



WAYNE STATE  
UNIVERSITY

Department of Music  
Graduate Programs

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## THESIS GUIDE

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*a detailed, start-to-finish guide to the graduate thesis project*

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## PREFACE

In my time advising graduate students in the Department of Music at Wayne State University, I've noticed that many regard the thesis project with dread. Not only is it a big project, but it's also often perceived to be shrouded in mystery, apprehension, and anxiety. After all, it's not like a recital, where you can decide exactly which pieces to focus on for months in advance, perform them, and then consider the requirement satisfied. During the preparation process, a thesis is less clearly defined: students sometimes don't know what to write about, how to write about it, and how to create and work with what may be the longest paper they've ever written. My hope is that, by consulting this guide, students can escape some of the dread and, instead, focus on doing their best work.

This document offers guidance regarding the process, content, and formatting of a music thesis to those students in the Wayne State University Department of Music who are required to write one for their graduate degree. The WSU [Graduate School](#) offers its own [guide for theses and dissertations](#), and a lot of the information contained here comes from that one. While the Graduate School defers to colleges and departments regarding many aspects of the thesis document, if a conflict arises between this guide and that one, the Graduate School's document will take precedence. Moreover, the final authority regarding academic degrees at Wayne State University rests in the text of the [Graduate Bulletin](#).

Within this guide, I've followed several conventions you may find useful:

- **Blue color** is applied to text to indicate you are reading instructions for how to accomplish a task in Microsoft Word. (Links are also blue, but they're also underlined.)
- **Bold text** is used (most of the time) to indicate a technical term.
- **Highlighting** is used to draw your attention to a specific recommendation.

- This guide is thoroughly cross-referenced. Most times you see “Figure,” “Table,” “Chapter” or a phrase from a heading in the text, you can click on it—it’s actually a link—to go directly to the page where that figure, table, chapter, or heading is located.

It is strongly recommended that you write your thesis using Microsoft Word on your computer. It is among the most powerful word processors available (even if most users don’t actually use its most powerful features) and contains all the necessary tools to properly write, revise, compile, and format your thesis. *This guide assumes you are using Microsoft Word.*

All students at Wayne State University can download a complete and current copy of Microsoft Word for free, along with the entire collection of Microsoft Office products.<sup>1</sup> While Word is also available as part of the online Microsoft365 suite, you should *not* use the online version of Word for your thesis as it lacks some of the necessary features. Students who lack a computer are welcome to use the [computer labs on campus](#) and may also [check out a computer](#) from the libraries. Additionally, the WSU Library System maintains an [Accessible Technology Lab](#) for students who might benefit from accessibility hardware and software.

Finally, this is a “living” document, one intended to be regularly updated. If you spot an inaccuracy or a confusing passage, please let me know so I can fix the error or improve the clarity in a future version. In the meantime, good luck with your thesis!

Sincerely,

Dr. Duchan  
Director of Graduate Studies  
July 2023

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<sup>1</sup> For more information about Microsoft Office for WSU students, and for download links, see <https://tech.wayne.edu/software-hardware/microsoft-office>.

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## CHAPTER 1

### The Thesis-Writing Process

Congratulations on making it to the point where you're ready to begin your thesis! Writing a thesis can be an exciting and enlightening process, and it doesn't have to be overly difficult. The key is planning and consistency, making sure you establish a regular routine of research, writing, and discussions with your Thesis Advisor. As the old adage goes, "slow and steady wins the race." Each thesis project is unique, and although it's intended to be completed over two semesters, it is not unusual for some students use more time if they have other family or work commitments. Ideally, you'll find a balance between high-quality academic work and extracurricular life.

When you write a thesis in the Wayne State University Department of Music, you're expected to produce a rigorous, well-researched, and original study. While you will certainly refer to extant research, a thesis isn't simply a report on what has already been written. Rather, it expands our knowledge about music, even if in a small way. Your thesis can ask new questions of an old piece of music, ask old questions of a new piece of music, critique an existing method or theory or historical narrative, provide new evidence in support of a method or theory or historical narrative, and so on. The possibilities are endless.

But that doesn't mean you have to rewrite the entire history of music! While you'll contextualize your work within the broader narrative of music history, most of your thesis will focus squarely on your particular topic. **There is no minimum page requirement for theses in the Department of Music. Quality is more important than quantity.** (That being said, most music theses end up between 100–125 pages.)



## Your Thesis Advisor and Committee

The faculty member with whom you work most closely on your thesis project is called your **Thesis Advisor**. He or she must be a member of the department's full-time faculty. Since there will be a good deal of communication between you, it's often best to select a faculty member with whom you already have a good professional relationship. Also important is that faculty member's research expertise. It's helpful, but certainly not required, if your Thesis Advisor's research interests align with your thesis topic.

As you approach the end of the thesis project, your Thesis Advisor will ask you to assemble an **Examining Committee**, a panel of faculty (including the Thesis Advisor) who will read your thesis and conduct your Final Oral Examination (also called the "defense"). Consult the department's [Graduate Student Handbook](#) for information for important details.

## Choosing a Topic

A topic isn't the same thing as your thesis statement. For example, your thesis statement might read, "Mozart composed sad music when it was raining," but the topic of your thesis might be described as "Mozart's compositions and the environment." The **thesis statement** is a claim you will prove is true, while the topic is a more general idea that can encompass the claim you make in your thesis statement.

It is recommended you choose a topic for your thesis that is appropriate, that you're excited about, and that is well supported by extant scholarship.

An appropriate topic is one that pertains to the study of music. This definition is necessarily vague, and it's the responsibility of the student to justify whatever topic he or she selects. It's up

to your Thesis Advisor to determine if your topic, as described in your Thesis Proposal (see “Writing a Thesis Proposal,” below), is appropriate.

You should also choose a topic you’re excited about. After all, you’ll be spending a good deal of time working on it. Do you enjoy listening to the music? Thinking about it? Reading about it? Analyzing it? You should answer these questions positively or you’re more likely to grow bored, distracted, and tempted to abandon the project. (You’ve come this far, don’t give up now!) While you can’t predict the future with perfect accuracy, you are the best person to determine if a topic is likely to sustain your interest and enthusiasm.

Finally, a topic on which there is a good deal of extant scholarship will be easier to write about than one without such literature. This means you should do a little bit of research about your topic before deciding to pursue it. Are there any scholarly books or journal articles about it? It’s helpful if the answer is yes, but even if the answer is no, that’s not a reason to abandon the topic. You just have to confirm that there’s sufficient scholarship on *tangential* topics, so you can place your study alongside earlier ones and still argue that you’re doing something new. For example, if you’re hoping to write a thesis about a particular symphony, but you’re finding very few books and articles that mention it (or none at all), you can expand your search to look for sources that discuss the composer, the compositional techniques, or other matters of context. In fact, not finding any sources that directly address your proposed topic can help to justify your research and underline your original contribution to knowledge. As with the issue of appropriateness, it’s up to your Thesis Advisor to determine if your topic, as described in your Thesis Proposal, is sufficiently supported by extant literature—but you’re the one who must supply the bibliography listing that literature.

## Writing a Thesis Proposal

A **Thesis Proposal** is a document (usually 4–6 pages) in which you describe the topic you intend to study, the research question(s) you'll ask and answer, how you'll do it, and offer a preliminary overview of some of the most important sources you'll consult. Writing the Thesis Proposal is supposed to be helpful: it allows you to concretize your thoughts and make preliminary decisions about how to start the project. And much of the text can be reused later in the thesis itself! An important thing to keep in mind, however, is that what you write in the proposal is not “set in stone.” The research and writing process is fluid, and your Thesis Advisor will understand if your project turns in a new direction, asks different questions, or comes to different conclusions.

The first thing to do when writing a Thesis Proposal is to talk with your Thesis Advisor about his or her expectations for it. See Table 1.1 for a list of components that usually make up the proposal.

1. A general introduction to the topic, which should generate some interest from the reader.
2. A statement of the **research question**: the question you seek to answer or the problem you seek to solve.
3. An overview of your sources. What will you look at in your offers to answer the research question? Musical scores? Recordings? Transcriptions? Newspaper or magazine articles? Online videos?
4. A discussion of the methods you'll use to answer the research question. Will you be analyzing scores? recordings? interview transcripts? survey responses? collections of letters or other correspondence? Importantly, *how* will you analyze them?
5. An overview of relevant extant scholarship. What has already been published in peer-reviewed books and journals that bears some relevance to your topic, the things you'll be analyzing, and the analytical methods you'll be using? You don't need a detailed literature review at this point—that will come later—but you should demonstrate enough familiarity with the sources to make a convincing case that your work will fit into the larger world of music research.

6. A discussion of your expected results. This is your tentative **thesis statement**. What do you predict your answer or solution will be? Remember, it's okay if the final version of your thesis comes to conclusions that differ from those you predicted in your proposal. But it's important to begin the thesis project with some sense of direction.
7. A brief argument for the significance of your project. What justifies your research question? How will your thesis add to our society's knowledge about the topic you'll be investigating—and about music, more generally?
8. A bibliography listing any and all of the sources you cite in the proposal.

Table 1.1. Components of the Thesis Proposal

It might be useful to format your proposal using the same guidelines as those for the thesis itself. That will make the actual writing of the thesis easier. For more information about formatting requirements, see Chapter 3.

Once your Thesis Advisor has approved your Thesis Proposal, you can begin your research and writing. You may find it useful, at this stage, to map out a tentative table of contents and a timeline to help structure the project and break it into smaller, more manageable tasks. Work with your Thesis Advisor to establish a mutually acceptable schedule for what you'll deliver to him or her, how you'll deliver it, and, crucially, when you'll deliver it.

### Conducting Research

“Conducting Research” is a broad label that includes gathering sources, reading secondary scholarship, examining primary literature, performing analyses, etc. There's no “one-size-fits-all” way to do it. Therefore, you must discuss the tasks you'll undertake with your Thesis Advisor.

The more information you gather, the better. Take careful notes, follow leads, cast a wide net, and so on. Try to come up with a way to organize the information you gather. For example, you can create one folder on your computer for “notes on secondary sources,” another for “scores

and analyses,” etc. That way, when it comes time to start writing the thesis, you’ll know where to find all your information.

Some students find notetaking and citation apps helpful. Others prefer to simply use a Word document for each bit of information. And others like writing things down by hand, even if they will need to be typed into a computer later. Find the method that works best for you.

Kate Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations* and C.M. Gill’s *Essential Writing Skills for College and Beyond* contain a lot of helpful suggestions for planning, carrying out, and writing up research.<sup>1</sup> You may have read some of those chapters in MUH 5300 (Music Research), but now might be a good time to review them for additional guidance and suggestions.

### Writing and Revising Chapters

Rather than thinking about sitting down and writing a whole thesis, many students find it less intimidating and more helpful to think about each chapter as a term paper. After all, by the time you get to the thesis project, you will have taken several graduate seminars and submitted several term papers, so the idea of a ten-, twelve-, or even twenty-page paper is probably less scary than it once was. Thinking about your thesis as a collection of term papers turns a gigantic project into a series of more manageable—although still significant—ones.

When you’re ready to start drafting chapters, you may find it helpful to devise a tentative table of contents and timeline with your Thesis Advisor. Or, if you already did that, to review and

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<sup>1</sup> Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th ed. (Chicago: University of Chicago Press, 2018), C.M. Gill, *Essential Writing Skills for College and Beyond* (New York: Writer’s Digest Books, 2014).

revise it. How can all your data and analyses and arguments be most effectively organized? Which point will each chapter prove? Most music theses tend to take a similar form (see Table 1.2):

Chapter(s)	Purpose	Includes
first chapter	the introduction to the thesis	<ul style="list-style-type: none"> <li>• general introduction to the topic</li> <li>• discussion of the <b>research question</b></li> <li>• <b>thesis statement</b> (your answer to the research question)</li> <li>• discussion of the sources consulted and analyzed (in other words, the <b>literature review</b>)</li> <li>• discussion of the analytical methods used</li> <li>• discussion of the significance of the work</li> </ul>
middle chapters	advance your argument—your answer to your research question—step by step <sup>2</sup>	<ul style="list-style-type: none"> <li>• presentation of information (your data)</li> <li>• analyses and their results</li> <li>• other evidence to support your conclusion(s)</li> </ul>
final chapter	your conclusion and parting thoughts	<ul style="list-style-type: none"> <li>• brief recaps of the middle chapters, showing how their arguments connect to each other and support the overall thesis statement</li> <li>• discussion of how the thesis adds to current research and knowledge</li> <li>• discussion that speculates as to the impact the conclusions may have</li> <li>• suggestions for future research</li> </ul>

Table 1.2. Common form of the body of the thesis.

Typically, you'll draft one chapter at a time, and then share it with your Thesis Advisor, who will offer feedback. Sometimes this is done through Microsoft Word's "Track Changes" feature, a face-to-face or virtual meeting, or both. Revisions are commonly requested, and are usually made right away, while the ideas are still fresh. Once the Thesis Advisor is satisfied that

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<sup>2</sup> In theses that focus on a single person, oftentimes the second chapter offers a lengthy biography, and the following chapters present the evidence and argument.

the chapter is “good enough,” you move on to another chapter. **It is recommended that you keep each chapter draft as a separate Word document on your computer, and that you back up your work to another location.**<sup>3</sup>

Most students start by drafting the middle chapters, leaving the first and last for the end of the writing process. Be sure to keep your citations up to date as you write so you don’t have to go back and figure them out later. And remember, in the Department of Music, we use the Chicago/Turabian style (notes-bibliography version) for all citations.

**Most important: do the best you can in the time you’ve got.** Perfection is impossible, and at some point, your improvements will be so small that they’re no longer worth the time you put in. Aim for “good enough” so that you have sufficient time for all the parts of your thesis. You may hear some faculty say, “a good dissertation is a done dissertation,” which holds true for theses too!

### Compiling a Complete Draft

Once all your chapters are drafted, you’ll compile them into a single document in Word. You’ll probably want to start by creating a new, blank document and copying-and-pasting the contents of each of your chapters from their original files into it. Before doing so, you may find it helpful to adjust some settings pertaining to Styles to make formatting easier. See Chapter 3 for details.

As you continue to work on your thesis from this point forward, use your new, combined document. It may be helpful to save it as a new file each time you make substantial changes, so

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<sup>3</sup> Wayne State University offers all students access to Microsoft’s OneDrive service, where you can store backup copies of your files. For more information about OneDrive at WSU, see <https://tech.wayne.edu/kb/communication-collaboration/wayne-connect/154658>. Of course, you are not required to use OneDrive; other cloud backup services may serve the same purpose: to keep a copy of your work in the event your primary copy (on your computer) becomes unusable or inaccessible.

you can go back to previous versions if necessary. For example, if your thesis document is named “Thesis.docx,” and then, on March 6, you make a lot of edits and changes, you may wish to save it as a new file, “Thesis 2023-03-06.docx” or something similar. Depending on the configuration of your computer, previous versions of the file may be saved automatically.<sup>4</sup>

### The Final Oral Examination (Your “Defense”)

After your thesis is compiled, completed, and ready for the members of your Examining Committee to read, you’ll need to send it to them at least two weeks in advance of your Final Oral Examination (your “thesis defense”). You’ll also need to schedule the defense at a mutually agreeable time and reserve a space in the department for it (or set up the virtual meeting). During the defense, you’ll offer a presentation and then participate in a discussion with the members of your committee. Your thesis may then be accepted as written, accepted pending revisions, or not accepted. *The most common outcome for a defense is “accepted pending revisions.”* You will also receive a “Final Oral Exam Report” from your committee with written feedback. Be sure to read the [Graduate Student Handbook](#) for the more information about the Final Oral Examination.

### Final Revisions and Submission

As most thesis defenses end with acceptance pending revision, you’ll likely be required to make some additional changes before your thesis is “done.” Typically, these include some editing

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<sup>4</sup> For information from Microsoft regarding the “previous versions” feature, which may require use of OneDrive, see <https://support.microsoft.com/en-us/office/view-previous-versions-of-office-files-5c1e076f-a9c9-41b8-8ace-f77b9642e2c2>.



of the language, additional discussion of certain points, clarifications, adjustment of citations, etc. In most cases, the revisions can be completed within about two weeks.

After you've made the requested revisions, you need only send the final version of your thesis manuscript to your Thesis Advisor, who will verify that the revisions are acceptable. Once approved, you may submit the thesis to the Graduate School for their format check and archiving.<sup>5</sup>

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<sup>5</sup> For more information about the final steps of thesis submission, see <https://gradschool.wayne.edu/students/masters/requirements>.

## CHAPTER 2

### Parts of the Thesis Document

While a music thesis can focus on nearly any topic, there are certain elements that must be included regardless of the particular focus. These demonstrate your academic rigor and research skills, while also helping to make research easier for future scholars, who will know which pieces of information will be found in which parts of any thesis. See “Writing and Revising Chapters” for more information about the order and contents of your thesis chapters and body text.

A complete thesis manuscript consists of several specific parts. Some are required, while others are optional. Table 2.1 shows the parts of the thesis in order. The content of each part is discussed below; the formatting for each part is discussed in Chapter 3.

Section	Part	Components	See...	Pagination
front matter	<b>title page</b>	thesis title, author’s name, degree, thesis Advisor’s name and signature	Figure 3.1	none
	copyright page	indicates copyright	Figure 3.2	
	dedication	brief indication of the person(s) to whom the thesis is dedicated		starting with “ii” at bottom center of each page
	acknowledgments	prose passage detailing those the author acknowledges for their help or influence		
	preface or foreword	introductory text setting up the thesis project as a whole		
	<b>table of contents</b>	listing of all chapters (and, optionally, headings) and page numbers	Figure 3.3	
	list of tables	listing of all tables in the thesis, if appropriate		
	list of figures <sup>1</sup>	listing of all figures in the thesis, if appropriate	Figure 3.4	

<sup>1</sup> This item may also be called a List of Maps, Charts, Diagrams, or Schemes, as appropriate.

Section	Part	Components	See...	Pagination
body	<b>body text</b>	the text of the thesis, organized into chapters	Table 1.2	starting with “1” at top center of each page
back matter	appendix	additional materials, if appropriate		
	<b>bibliography</b>	listing of all sources cited in the body text	Figure 3.5	
	<b>abstract</b>	brief prose description of the thesis	Figure 3.6	
	<b>autobiographical statement</b>	brief prose containing biographical information about the author		

Table 2.1. Parts of the thesis. Bold indicates a part is required.

### The Title of Your Thesis

The title of your thesis appears on the document’s Title Page, and is required. It should be descriptive of the thesis as a whole, indicating the main topic of your research. Oftentimes, the title is presented in two parts, separated by a colon. The first is a brief quote or catchy turn of phrase, while the second is more technical and specific. For example, “The Power of a Flying Pig: Carl Stalling, *Looney Tunes*, and America’s Need for Escape.” Others prefer a simpler, more direct title, such as “The Guitar Voice of Randy Rhoads.”

You should come up with a tentative thesis title while you’re planning your project—and include it in your Thesis Proposal—you should also remain flexible and willing to adjust it as necessary to reflect the evolving nature of your project. See “Title Page” for formatting requirements.

## Asserting Your Copyright

As an original work, your thesis is technically under copyright the moment you create it in a “fixed” form, according to the United States Copyright Office.<sup>2</sup> However, you can assert your copyright by including an optional copyright page in your thesis, which includes your name, the year the thesis is completed, and the copyright symbol. See “Copyright Page” for formatting requirements.

### Opening Remarks: Dedication, Acknowledgements, and Preface or Foreword

These sections are optional and, if included, should appear on separate pages in the order shown. The dedication is a brief note naming a person or persons in whose honor or memory the work was completed. Acknowledgments are notes of appreciation for assistance given in the research and preparation of the thesis. A preface or foreword may contain your statement of the purpose of the study or special notes to the reader. See “Dedication, Acknowledgements, and Preface or Foreword” for formatting requirements.

### The Map: Table of Contents

Every thesis must have a table of contents, which shows nearly all the parts of the manuscript, and on which page each part begins. Specifically, it lists all the preliminary pages (front matter) *except for the title, copyright, and table of contents pages*. In cases where there are two or more appendices, list each appendix and its content. The table of contents must also list the

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<sup>2</sup> For more information about copyright and United States copyright law, see <https://www.copyright.gov/what-is-copyright/>.

bibliography, abstract, and autobiographical statement pages. A “leader” of periods (dots) connects the titles of each item in the list (left justified) with its respective page number (along the right margin). See “Table of Contents” for instructions and formatting requirements.

#### More Lists: Lists of Tables, Figures, etc.

When tables, figures, or charts have been placed in the body of the manuscript (not in the appendix), separate lists must be included after the table of contents page. If your document includes both tables and figures, you will need a List of Tables *and* a List of Figures. Each entry on the lists should carry the same caption or title as is shown in the caption for the corresponding figure or table in the body text, and show, at the right margin, the page on which it is found (similar to the table of contents). See “Lists of Tables, Figures, etc.” for instructions and formatting requirements.

#### The Main Act: The Body of the Thesis

The body of your thesis—often called the “**body text**”—is where you present and develop your main argument, the “thesis of the thesis” or thesis statement, over several chapters. It often begins with an introductory chapter and ends with a conclusion. Your evidence and analyses are methodically laid out in the chapters between. See Table 1.2, in “Writing and Revising Chapters,” for additional details.

#### For More Info: Appendix

An appendix contains additional material that is important enough to be included but cannot be placed within the body text because it’s too lengthy or tangential. An appendix isn’t

required, and you may use more than one appendix if you wish; simply title them “Appendix A, B, C, etc.” See “Appendix” for formatting requirements.

### Cite Your Sources: Bibliography

The bibliography (sometimes called “references” or “works cited”) is a required component of your thesis. It contains a list of all the sources cited in your body text, and only the sources cited in your body text. If you read a book or article but didn’t end up citing it in your thesis, then it shouldn’t appear in your bibliography. In most cases, all of the sources are combined into a single bibliography, no matter the type. However, especially lengthy bibliographies can sometimes be broken into two or three by type. For example, you might have one list of interviews, another list of scholarly articles and books, and a third for articles from the popular press. Consult your Thesis Advisor if you think your bibliography would benefit from being separated similarly.

Bibliographies should be composed using the Chicago/Turabian style (notes-bibliography version). See “Bibliography” for additional requirements.

### In Short, Your Abstract

Your abstract is a brief prose summary of your thesis project, including methods, findings, and their significance. It is a required part of the thesis, and a useful one, too: when future scholars are conducting their own research on the same topic—for a class term paper, a master’s thesis, or perhaps even a dissertation or monograph—they can read your abstract to quickly gain a sense of what you accomplished in your study. While there’s no limit to the length, most abstracts contain no more than five hundred words. See “Abstract” for formatting requirements.

### About the Author: Autobiographical Statement

This required component of your thesis is a one-page biography of the author—you! This section may be formatted however you see fit (save for the title at the top, which must be formatted the same as the chapter titles), but it can only be one page, and it's the last page of the thesis. See "Autobiographical Statement" for additional requirements.

## CHAPTER 3

### Issues of Formatting

Although the issues discussed in this chapter are rather technical, following these recommendations will ultimately make your thesis document easier to work with and better looking. Indeed, this guide follows the same guidelines, so you can use it as a model.

#### Working with Files

When writing the initial draft of each chapter, it is recommended that each be its own, separate Microsoft Word document (.docx) file. That will make it easier to focus on the individual chapter without the distraction of other parts of the document getting in your way. It will also be helpful when you share your work with your Thesis Advisor. You may choose to format your chapter drafts using the guidelines from the Graduate School and the Department—and doing so will save time later on—but it is not required at the drafting stage. See “Writing and Revising Chapters” for more information.

Once most or all your chapters are ready, your Thesis Advisor will instruct you to combine the individual documents into a single document. At this point (if you haven’t already), you should begin to follow the formatting requirements. Doing so will make it easier to manage a large document using Word. See “Compiling a Complete Draft” for more information.

#### Showing Formatting Marks

When working with formatting in Word, it’s helpful to turn on the feature that shows you the **formatting marks**, including all spaces, paragraph breaks, page breaks, etc., using a blue color



to differentiate them from the actual text of your document. In the “Home” tab of the ribbon, look for a button with a paragraph symbol (¶).<sup>1</sup> Clicking it will toggle the formatting marks on and off.

## Introducing Styles

One of the most overlooked, but useful and timesaving, functions in Word is **Styles**, collections of formatting commands that can be applied with a single click. They ensure that all your chapter titles, headings, subheads, etc. look the same across the entire thesis manuscript and, if you format the Style correctly, then they will also be formatted correctly.

You can access Styles in two ways: by using the menus or the ribbon.

- Using the menus: [Open the “Format” menu at the top of the screen and select “Style...”](#)  
A box will open, showing a list of Styles are that already available and several options for creating new ones and modifying existing ones.
- Using the ribbon: [On the “Home” tab of the ribbon, click on the button that says, “Styles Pane,”](#) which is often located next to a small selection of frequently used Styles.<sup>2</sup>

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<sup>1</sup> The “ribbon” is Microsoft’s term for the horizontal strip of buttons near the top of the window.

<sup>2</sup> This method assumes you are using the default layout of the ribbons. If your version of Word has been customized—adding, removing, or rearranging buttons in the ribbons—then this button may not appear or may appear in a different location.

## Preparing Your Styles

The first step is to prepare the various Styles you'll use in your document by defining them, specifying all the formatting you need to be applied every time you use that style.<sup>3</sup> When setting up your Styles, it is recommended that you *modify* Word's default Styles (which use the same names as those shown on Table 3.1) using the parameters listed, rather than creating new Styles. Here's how to modify and create Styles:

Using the "Style" box:

- To modify an existing Style, select it by clicking on its name in the list on the left side of the box. Then, click on the button that says "Modify..."
- To create a new Style, click on the button that says "New..."

Using the "Styles Pane":

- To modify an existing Style, select it by moving the mouse pointer over it, clicking on the downward pointing arrow, and clicking "Modify Style..."
- To create a new Style, click on the button that says "New Style..."

For most music theses, you only need to be concerned with the groups of formatting commands associated with "Font" and "Paragraph." Regardless of how you access Styles, you'll be able to adjust these settings by opening the "Modify Style" box. When it first opens, it shows the group of formatting commands associated with "Font." They should look like the buttons used

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<sup>3</sup> For more information about working with Styles in Word, see <https://support.microsoft.com/en-gb/office/customize-or-create-new-styles-d38d6e47-f6fc-48eb-a607-1eb120dec563#:~:text=Right%2Dclick%20the%20text%20on,appear%20in%20the%20Styles%20gallery.>

for common formatting commands in the “Home” tab of the ribbon: bold, italic, and underlined text; justification and indents; and so on.

To adjust formatting at the “Paragraph” level, look for a dropdown menu in the lower left corner of the “Modify Style” box. It will say “Format” by default, but if you click on it, you’ll see additional options, each representing a group of formatting commands. Select “Paragraph” by clicking on it in this list of options. The buttons pertaining to font formatting will disappear, replaced by new options for paragraph formatting (which will look like the paragraph formatting box that appears if you click on the “Format” menu and select “Paragraph...”).

Table 3.1 shows several of the most important Styles for music theses and their settings for font and paragraph formatting. **It is recommended that you use Table 3.1 to set up your Styles.**

<b>Style Name</b>	<b>Used For</b>	<b>General Settings</b>	<b>Font Formatting</b>	<b>Paragraph Formatting</b>
Normal	the body text of your thesis	Style for following paragraph: Normal	Times New Roman, 12-point size, black color	Alignment: justified Outline level: body text Indentation: Left 0” Right 0” Special: First Line by 0.5” Spacing: Before: 0 pt After 0 pt Line Spacing: double
Heading 1 <i>see additional settings below</i>	chapter titles	Style Based On: Normal Style for Following Paragraph: Normal	Times New Roman, 12-point size, black color	Alignment: centered Outline level: level 1 Indentation: Left 0” Right 0” Special: (none) Spacing: Before: 0 pt After 12 pt Line Spacing: double

<b>Style Name</b>	<b>Used For</b>	<b>General Settings</b>	<b>Font Formatting</b>	<b>Paragraph Formatting</b>
Heading 2	titles of sections within a chapter	Style Based On: Normal Style for Following Paragraph: Normal	Times New Roman, 12-point size, black color	Alignment: centered Outline level: level 2 Indentation: Left 0" Right 0" Special: (none) Spacing: Before: 24 pt After 12 pt Line Spacing: double
Heading 3	additional levels of organization within the body text	Style Based On: Normal Style for Following Paragraph: Normal	Times New Roman, 12-point size, black color	Alignment: justified Outline level: level 3 Indentation: Left 0" Right 0" Special: (none) Spacing: Before: 12 pt After 0 pt Line Spacing: double
Block Quote	lengthy quotations	Style Based On: Normal Style for Following Paragraph: Normal	Times New Roman, 12-point size, black color	Alignment: justified Outline level: body text Indentation: Left 0.5" Right 0.5" Special: (none) Spacing: Before: 12 pt After 12 pt Line Spacing: single
Caption	descriptive text beneath figures, tables, etc.	Style Based On: Normal Style for Following Paragraph: Normal	Times New Roman, 12-point size, black color	Alignment: justified Outline level: body text Indentation: Left 0.5" Right 0" Special: (none) Spacing: Before: 0 pt After 24 pt Line Spacing: single
Footnote Text	the text of your footnotes	Style Based On: Normal Style for Following Paragraph: Footnote Text	Times New Roman, 10-point size, black color	Alignment: justified Outline level: body text Indentation: Left 0" Right 0" Special: Hanging by 0.25" Spacing: Before: 0 pt After 12 pt Line Spacing: single

Table 3.1. Style settings

The “Heading 1” Style requires a little more configuration: Because captions and the table of contents depend on the *number* of each chapter, when modifying this Style, you should also select the group of settings called “Numbering...” using the dropdown menu in the lower left corner of the “Modify Style” box. Then, go to the “Outline Numbered” tab and select the option on the lower right. This will add “Chapter” (you may need to change it to all caps) and a number each time you apply the Style.

### Applying a Style

You can apply a Style by placing your cursor where you want it to be used, opening the “Style” box or “Styles Pane” as described above, selecting the Style you wish to apply, and clicking on the button that says “Apply.” If you’ve already written some text and you want to apply a Style to it, simply select that text before opening the Style box. When you apply a Style to an empty line (or paragraph), it affects all the text you subsequently write there until you place a paragraph break.

## General Formatting of Your Document

These formatting guidelines apply to your entire document, unless an exception is noted:

### Margins and Orientation

The margins for your entire document must be 1” (one inch) on all sides of the 8½-by-11-inch page. All pages must be in “portrait” orientation, with the eleven-inch sides of the page on the left and right. The WSU Graduate School does not allow pages in “landscape” orientation.

### Font, Size, and Color

All text in your thesis must be set in Times New Roman font, size 12, and in black ink color. However, 10-point font may be used for footnotes and textually dense tables.

Be sure to follow the common conventions for writing titles of musical works and other works of art. Titles of larger works (books and journals, albums, operas, plays, films, collections, etc.) are italicized without quotation marks. Titles of shorter works or parts of larger works (articles, chapters, songs, arias, episodes, etc.), as well as titles of theses and dissertations, are placed in quotation marks but not italicized. Generic titles, such as “Symphony No. 40,” are neither italicized nor placed in quotations marks.<sup>4</sup>

### Spacing

All text must be double-spaced, *except for block quotes, captions, footnote text*, and certain instances of your thesis’ title. No additional space should be added before or after paragraphs in the body text of the document (in Table 3.1, the Style “Normal”). However, certain other elements—including headings, captions, footnotes, etc.—may include additional space before or after.

### Breaks and Sections

In Word, a “break” is any separation of text from what came before it. When you finish writing a paragraph and press the “enter” or “return” key, you are in fact inserting a **paragraph break**. If you insert a **page break**—by going to the “Insert” menu, selecting “Break,” and clicking on “Page Break”—it moves all subsequent text to the top of the next page. If you have turned on the ability to see formatting marks (see “Showing Formatting Marks”), you’ll be able to see all the breaks in your document.

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<sup>4</sup> For additional details, see Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9<sup>th</sup> ed. (Chicago: University of Chicago Press, 2018), 326–8.

A **section break** separates parts of a large document into **sections**. This is useful when you want certain formatting to apply only within part of the document, such as when you must change the location and format of the page numbers. Moreover, if each chapter of the thesis is its own section, then you can start numbering footnotes with “1” at the beginning of each.

There are several different kinds of section breaks, depending on how you want your text to flow on the page or across pages. A **next page section break** places all subsequent text at the top of the next page and starts a new section. A **continuous section break** starts a new section but doesn’t force the text to begin at the top of the next page. **Even page** and **odd page section breaks** create new sections that begin at the next even or odd page number, respectively. All these **breaks** can be inserted into your document by clicking on the “Insert” menu, then on “Break,” and then on the type of break you want. Section breaks can also be added to your document by clicking on the “Breaks” button in the “Layout” tab of the ribbon.<sup>5</sup>

In your thesis, **it is recommended that each part of the document—parts within the front matter, each individual chapter, and parts of the back matter—be its own section**, in the technical sense. Practically speaking, this means inserting a next page section break at the end of each of the document’s parts.

## Page Numbers

**Page numbers** appear on most pages of the thesis and help readers keep the pages in logical, sequential order, while also allowing the table of contents to meaningfully refer to specific

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<sup>5</sup> For more information about working with sections in Word, see <https://support.microsoft.com/en-gb/office/use-section-breaks-to-change-the-layout-or-formatting-in-one-section-of-your-document-4cdfa638-3ea9-434a-8034-bf1e4274c450>.

points in the document. See “Parts of the Thesis” for more information about the parts of a thesis and the order in which they appear in the document.

The dedication, acknowledgments, preface, table of contents, and lists of tables and/or figures are numbered consecutively in lower-case Roman numerals at the bottom center of each page, starting with “ii”. The copyright page (if included) is not numbered.

Within the body text of your thesis, use Arabic numbers beginning with “1” on the first page of the text and continuing throughout the end of the manuscript. The page numbers should be located at the top center of the page, within the top margin, approximately 0.5” from the edge of the page.

Page numbers appear in either the header or the footer of your document. A **header** is the area inside the margin at the top of every page, while a **footer** is the area inside the margin at the bottom of every page.<sup>6</sup> [To access your document’s header and footer, you can either double-click in the header or footer space, or, alternatively, go to the “View” menu and click on “Header and Footer.”](#) Once opened, you can add and remove text from the header and footer, format it, and so on. When the header and footer are open, a new tab of buttons appears in the ribbon, aptly titled “Header and Footer.”

Before inserting page numbers in Word, make sure you’ve added section breaks at the end of each chapter and at the end of the front matter. Page numbers can continue from one section to another, but they don’t have to—this is how you can switch from lower-case Roman numerals for the front matter of your thesis to Arabic numerals for its body. [For page numbering to continue from a previous section, open the header and footer and look for the button in the “Header & Footer”](#)

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<sup>6</sup> *Footers* shouldn’t be confused with *footnotes*: footers appear at the bottom of every page (or until you change them), whereas a footnote only appears at the bottom of a particular page—like this one.



ribbon that says, “Link to Previous.” Oftentimes it’s on by default, but if it’s not, you can turn it on by clicking on the button. When it’s on, the current section will follow whatever headers or footers—which contain the page numbers—appear in the previous section. (For more on section breaks, see “Breaks and Sections.”)

You can insert page numbers in Word in two ways. The first is simpler, but in my experience doesn’t always work well: open the “Insert” menu and click on “Page Numbers...” In the “Page Numbers” box, select the location where you want the page numbers to appear. By click on the “Format...” button, you can adjust the number format and, more importantly, whether the number continues from the previous section or starts over from a particular number you specify. A variant of this method, page numbers can also be placed by double-clicking in the header or footer of a page (or going to the “View” menu and selecting “Header and Footer”) and, in the “Insert” tab of the ribbon, clicking on the “Page Number” button.

The second method is slightly more complicated but, I’ve found, can actually be more effective and need less tinkering to get things looking right. The crucial thing about this method is that it inserts a **field**, a placeholder for information (in this case, a page number), into your document rather than an actual character of text.<sup>7</sup> First, open the header or footer and place your cursor where you want the page number to appear. Before inserting any text, format it properly by confirming the correct font, size, color, and centered justification (which is required by the Graduate School). Then, go to the “Insert” menu and click on “Field...” In the “Field” box, under “Categories,” select “Numbering.” Then, under “Field Names,” select “Page.” To specify the format of the numbers (i.e., lower-case Roman numerals or regular Arabic numerals), click on

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<sup>7</sup> For more information about fields in Word, see <https://support.microsoft.com/en-gb/office/insert-edit-and-view-fields-in-word-c429bbb0-8669-48a7-bd24-bab6ba6b06bb>.

“Options...”, select the format you want, and click “Add to Field.” Click “OK” to exit the “Options” and “OK” to exit the “Field” box. Your page number should now be visible in your document and will continue to appear in the same place on every page until you “unlink” a section from the previous one.<sup>8</sup>

## Chapter Titles

**Chapter titles** appear at the beginning of each chapter of the thesis. Typically, it has two parts, the word “CHAPTER” followed by the chapter number, and on the next line, contains a descriptive title of the chapter.<sup>9</sup> Each chapter begins at the top of a new page—chapters don’t start in the middle of a page—so **it is recommended that each chapter end with a next page section break**. See “Sections and Breaks” for details.

Chapter titles should be centered and bold, followed by a 12-point space to separate it from the body text or heading that follows. In Table 3.1, chapter titles use the Style “Heading 1.”

## Headings and Subheadings

**Headings** are brief phrases of text that break up a chapter into discrete portions, often for the purpose of organizing the argument and giving each portion its own descriptive title. Headings offer visual breaks between portions, but don’t begin at the top of a new page (unless that’s how the text of the document naturally flows).

Headings should be centered but not bold, with a 24-point space before and a 12-point space after to separate it from the body text. In Table 3.1, headings use the Style “Heading 2.”

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<sup>8</sup> For more information about working with page numbers in Word, see <https://support.microsoft.com/en-us/office/page-numbering-in-word-5a12ea00-be26-4c88-8802-797bd53f71a9>.

<sup>9</sup> In order to avoid creating a second Heading 1, press shift-return (or shift-enter) at the end of the phrase “Chapter X.” That will start the subsequent text—the descriptive title of your chapter—on the next line without starting a new Style.

If you wish to further organize the text *within* a portion of a chapter under a heading, you can use “**subheadings**.” These are visually distinct from—and subordinate to—headings. Subheadings should be fully justified (starting at the left margin), with a 12-point space above them to separate them from the preceding text. In Table 3.1, headings use the Style “Heading 3.”

### Block Quotes

**Block quotes** are used when a quotation takes up four or more lines on the page. Unlike a regular quotation that appears within the text, a block quote is not surrounded by quotation marks. Instead, the fact that it comes from an outside source (and therefore contains words that aren’t yours) is indicated by larger margins on the left and right sides.

A block quote should have indentations of 0.5” on both the left and right sides, be single-spaced, and have a 12-point empty space above and below to separate it from the rest of the body text. In Table 3.1, block quotes use the Style “Block Quote.”

### Footnotes

**Footnotes** are short passages of text that cite the sources of information referenced in the text, to provide additional references the reader might find helpful, and/or to offer additional information or commentary (a “narrative” footnote). Each footnote has a number, which appears in the body text in superscript and corresponds to an identically numbered note at the bottom of that page. **All footnotes should follow the Chicago/Turabian style (notes-bibliography version).**<sup>10</sup>

The use of “Ibid.” is discouraged as its reference may become unclear if text, including the

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<sup>10</sup> The Chicago/Turabian style comprises two versions. The Department of Music uses the notes-bibliography version, which employs footnotes at the bottom of the page and a bibliography at the end of the document. (Indeed, this document is written using the notes-bibliography version.) In contrast, the author-date version uses citations inside parentheses within the body text, plus a slightly different format for a “reference list.” See Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*.

footnote, is moved elsewhere in the document during the editing and revision process. Endnotes are not used in music theses.

Always use Word's built-in footnote command to create footnotes, as it will keep each note on the correct page and in the correct order. Click on the "Insert" menu and select "Footnote..." In the "Footnote and Endnote" box, you can adjust the note settings. For music theses, use Arabic numerals (1, 2, 3, etc.) at the bottom of the page. For numbering, change the default ("continuous") to "Restart Each Section" and apply to the whole document. That way the notes for each chapter will begin at "1." (Note: you must also create sections in your document!) Within each chapter, footnote numbers always rise sequentially; in other words, numbers are not repeated. Finally, the first reference to a source in each chapter should use the complete citation; subsequent references to the same source within the same chapter may use the shortened version.

Footnote text should be 10-point and single spaced, with a 0.25" hanging indent and a 12-point empty space after to separate it from the next footnote. In Table 3.1, footnote text uses the "Footnote Text" Style.

### Figures, Tables, and Captions

**Figures** are images used to illustrate or demonstrate claims made in your thesis or to present data. These images may be photos or drawings or graphs, but in music, they often also include excerpts from musical scores. **Tables** are graphically organized pieces of text, such as Table 3.1, and are used when prose descriptions would be unnecessarily lengthy. Both figures and tables must be properly formatted, numbered, and captioned.

Figures and tables should be centered horizontally, between the left and right margins on the page. Under no circumstances should the table or figure spill over into the margins. This means that the maximum width cannot exceed the 6.5". If your figure is too large, it can be adjusted

within Word—just be sure to change the width and height proportionally to avoid distorting the image. Tables, too, can be adjusted for size. Leave an empty line (equivalent to a 12-point space) before the figure or table and after the caption.<sup>11</sup> These spaces help to separate the figure or table from the body text that surrounds it.

If your figure contains an excerpt from a musical score—especially if you’ve annotated it with circles, lines, or other shapes layered on top—it should be prepared properly. Use a high-quality scan from the score or transcribe it using notation software (available in the Department of Music computer lab). To help make your points clear, only include the parts of the score that are truly necessary.<sup>12</sup> Save the image as a PDF file (.pdf).<sup>13</sup> If adding annotations, be sure to save them with the PDF file—it is recommended that you *not* add annotations using Word, as they don’t always move with the image when text around it moves. [To insert a figure into your document, place the cursor where you want it to go. Open the “Insert” menu, and go to “Pictures,” and select “Picture from File…” Then you can select the file containing your image.](#)<sup>14</sup> You may then need to

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<sup>11</sup> If a heading or subheading immediately follows the figure or table (and you are using the Styles as specified in Table 3.1), then you can omit the empty line below the caption as the heading/subheading Style includes such space.

<sup>12</sup> Any reproduction of a copyrighted work must be permitted by the copyright holder, or comply with “fair use” and must properly credit the creator(s) of the work. For more information about fair use from the U.S. Copyright Office, see <https://www.copyright.gov/fair-use/>. For additional information about fair use from the Stanford University Libraries, see <https://fairuse.stanford.edu/overview/fair-use/>.

<sup>13</sup> While Word can import images saved in other formats, the Adobe PDF (portable document format) is the most reliable way to ensure that the image looks the same on nearly any device. Most apps can save files in the PDF format. From the Microsoft Office suite, you may find it useful to prepare images for your figures using PowerPoint and then saving the file (perhaps as individual slides) as a PDF. For more information about how to save Office files as PDFs, see <https://support.microsoft.com/en-gb/office/save-or-convert-to-pdf-or-xps-in-office-desktop-apps-d85416c5-7d77-4fd6-a216-6f4bf7c7e110>. WSU also recommends Canva for the creation of images, which can be saved and exported in PDF format (see <https://www.canva.com/>). For more recommended online tools, see <https://gradschool.wayne.edu/students/online-tools>.

<sup>14</sup> For more information about working with images in Word, see <https://support.microsoft.com/en-gb/office/insert-pictures-3c51edf4-22e1-460a-b372-9329a8724344>.

**crop** the image, removing unnecessary parts, by selecting it and then, in the “Picture Format” tab of the ribbon, click on the button that says, “Crop.” Adjust the borders and then click “Crop” again to exit the cropping tool. Additional formatting options are available by right-clicking on the image and selecting “Format Picture...”

To insert a table into your document, place the cursor where you want it to appear. Then go to the “Table” menu, select “Insert,” and click on “Table...” In the “Insert Table” box, you can specify the number of rows and columns (although you can always add or delete these later) and several other options. By right-clicking on the table and selecting “Table Properties...”, you can also designate a row as the “header row,” have it appear at the top of each page if the table spans multiple pages, change the cell borders and margins, etc.<sup>15</sup> If your table is especially dense with text, you may change the font size to 10-point. And like figures, leave an empty line (equivalent to a 12-point space) above the table and below the caption to separate it from the body text.

Figures and tables are numbered separately within each chapter. The numbering scheme indicates the chapter to which the figure belongs, followed by a period, then the sequential number within the chapter. Thus, the first figure to appear in chapter three of your thesis would be numbered 3.1. The third figure to appear in chapter four would be captioned “Figure 4.3.” If chapter three also contains a table, and that table comes after Figure 3.1 in the text, it will still be captioned “Table 3.1” (not “Table 3.2”) because figures and tables are numbered separately.

A **caption** is a brief textual description of the figure or table that includes the figure or table number. In Word, captions can be set to automatically include the correct number. This is helpful

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<sup>15</sup> For more information about working with tables in Word, see <https://support.microsoft.com/en-gb/office/insert-a-table-a138f745-73ef-4879-b99a-2f3d38be612a>.

if, while editing and revising your thesis, figures and/or tables are moved between pages, sections, or even chapters. Word will automatically update the figure or table with the correct, new number.<sup>16</sup>

To add a caption to a figure or table, first select it. Then go to the “Insert” menu and click on “Caption...” You can type the text of your caption right into the “caption” box. Under “Options,” you should select the proper label for your item: figure or table. Then, by clicking on “Format...”, you can make sure Word uses Arabic numerals, includes the chapter number, and separates the chapter number from the figure/table number with a period.

Captions should be indented by 0.5”, single-spaced, and followed by a 24-point space. In Table 3.1, caption text uses the “Caption” Style.

### Formatting for Specific Parts of the Thesis

These formatting guidelines apply to specific elements of your thesis document.

#### Title Page

The title of the manuscript must be all in capital letters and single-spaced. The author’s name, also all in capital letters, must be identical on the title page, copyright page (if included), and the abstract. The contents should be centered vertically on the page. To center the page contents vertically, open the “Format” menu and click on “Document...” Within the “Document” box, select the “Layout” tab, where you’ll see, in the section labeled, “Page,” the option “Vertical Alignment.” Select “Centered” from the dropdown menu. Make sure that “Apply To” is set for

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<sup>16</sup> For more information about working with captions in Word, see <https://support.microsoft.com/en-gb/office/add-format-or-delete-captions-in-word-82fa82a4-f0f3-438f-a422-34bb5cef9c81#:~:text=On%20the%20Captions%20dialog%20box,to%20automatically%20add%20captions%20to.>

“This Section.” (See “Breaks and Sections” for more about sections.) The title page is not numbered. See Figure 3.1 for a sample title page.

**THE TITLE OF THE MANUSCRIPT GOES HERE, IN BOLD AND IN CAPS. IF IT IS  
MORE THAN ONE LINE LONG, THEN IT SHOULD BE SINGLE SPACED.**

by  
**YOUR NAME**

**THESIS**

Submitted to the Graduate School  
of Wayne State University,  
Detroit, Michigan

in partial fulfillment of the requirements  
for the degree of  
**MASTER OF ARTS**

YEAR  
MAJOR: MUSIC

Approved by:

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

Figure 3.1. Sample title page.



## Copyright Page

The copyright page is optional. If you choose to add it, then it should include the copyright symbol (©), the phrase “copyright by” in bold caps, your name in bold caps, the year in bold caps, and the phrase “All Rights Reserved” in bold. The text should be centered on the page, vertically and horizontally. (See “Title Page” for instructions for centering text on the page vertically.) The page is not numbered. See Figure 3.2 for a sample copyright page.

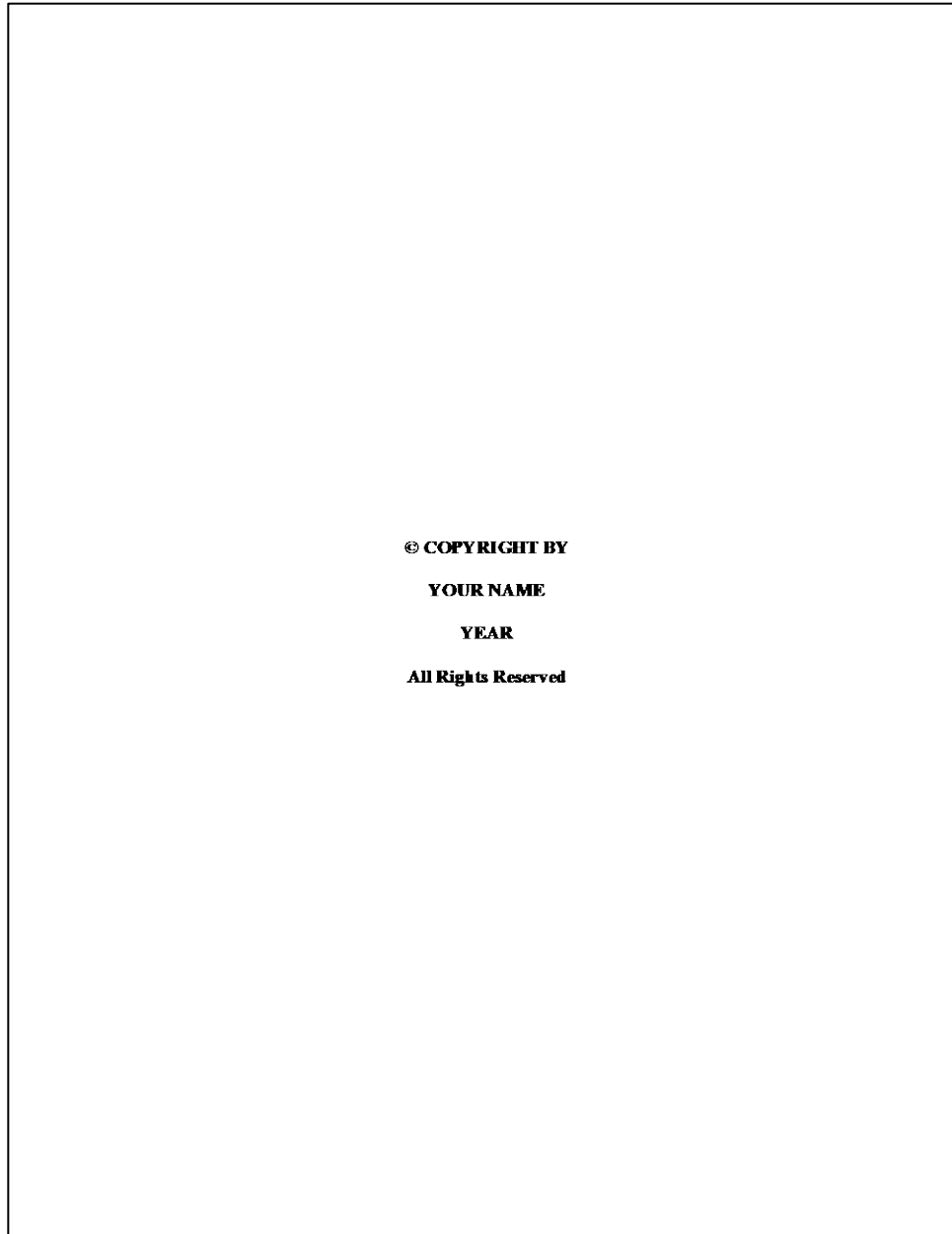


Figure 3.2. Sample copyright page.

### Dedication, Acknowledgments, and Preface or Foreword

If included, these sections should have a title centered at the top of the page in bold and all caps (e.g., “**DEDICATION**”). Otherwise, the formatting is up to you, provided the font size and color, and the margins, remain as required. If you are using the Styles feature in Word, you should

apply the same Style to these titles as you do to your chapter titles.<sup>17</sup> See “Introducing Styles” for more information on Styles.

## Table of Contents

The required table of contents lists all the preliminary pages (front matter) *except for the title, copyright, and table of contents pages*. In cases where there are two or more appendices, list each appendix and its content. The table of contents must also list the bibliography, abstract, and autobiographical statement pages, and the page numbers on which they are found. A “leader” of periods (dots) connects the titles of each item in the list (left justified) with its respective page number (along the right margin).

Creating a table of contents in Word is straightforward if you’re using Styles to mark your chapter titles and headings (see “Introducing Styles” for more information). [To create a table of contents, place the cursor on the page where it should appear. Then open the “Insert” menu and click on “Index and Tables...”](#) In the “Index and Tables” box, select the “Table of Contents” tab. From there you can customize the table of contents. (You may need to modify the look of your table of contents, after you have created it, by reformatting it to match the requirements of the thesis.) Make sure “Show page numbers,” “Right align page numbers,” and “Use hyperlinks instead of page numbers” are all checked. That way, the table can be updated with a just a few clicks if you make changes later. (In fact, updating the table of contents should be one of the last things you do before submitting the file.) You should also confirm that the “Tab leader” is set to dots (periods). See Figure 3.3 for a sample table of contents from a recent music thesis.

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<sup>17</sup> You may need to manually remove the word “chapter” and the automatic chapter number, as these sections aren’t really chapters.

<b>TABLE OF CONTENTS</b>	
Dedication .....	ii
Acknowledgements .....	iii
List of Tables .....	vi
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Figure 3.3. Sample table of contents.

Lists of Tables, Figures, etc.

If tables, figures, or similar graphic representations are used in the thesis (not including the appendix), you need to create a List of Tables, List of Figures—or even both—following the table of contents page. Each entry on the list should carry the same caption or title as is shown in the

caption for the corresponding figure or table in the text, and show, at the right margin, the page on which it is found (similar to the table of contents).

Creating a list of figures or tables is straightforward if you're using Word's caption feature for each of your figures and tables (see "Figures, Tables, and Captions" for more information). To create a list of tables or figures, place the cursor on the page where your list should appear. Then open the "Insert" menu and click on "Index and Tables..." In the "Index and Tables" box, select the "Table of Figures" tab. In the "Caption Label" area, choose the "label" on which your list will be based: "Figure" for a List of Figures, "Table" for a List of Tables, etc. Then you can customize the list. (You may need to modify the look of your list, after you have created it, by reformatting it to match the requirements of the thesis.) Make sure "Include label and number," "Show page numbers," "Right align page numbers," and "Use hyperlinks instead of page numbers" are all checked. That way, the table can be updated with a just a few clicks if you make changes later. (In fact, updating these lists should be among the last steps before submitting your thesis.) You should also confirm that the "Tab leader" is set to dots (periods). See Figure 3.4 for a sample List of Figures from a recent music thesis.

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Figure 3.4. Sample list of figures.

### The Body of the Thesis

The Graduate School requires only that the body text of the thesis be fully justified, and that chapter text begins immediately following the chapter title (not on a separate page). The Department of Music adds additional requirements for the formatting of the body of the thesis, including chapter titles, headings, block quotes, footnotes, citation methods, figures and tables,

and the bibliography (see “General Formatting of Your Document,” above, for more information). For a discussion of the content of the thesis chapters, see “Writing and Revising Chapters.”

## Appendix

The format of the appendix is mostly unspecified; you can include whatever content you like in almost any manner you desire. You may use more than one appendix if you wish; simply title them “Appendix A, B, C, etc.” and format them like a chapter title. The information begins right after title (not on a separate page).

## Bibliography

The **bibliography** of your thesis lists all the sources cited in your text. (There is no need to include books or articles that you read but didn’t actually cite anywhere in the document.) **Your bibliography must be formatted according to the Chicago/Turabian style (notes-bibliography version).** Pay careful attention to both the information required and the order in which it should be presented in each bibliographic entry. Bibliographies are ordered alphabetically by author’s last name. They are not numbered or bulleted.

Bibliography entries use a **hanging indent**, in which the first line is not indented but all subsequent lines are. You can [create a hanging indent by placing the cursor on the line with the entry \(or selecting all the entries\), going to the “Format” menu, and clicking on “Paragraph...”](#) In the “Indentation” section of the “Paragraph” box, you’ll see the option for “Special” kinds of indents. Choose “Hanging” from the dropdown menu and set it so it hangs by 0.5”.

See Figure 3.5 for a sample page from a recent music thesis.

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Gardner, Howard. *Frames of Mind: The Theory of Multiple Intelligences*. New York: Basic Books, 1983.

Gardner, Howard. *Multiple Intelligences: New Horizons*. New York, NY: Basic Books, 2006.

Garrett, Charles Hiroshi. *Struggling to define a Nation: American Music and the Twentieth Century*, Ch. 3, Louis Armstrong and the Great Migration, (University of California Press, 2008): 83-120.

Gruttadaro, Darcy, and Dana Crudo. "College Students Speak: A Survey Report on Mental Health." National Alliance on Mental Illness. Arlington, VA: NAMI, 2012. doi:10.1177/0305735605056144.

Hallam, Susan, Ian Cross, and Michael Thaut. *The Oxford Handbook of Music Psychology*. Oxford: Oxford University Press, 2018.

Hassler, M., N. Birbaumer, and A. Feil. "Musical Talent and Visual-Spatial Abilities: A Longitudinal Study." *Psychology of Music* 13, no. 2 (October 1985): 99-113. doi:10.1177/0305735685132004.

Hedger, Stephen C. Van, Shannon L. Heald, Rachele Koch, and Howard C. Nusbaum. "Auditory Working Memory Predicts Individual Differences in Absolute Pitch Learning." *Cognition* 140 (2015): 95-110. <https://doi.org/10.1016/j.cognition.2015.03.012>.

Hetland, Lois. "Learning to Make Music Enhances Spatial Reasoning." *Journal of Aesthetic Education* 34, no. 3/4 (2000): 179-238. doi:10.2307/3333643.

Hetland, Lois. "Listening to Music Enhances Spatial-Temporal Reasoning: Evidence for the 'Mozart Effect.'" *Journal of Aesthetic Education* 34, no. 3/4 (2000): 105-48. doi:10.2307/3333640.

Hildebrand, Sarah L., and John A. McDonald. "Biogeographic Characterization of Blue Whale

Figure 3.5. Sample bibliography.

## Abstract

While there's no limit to the length, most abstracts contain no more than five hundred words. The title of your thesis appears at the top of the abstract, formatted the same as on your title page. Additional required information includes your name, the month and year of your graduation, your Thesis Advisor's name, your major (Music), and degree (Master of Arts). The remaining text



of the abstract is formatted the same as the body text. The abstract is a required part of the thesis. See Figure 3.6 for a sample abstract from a recent music thesis.

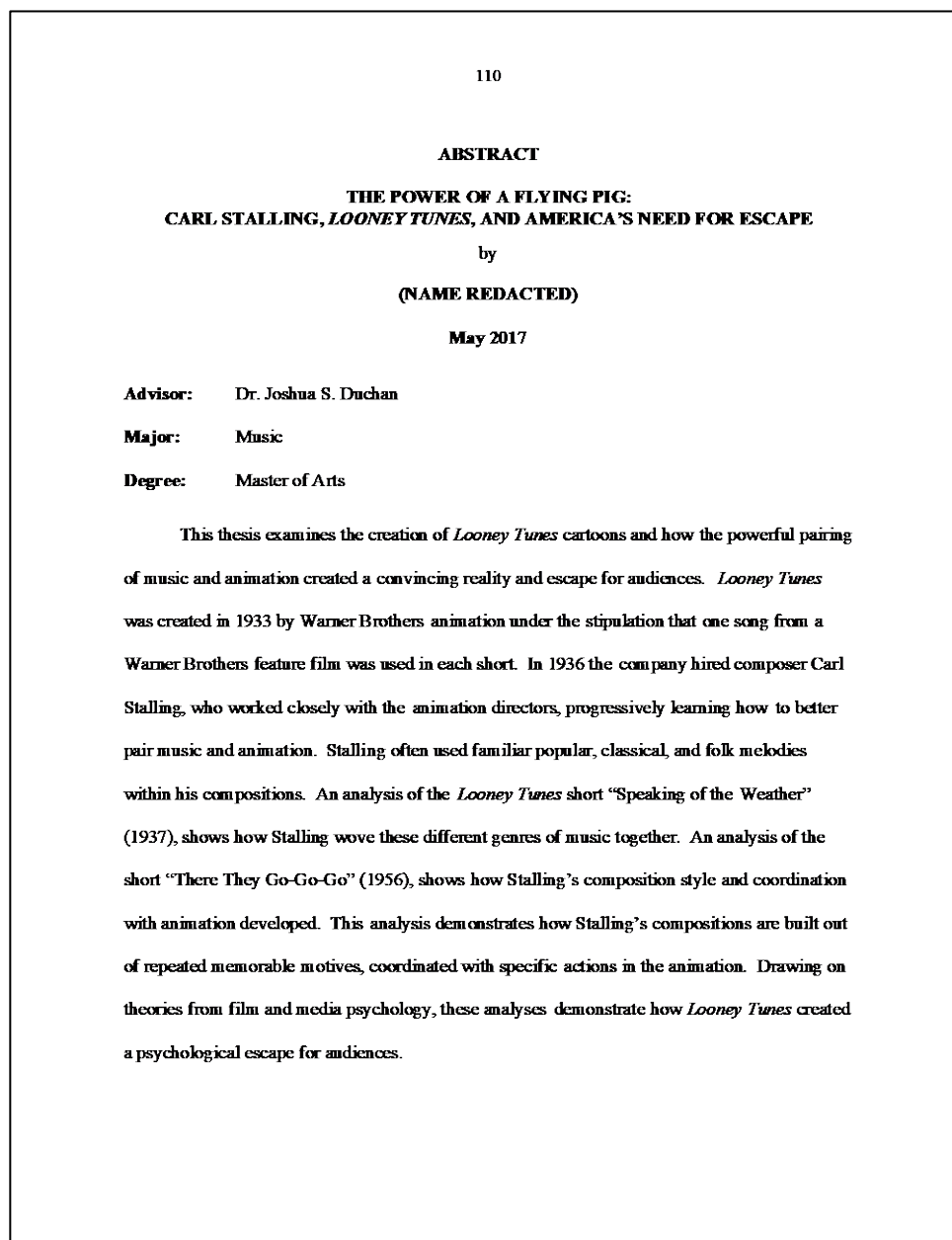


Figure 3.6. Sample abstract.

## Autobiographical Statement

This required section may be formatted however you see fit (save for the title at the top, which must be formatted the same as the chapter titles), but it can only be one page, maximum. It must also be the last page of your thesis document.

## Links, Cross-References, and Other Matters of Connectivity

In recent years, the method(s) by which scholarship is shared has become increasingly digital. (You may find yourself sharing your completed thesis with others as a PDF file, for example.) At the same time, greater and greater amounts of scholarship and scholarly resources are available via the Internet, and the “URL” (“universal resource locator”) and “link” (or “hyperlink”) have become a well understood elements of twenty-first century writing. Moreover, the concept of clicking on a **link**, a string of text that will take you somewhere else, has also become well understood and, perhaps in some situations, even expected.

## Links to Websites and Other Internet Resources

The idea of embedding a connection directly from your document to another source is a powerful one that you may choose to embrace. However, links are no substitute for good scholarship or good writing. A chapter filled with links to websites doesn’t necessarily demonstrate deep and critical thinking, or convincing argumentation. Therefore, **it is recommended that you use links sparingly in your body text.** On the other hand, links may be more freely used in footnotes, where they function as secondary, subordinate information that doesn’t distract from the flow of the text.

To create a link to a website in Word, select the text you will use as the link. Then, go to the “Insert” menu and click on “Hyperlink...” In the “Insert Hyperlink” box that appears, you can

edit the text that appears on the page as well as choose between three kinds of destinations for when a reader clicks on that text. Select the first tab, “Web Page or File,” and place the URL to which you want your reader taken in the box just below.<sup>18</sup> In your body text, the link will appear underlined and blue—this is acceptable, even though the text of your thesis should be black.

#### Cross-References: Links Within Your Thesis

Another kind of connection you may wish to utilize is the **cross-reference**. In Word, a cross-reference is a string of text (a few words) that refers to another location in the document. Cross-references can, themselves, be configured as links so that a reader can click on the phrase and go directly to the location being referenced. For example, if you mention something about Figure 3.1 in the middle of chapter four, you can make the words “Figure 3.1” into a cross-reference; a reader who clicks on those words would immediately be taken to the page on which Figure 3.1 appears. For cross-references like this to work, you must use Word’s caption function.

To insert a cross-reference into your text, place the cursor in the spot where you’d like it to appear. Then, go to the “Insert” menu and click on “Cross-reference...” The “Cross-Reference” box will appear. First, select the “reference type,” which for music theses is typically a figure or a table, but headings and footnotes are also among the options. Second, you can choose which text will appear on the page as the cross-reference. In most cases, for music theses, you should select “Only Label and Number.” Third, to make the cross-reference a clickable link, check the box that

---

<sup>18</sup> For more information about links in Word, see <https://support.microsoft.com/en-gb/office/create-or-edit-a-hyperlink-5d8c0804-f998-4143-86b1-1199735e07bf>. Links can also be created by simply typing a URL into your document. Alternatively, you may “click here” or a descriptive phrase as the text of the link.

says, “Insert as hyperlink.” Finally, select the specific reference your cross-reference will point to from the list.<sup>19</sup>

Cross-references to headings can also be inserted into your document using the “Insert Hyperlink” function discussed above. Instead of selecting the tab for “Web Page or File,” select “This Document.” You can then choose from the headings in the list.

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<sup>19</sup> For more information about cross-references in Word, see <https://support.microsoft.com/en-us/office/create-a-cross-reference-300b208c-e45a-487a-880b-a02767d9774b>.

## CHAPTER 4

### Checklists

The WSU Graduate School format checklist for theses and dissertations comes from the Graduate School's *Dissertation and Thesis Format Guidelines* (see Figure 4.1).

**V. FORMAT CHECKLIST**

The following is the checklist that that Administrator uses to check each Dissertation and Thesis format. This checklist is not exhaustive, but represents the majority of formatting problems that student's overlook before submitting the manuscript for a format check. **Please go through each and read thoroughly** checking your manuscript as you go. Thank you!

**The format of your dissertation/thesis is NOT APPROVED for the following reasons:**

- TITLE PAGE**
  - Title single-spaced, bold and in CAPS
  - Candidate's name bold and in CAPS
  - Line up "MAJOR," "Approved by," and "Advisor" under the first number of the year (which should be centered under the degree)
  - Double-spaced evenly throughout (except for title)
- PRELIMINARY PAGES**
  - Dedication, Acknowledgements and Preface come before the Table of Contents
  - List of Tables and List of Figures come after the Table of Contents (tables and figures should have titles)
  - Table of Contents should be evenly double-spaced
- PAGE NUMBERING**
  - Copyright page should not be numbered
  - Preliminary Pages: lowercase, roman numerals at bottom center within the margin (starting with "ii")
  - Main body of text: top center within the margin (starting with "1")
- MARGINS**
  - Must be 1" to 1.25"
  - Must be justified (straight edges on both left and right sides)
  - First sentence of each paragraph should be indented, with no extra space between paragraphs
  - No landscape pages – please rotate tables/figures to fit on portrait page and keep page number at top as usual.
- REFERENCES**
  - Must be evenly double-spaced throughout (no additional spaces between references; hanging indentations or numbers should distinguish references)
  - Appendices should come BEFORE references
- ABSTRACT**
  - Title must be exactly the same as on Title Page (single spaced, bold, in CAPS)
  - Name in CAPS and identical to name on Title Page
  - Date should be month and year of graduation (May, August or December) and mixed caps (no comma)
  - Left Align Advisor, Major, Degree
  - First line of paragraph should be indented
  - Double-spaced evenly throughout
- AUTOBIOGRAPHICAL STATEMENT**
  - Must include and must be only one page (any format of your choosing)
- SPACING**
  - Evenly double-spaced throughout, except long quotations and footnotes, which should be single-spaced

Figure 4.1. WSU Graduate School format checklist

The Department of Music Thesis Formatting Checklist includes the Graduate School's requirements and adds those specific to music (see Table 4.1):

### Department of Music Thesis Formatting Checklist

<b>Research Requirements</b> (see "Writing a Thesis Proposal")	<input type="checkbox"/> research question is defined, and significance is justified <input type="checkbox"/> sources are appropriate in nature and sufficient in number <input type="checkbox"/> analytical/research methods are defined and justified <input type="checkbox"/> thesis statement is clear
<b>Content Requirements</b> (see Table 1.2)	<input type="checkbox"/> first chapter: general introduction, research question, thesis statement, literature review, methods, and significance <input type="checkbox"/> middle chapters: data, analyses, and/or other evidence <input type="checkbox"/> final chapter: recaps, how the thesis adds to current knowledge, impact of the conclusions, and suggestions for future research
font, size, and color	<input type="checkbox"/> all text in Times New Roman font <input type="checkbox"/> all text in 12-point size (10-point acceptable for footnotes and tables) <input type="checkbox"/> all text in black color (links may appear in blue and underlined) <input type="checkbox"/> all text fully justified, with straight margins on left and right sides <input type="checkbox"/> titles are formatted correctly using italics or quotation marks
margins, indents, and orientation	<input type="checkbox"/> all margins 1" (one inch) on all sides of the 8½-by-11-inch page <input type="checkbox"/> first line of each body paragraph is indented by 0.5" (half an inch) <input type="checkbox"/> all pages are "portrait" orientation; no "landscape" pages
spacing	<input type="checkbox"/> all text double-spaced (except for block quotes, captions, footnotes, and the thesis title on the title page, which are single-spaced) <input type="checkbox"/> no extra spaces between body paragraphs <input type="checkbox"/> a blank line (12-point) above and below separates block quotes, figures, and tables from the surrounding body text
<b>Matters of Style</b>  chapter titles, headings, and subheadings	<input type="checkbox"/> each chapter begins with a title, bold and centered at the top of a page <input type="checkbox"/> chapter titles contain "CHAPTER" followed by the chapter number; an optional descriptive title may appear on the following line <input type="checkbox"/> chapter titles are followed by an empty line (12-point space) <input type="checkbox"/> headings do not begin at the top of a new page (unless that is how the body text naturally flows) <input type="checkbox"/> headings are centered, but not bold, with a 24-point space before and a 12-point space after <input type="checkbox"/> subheadings do not begin at the top of a new page (unless that is how the body text naturally flows) <input type="checkbox"/> subheadings are fully justified, with a 12-point space above
block quotes	<input type="checkbox"/> used when a quotation takes up four or more lines on the page <input type="checkbox"/> not surrounded by quotation marks (unless in the quote itself) <input type="checkbox"/> indented by 0.5" (one half inch) on both left and right sides <input type="checkbox"/> single-spaced, with an empty line (12-point size) above and below

figures, tables, and captions	<ul style="list-style-type: none"> <li><input type="checkbox"/> figures/tables placed after the first paragraph they are mentioned, with a 12-point space between the end of the paragraph and the figure/table</li> <li><input type="checkbox"/> figures/tables centered horizontally, do not extend into the margins</li> <li><input type="checkbox"/> figures containing excerpts from musical scores include only enough of the score to serve its purpose, without extra or needless material</li> <li><input type="checkbox"/> figures containing excerpts from copyrighted works do so with permission from the copyright holder, or within “fair use” and properly credit the creator(s) of the works</li> <li><input type="checkbox"/> tables that are textually dense may use 10-point size font</li> <li><input type="checkbox"/> all figures/ tables are captioned, and all captions are numbered using the system described in “Formatting for Specific Parts of the Thesis”</li> <li><input type="checkbox"/> captions are indented 0.5” (half an inch) from the left margin and include a 24-point space after</li> </ul>			
footnotes	<ul style="list-style-type: none"> <li><input type="checkbox"/> created using the footnote function in Microsoft Word</li> <li><input type="checkbox"/> within each individual chapter, footnote numbers begin with “1” and continue sequentially, without reusing any numbers</li> <li><input type="checkbox"/> the first reference to a source <i>within a chapter</i> uses the full citation; subsequent references to the same source may use the shortened version</li> <li><input type="checkbox"/> citations follow the Chicago/Turabian style (notes-bibliography)</li> <li><input type="checkbox"/> narrative text (“narrative footnotes”) is as concise as possible</li> <li><input type="checkbox"/> single-spaced, using 10-point font size</li> <li><input type="checkbox"/> you may insert a 12-point space after each footnote</li> </ul>			
page numbers	<ul style="list-style-type: none"> <li><input type="checkbox"/> front matter (“preliminary pages”) pages are numbered using lower-case Roman numerals at the bottom center, beginning with “ii” (except for the title page and copyright page, if included)</li> <li><input type="checkbox"/> body text and back matter pages are numbered using Arabic numerals at the top center, beginning with “1”</li> </ul>			
<b>Parts of the Thesis</b>  (see Table 2.1)	<input type="checkbox"/> all required parts of the thesis are present	<table border="0"> <tr> <td data-bbox="610 1150 711 1171">title page</td> <td data-bbox="886 1108 1406 1346"> <ul style="list-style-type: none"> <li><input type="checkbox"/> title is single-spaced, bold, and all caps</li> <li><input type="checkbox"/> your name is in bold caps</li> <li><input type="checkbox"/> line up “MAJOR”, “Approved by”, and “Advisor” under the first number of the year (centered under the degree)</li> <li><input type="checkbox"/> double-spaced throughout (except for title)</li> <li><input type="checkbox"/> page is not numbered</li> </ul> </td> </tr> </table>	title page	<ul style="list-style-type: none"> <li><input type="checkbox"/> title is single-spaced, bold, and all caps</li> <li><input type="checkbox"/> your name is in bold caps</li> <li><input type="checkbox"/> line up “MAJOR”, “Approved by”, and “Advisor” under the first number of the year (centered under the degree)</li> <li><input type="checkbox"/> double-spaced throughout (except for title)</li> <li><input type="checkbox"/> page is not numbered</li> </ul>
	title page	<ul style="list-style-type: none"> <li><input type="checkbox"/> title is single-spaced, bold, and all caps</li> <li><input type="checkbox"/> your name is in bold caps</li> <li><input type="checkbox"/> line up “MAJOR”, “Approved by”, and “Advisor” under the first number of the year (centered under the degree)</li> <li><input type="checkbox"/> double-spaced throughout (except for title)</li> <li><input type="checkbox"/> page is not numbered</li> </ul>		
table of contents	<ul style="list-style-type: none"> <li><input type="checkbox"/> lists all parts of the thesis except title page, copyright page (if included), and table of contents page</li> <li><input type="checkbox"/> corresponding page numbers are right justified, with a dotted leader</li> <li><input type="checkbox"/> double-spaced</li> <li><input type="checkbox"/> page(s) is/are numbered with lower-case Roman numerals at the bottom center</li> </ul>			
<input type="checkbox"/> the body text meets all requirements listed in “Matters of Style,” above				

bibliography	<ul style="list-style-type: none"> <li><input type="checkbox"/> lists <i>all</i> sources cited in body text; lists <i>only</i> sources cited in body text</li> <li><input type="checkbox"/> title (“Bibliography” or “Works Cited”) format matches that of chapter titles</li> <li><input type="checkbox"/> bibliographic entries begin immediately below the title</li> <li><input type="checkbox"/> entries follow Chicago/Turabian style (notes-bibliography version)</li> <li><input type="checkbox"/> entries listed alphabetically by author’s last name; not numbered or bulleted</li> <li><input type="checkbox"/> entries use a hanging indent</li> <li><input type="checkbox"/> no extra space between entries</li> <li><input type="checkbox"/> pages are numbered using Arabic numerals at top center</li> </ul>	
abstract	<ul style="list-style-type: none"> <li><input type="checkbox"/> summarizes the thesis, methods, findings, and significance</li> <li><input type="checkbox"/> thesis title appears at the top, formatted the same as the title page</li> <li><input type="checkbox"/> additional required information is present (your name, month and year of graduation [without a comma between], Thesis Advisor’s name, your major [“Music”], and degree [“Master of Arts”])</li> <li><input type="checkbox"/> page(s) is/are numbered using Arabic numerals at top center</li> </ul>	
autobiographical statement	<ul style="list-style-type: none"> <li><input type="checkbox"/> thesis title appears at the top, formatted the same as chapter titles</li> <li><input type="checkbox"/> no more than one page of text</li> <li><input type="checkbox"/> page is numbered using Arabic numerals at top center</li> <li><input type="checkbox"/> must be the last page of the thesis</li> </ul>	
<input type="checkbox"/> any additional, applicable, or optional parts of the thesis are present	copyright page	<ul style="list-style-type: none"> <li><input type="checkbox"/> includes the copyright symbol, the phrase “copyright by” in bold caps, your name in bold caps, the year in bold caps, and the phrase “All Rights Reserved” in bold</li> <li><input type="checkbox"/> centered horizontally and vertically</li> <li><input type="checkbox"/> page is not numbered</li> </ul>
	dedication, acknowledgments, and preface or foreword	<ul style="list-style-type: none"> <li><input type="checkbox"/> appear in the order: dedication, then acknowledgments, then preface/foreword</li> <li><input type="checkbox"/> each is titled, top center, in bold and caps</li> <li><input type="checkbox"/> page(s) is/are numbered using lower-case Roman numerals at bottom center</li> </ul>



lists of tables, figures, etc.	<input type="checkbox"/> required if any tables, figures, etc. appear in the body text <input type="checkbox"/> separate lists for tables, figures, etc. <input type="checkbox"/> includes only tables/figures/etc. appearing in the body text (not the appendix) <input type="checkbox"/> each item uses same text as its caption <input type="checkbox"/> corresponding page numbers appear right justified, with dotted leader <input type="checkbox"/> page(s) is/are numbered using lower-case Roman numerals at bottom center
appendix	<input type="checkbox"/> multiple appendices are labeled “Appendix A,” “Appendix B,” etc. <input type="checkbox"/> titles are formatted like chapter titles <input type="checkbox"/> content begins immediately below the title <input type="checkbox"/> page(s) is/are numbered using Arabic numerals at top center

parts of the thesis are assembled in correct order (see Table 2.1)

---

Table 4.1. Department of Music thesis formatting checklist

**BIBLIOGRAPHY**

Gill, C.M. *Essential Writing Skills for College and Beyond*. New York: Writer's Digest Books, 2014.

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

U.S. Copyright Office. <https://www.copyright.gov>. Accessed July 11, 2023.

## Additional Resources for Writing Your Thesis

Allen, Jan. *The Productive Graduate Student Writer: How to Manage Your Process, Time, and Energy to Write Your Research Proposal, Thesis, and Dissertation*. Sterling, VA: Stylus Publishing, 2019.

Efron, Sara Efrat, and Ruth Ravid. *Writing the Literature Review: A Practical Guide*. New York: Guilford Press, 2018.

Germano, William. *On Revision: The Only Writing that Counts*. Chicago: University of Chicago Press, 2021.

Gournelos, Ted, Joshua R. Hammonds, and Maridath A. Wilson. *Doing Academic Research: A Practical Guide to Research Methods and Analysis*. New York: Routledge, 2019.

Harvard College Writing Center. "Strategies for Essay Writing." <https://writingcenter.fas.harvard.edu/pages/strategies-essay-writing>. Accessed July 17, 2023.

McCloskey, Deirdre Nansen. *Economical Writing: Thirty-Five Rules for Clear and Persuasive Prose*. Chicago: University of Chicago Press, 2019.

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