



COLLEGE MUSIC
SYMPOSIUM
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– Preparing Programs or Program Notes –

In preparing programs or program notes for submission to *College Music Symposium*, kindly note the following guidelines.

Format and Layout for the Text

The text is transmitted to *Symposium* in an MS Word file in .doc or .docx format.

The page set-up is 8.5 x 11 inches with one-inch margins. The text size should be 12 point.

For program notes, please indent all paragraphs, and justify only the left-hand margin. Bibliographical citations, if any, should appear in the same font and size as the text. See below for style guidelines.

Citations and Bibliography

Citation references and discursive notes should be formatted as endnotes beginning on a separate page under the heading "Notes." Complete bibliographic citations follow the endnotes, beginning on a separate page under the heading "Bibliography." The editorial format of the *College Music Symposium* conforms in all respects with guidelines suggested in *The Chicago Manual of Style*, 15th ed. (Chicago: University of Chicago Press) (see <http://www.chicagomanualofstyle.org>). For notes and bibliographical citations, authors are referred to Ch. 16 of the Manual. The following are examples of this style for the citation of secondary sources. Consult the manual for other cases.

Endnote citations, including the first citation:

1. Grout and Palisca, *Western Music*, 465.
2. Lang, *Western Civilization*, 750.
3. Botstein, "Listening to Shostakovich," 367.
4. Braun, "Double Meaning," 75.
5. Clark, "The importance of instructor-guided revision"

Bibliography citations:

1. Grout, Donald Jay and Claude V. Palisca. *A History of Western Music*. 6th ed. New York: W.W. Norton, 2001.
2. Lang, Paul Henry. *Music in Western Civilization*. New York: W.W. Norton, 1941.

3. Botstein, Leon. "Listening to Shostakovich." In Shostakovich and his World, edited by Laurel E. Fay, 355-84. Princeton: Princeton University Press, 2004.
4. Braun, Joachim. "The Double Meaning of Jewish Elements in Dmitri Shostakovich's Music." *Musical Quarterly* 71 (1985): 68-80.
5. Clark, Ruth A. "The importance of instructor-guided revision in a public speaking course." Paper presented at the 88th Annual Meeting of the National Communication Association, November 2002. http://www.eric.ed.gov/ERICDocs/data/ericdocs2sql/content_storage_01/0000019b/80/1a/a9/65.pdf.

By using the shortened form of citation, the use of such older abbreviations as loc. cit. and op. cit. is discontinued. The abbreviation Ibid. is used only when the immediately preceding footnote reference is identical in all details, or differs only in the citation of page numbers. Examples of this practice are as follows:

1. Grout and Palisca, *Western Music*, 465.
2. Ibid. [same source; same page number]
3. Ibid., 603. [same source; different page number]
4. Lang, *Western Civilization*, 750.
5. Grout and Palisca, *Western Music*, 465.