should include the appropriate components, namely author, title, editors (for books), publishing information, journal titles (whenever applicable), etc. in the appropriate order and font (see Turabian, 16.1 for the specific rules).

* An official Turabian citation guide is [available online at the University of Chicago](#)

* Footnotes format should follow Turabian guidelines (see above, 2. Common Formatting, and Turabian, 16.1.7; A.1.3)

- Use 10-point font (use the same font style as the body)
- Use single spacing
- Use the same indentation as body paragraphs (0.5 inch)
- Separate each note with a blank line

* You can control footnote formatting by editing the built-in “footnote text” style in Ms-Word

* Avoid inserting hard returns (“Enter”) and page breaks when creating footnotes

* Footnote numbers must be in the same font style as the rest of the document

Quotations

Quotations should be limited to the minimum; use paraphrase instead (see Turabian 4.2.2 and 7.4). When quoting someone directly, it must be absolutely clear whose words, music, figures, or tables are they (review the section “Copyrighted Materials and Plagiarism” on this Manual). As specified above (“Footnotes”), both paraphrases and quotations must be accompanied with footnotes crediting the text to the original author

There are two main types of quotations (see the UNT Thesis Manual, 3.6), “inline” and “block quotes”

Inline Quotes

Direct quotes in the running text must be enclosed in double quotation marks (see the UNT Thesis Manual, 3.6.2). Any internal, embedded quote marks should be changed to single quotes

Block Quotes

Block quotes are needed when reproducing a lengthy amount of text from another source (see the UNT Thesis Manual, 3.6.3).

*Never use quotation marks around the block

* The quoted material should be single spaced and indented by 0.5 inch on the left side only

- * Include a single-spaced blank line before and after the quoted material

Appendices

There are no fixed requirements about what should or should not be placed in an appendix.

- * Follow the needs of your project
- * Move items longer than two pages to an appendix.
- * On the formatting of appendix titles and labels, see the UNT Thesis Manual, 6.7.

Permission Documents

If your project involves interviewing people, you must get approval from the Institutional Review Board for the Protection of Human Subjects (IRB) before proceeding with the interviews, and include it in an appendix to your proposal (see [Guidelines for Interviewing](#) and the [UNT CoM Graduate Studies page](#))

Bibliography

You should list all the items relevant to your project (even if you do not cite them) in a bibliography placed at the end of your proposal

- * It is usual to divide the bibliography into primary and secondary sources. Further subdivision is generally not needed.
- * Exception: uncommon items that have particular features (such as newspaper or magazine articles, audio recordings, or videos) and could be listed separately, under their own heading (see the UNT Thesis Manual, 4.7.2 for the treatment of subheadings and 6.8 for more information on the bibliography).
- * Bibliographical entries should cite the appropriate components, namely author, title, editors (for books), publishing information, journal titles (whenever applicable), etc. (see Turabian, 16.1 for the correct content and order of bibliographical content).
- * Entry format should follow Turabian guidelines (see above, 2. Common Formatting, and Turabian, 16.1.7 and A.1.3):
 - Use single spacing
 - Use hanging indent
 - Separate each entry with a blank line

Ordering

Bibliographical entries must be alphabetized by author's last name. The ordering starts over for each subdivision of the bibliography (see Turabian, 16.2)

5. Final Projects: Specific Features

Length

The length of the DMA Final Project must conform to one of three available categories: lecture-recital (minimum of 6,250 words), lecture with critical essay (minimum of 25,000 words), or thesis (minimum of 25,000 words). In all cases, the project must not exceed 60,000 words. A document exceeding 60,000 words needs approval from the Graduate Performance Degree Committee (see [UNT CoM page](#))

Front Matter

Title Page

- * See above, “Title Page”
- * Exception: the graduation date is present on the title page of the final project only
- * For the date, cite the month of graduation and not the semester designator, followed by the year (ex: use May 2020 but not Spring 2020). Do not indicate a specific day (ex: use May 2020 but not 5 May 2020)
- * If utilizing the rollover deadline, the date must correspond to that of graduation (i.e. either May, August, or December)

Copyright Statement

All UNT final projects must have a copyright notice page, placed right after the title page and numbered as page ii (see the UNT Thesis Manual, 6.2).

Acknowledgements

An acknowledgements page is optional; if used, it must follow the copyright notice page, as page iii (see the UNT Thesis Manual, 6.3).

- * The title must appear at the top of the page in all capital letters
- * Text is typically one page or less, double spaced, with contents appropriate to scholarly work

Epigraph and Dedication

While an acknowledgements page is optional, a separate dedication page is not permitted (see the UNT Thesis Manual, 6.3).

An epigraph can be used to introduce either the whole project or one of its chapters.

- * The quoted material should be italicized.
- * The author's name should be printed in regular font (i.e., not italicized)
- * Use single space, with both the left and right side indented (not centered) (see the UNT Thesis Manual, 3.6.1):

Table of Contents

You must include table of contents (TOC) in your project, divided into chapters with different heading levels.

- * If you use a TOC, it comes after the "Acknowledgments" or "Dedication" page (see the UNT Thesis Manual, 6.4 and 4.7 for the TOC and Level Headings, respectively).

Lists: Tables, Figures, Musical Examples, Graphs

If you have more than just a few of tables, figures, or musical figures, it is advisable to include a list of these items (see the UNT Thesis Manual, 6.6.2).

- * If you use a table, musical examples, or figure list, you must also create a table of contents (TOC)
- * These lists come after the TOC in the front matter; the order is: 1. list of tables, 2. list of figures, 3. list of musical examples
- * You can use either bulleted or numbered lists (see the UNT Thesis Manual, 6.5.2)

Body

Division into Chapters

Your project should be divided into chapters. Chapter division must follow the outline included in your proposal.

- * Each chapter must begin on a new page.
- * Chapters use level-1 headings (see the UNT Thesis Manual, 4.7 for level headings)

Introduction or Background Chapter

All dissertations must have an Introduction or background chapter (on how to sketch and write an introduction, see Turabian, 6.2.2 and 10.1)

* This chapter must immediately follow the lists of tables, figures, and musical examples.

* This chapter should introduce the project to the reader, present your thesis statement, discuss the background or state of research, and provide an overview of the project

Musical Examples, Figures, and Graphs

See above, 4. Proposal, “Musical Examples, Figures, and Graphs”

Tables: Captions, Source Statement

See above, 4. Proposal, “Tables: Captions, Source Statement.”

Quotations

See above , 4. Proposal, “Quotations”

Plagiarism

See above “Copyrighted Materials and Plagiarism”

Footnotes

See above “Footnotes”

Appendices

Survey Instruments

If you wish to reproduce an entire instrument survey in an appendix, you must first determine who owns the copyright for the instrument. Once the copyright holder has been identified, permission must be obtained and a copy of the permission provided to the Toulouse Graduate School when the thesis or dissertation is submitted for graduation (see the UNT Thesis Manual, 6.7.1)

Permission Documents

See above, 4. Proposal, “Permission Documents”

Musical Scores, Tables, Figures

Long tables, figures, and musical examples should be placed in an appendix (see the UNT Thesis Manual, 6.7.3)

Bibliography

See above, 4. Proposal, “Bibliography”

6. Microsoft® Word Tips

Footnote Placement

If your footnotes appear on the page that follows the reference, format your paragraphs (or your Normal style) with a line spacing of “Exactly 25 points” for body text, and footnotes should move where they belong.

If you would like to move a footnote, do not insert hard returns or page breaks. You can gain a better access to notes by using this path:

- * In the menu View, select Document Views, and Draft
- * In the menu References, select Footnotes, and Show Notes
- * This procedure lets you see the footnotes and remove any extra characters you may have inserted. You can also reformat several (or all) the notes See the UNT Thesis Manual, 9.16

Styles

The “styles” feature in Ms-Word allows you to manage the appearance of your project. It is highly recommended that you learn to use this feature, and create a dedicated style set for your proposal and final project. Styles will help you to keep track of the format of your project’s items (including headings, footnotes, bibliography, captions, etc.). Styles are necessary for creating tables of contents, figures, etc. automatically.

See the UNT Thesis Manual, 9.1. Many tutorial videos on Youtube.com can instruct you about Ms-Word styles.

Table of Contents and Lists

By using Microsoft Word’s Heading Styles on its Styles Pan feature, you can easily create and manage a TOC (see the UNT Thesis Manual, 9.15). You can use the same procedure to create tables of figures, examples, etc. For this sake, you must use a dedicated style for each type of caption (i.e., one style for figure captions, another one for musical examples, etc.)

Page Breaks

Heading level 1 titles must begin on a new page; the best way to do this is to insert a page break (see the UNT Thesis Manual, 9.5 on how to insert a page break or “hard return”)

Picture Files

Picture files move frequently and unexpectedly in Ms-Word. It is best if you do not wrap text around tables and figures during the writing process.

- * Only use the “top and bottom” text wrapping option
- * Even if you do this, your picture files might move. Wait until you are completely finished with all possible edits, then go through the document one last time to edit for table and figure placement (see the UNT Thesis Manual, 9.13)

7. Checklists

Proposal

Title page

Does your title page follow the guidelines?

Introduction and Purpose

Does the project proposal have an effective introduction and a clear purpose?

Significance

Is the purpose of this project justified? (Why should the reader care about your project?)

Does the reader have enough information about it (i.e., sufficient background)?

Literature Review

Is the target conversation clearly identified?

Are all the important items covered?

Does it demonstrate relevance? Does it demonstrate originality?

Methodology

Is there a clear idea of your sources?

Is there a clear idea of how you will process them?

Are there enough details on the analytical techniques, and is there a case study?

Does the methodology demonstrate control of sources and processing?

Chapter Outline

Is the outline specific enough?

Is the outline condensed enough?

Bibliography

Does the bibliography provide a complete coverage of the subject?

Does it comprise 30 items or more?

General Concept

Do the sections of your proposal harmonize with each other?

Will your project convince a skeptical reader?

Writing

Does your language follow academic requirements?

Are your properly paragraphs organized?

Documentation

Have you written all the footnotes necessary to avoid plagiarism?

Do your footnotes follow Turabian “N” rules?

Do you use the abridged format for repeated item citations?

Does your bibliography follow Turabian “B” rules?

Is your bibliography alphabetized by author’s family name?

Musical examples

Do your musical examples include captions?

Are all musical examples placed appropriately within the text?

Have all musical examples been referenced in the text?

Have all musical examples been discussed in the text?

General Formatting

Are you following the rules in the UNT Thesis Manual?

- Page numbering
- Margins
- Font consistency
- Font size
- Spacing
- Headings
- Indentation

Special Formatting

Are you following the UNT Thesis Manual rules for block quotations?

Are you following Turabian rules for footnote formatting?

Are you following Turabian rules for bibliography formatting?

Final Project

Title page

Have you added the appropriate graduation date to the title page of your proposal?

Introductory matter

Does your first chapter provide a sound justification of your topic?

Do you offer the reader all the necessary background information to understand your argument?

Literature review

Is the target conversation clearly identified?

Are all the important items covered?

Does it demonstrate relevance?

Does it demonstrate originality?

Method

Have you described your sources clearly?

Have you clarified how you are processing them?

Are you using uncommon analytical tools that need a special discussion?

Thesis and outline

Is your thesis clear? Does it propose a problem?

Does your outline harmonize with your thesis? Does your paper argue for a response to that problem?

Do chapters and section follow logically from each other?

Will your project convince a skeptical reader?

Musical examples

Do your musical examples include captions?

Are all musical examples placed appropriately within the text?

Have all musical examples been referenced in the text?

Have all musical examples been discussed in the text?

(Also apply these questions to tables, graphs, images, and similar materials, as relevant)

Final chapter

Does your text achieve closure? Are you using a standard ending strategy?

1. New summary of the argument
2. Questions suggested by your study that remain unanswered
3. “Zooming out” or placing your argument within a wider context

If not, have you developed an effective ending alternative?

Documentation

Have you written all the footnotes necessary to avoid plagiarism?

Do your footnotes follow Turabian “N” rules?

Do you use the abridged format for repeated item citations?

Bibliography

Does the bibliography provide a complete coverage of the subject?

Does it have more than 30 items?

Does your bibliography follow Turabian “B” rules?

Is your bibliography alphabetized by author’s family name?

Writing

Does your language follow academic requirements?

Are your paragraphs properly organized?

Have you eliminated as much quotation as possible by means of paraphrase (i.e., have you properly rewritten the borrowed text while still acknowledging the author)?

General Formatting

Are you following the rules in the UNT Thesis Manual?

- Page numbering
- Margins
- Font consistency
- Font size

- Spacing
- Headings
- Indentation

Are musical terms properly formatted?

Special Formatting

Are you following the UNT Thesis Manual rules for block quotations?

Are you following Turabian rules for footnote formatting?

Are you following Turabian rules for bibliography formatting?

Styles in MsWord

Are you consistently using styles in Ms-Word?

- Font
- Title page
- Headings
- Captions for musical examples, tables, and figures
- Footnotes: numbers, text, and formatting
- Bibliography

8. Bibliography

Chicago Manual of Style

The Chicago Manual of Style, 17th ed. Chicago: University of Chicago Press, 2017.
<https://libproxy.library.unt.edu/login?url=http://www.chicagomanualofstyle.org/>

Turabian

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 9th ed. Chicago: University of Chicago Press, 2018.

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Toulouse Graduate School, University of North Texas. *Preparation and Filing of Dissertations and Theses* [computer file]. June 2022. Available at <https://tgs.unt.edu/sites/default/files/Thesis%20Manual%20-%20released%20June%202022.pdf> (last seen on 10 August 2022).

Additional items

Booth Wayne C et al. *The Craft of Research*, 4th ed. Chicago: University of Chicago Press 2016.

Holoman, D. Kern. *Writing About Music: A Style Sheet*, 3rd ed. Berkeley: University of California Press, 2014.