

Student: _____ Date: _____

Submission Checklist for Doctoral Final Project, Piano Essay, DME Dissertation, MME Thesis

This checklist applies to all music graduate documents except the PhD dissertation and the composition DM dissertation and MM thesis. The DM Sample Document provides a template: <https://intranet.music.indiana.edu/degrees/graduate-diploma/doctoral/styleGuidelines.shtml>. See the end of this document for additional important information on musical examples and abbreviations.

General observations

- ☐ Document is in PDF/A format. Open document in Adobe Acrobat Pro. If file conforms to PDF/A, a banner will appear at top saying “The file you have opened complies with the PDF/A standard and has been opened read-only to prevent modification.” (Info on PDF/A problems is at the end of this document.)
- ☐ Margins are consistent throughout document: left: 1.5” if printed/bound, otherwise either 1” or 1.5” is acceptable; all other sides: 1” 1 There may be no ink in the margins, except page numbers and (if using APA style) running heads.
- ☐ Document uses a font with serifs throughout. Times New Roman 11 recommended. Sans serif fonts are permitted in chapter and section headings, and within examples, figures, and tables. Footnotes may use 10-point font. Titles and headers may use fonts up to 16 point.
- ☐ Body of document uses left (not full) justification.
- ☐ Paragraphs are indented consistently by 0.25” or 0.5”.
- ☐ Document is double-spaced, except as noted in this checklist or sample document
- ☐ Extended quotations use indented left/right margins (normally same amount as paragraph indents), do not use quotation marks, and are spaced consistently (APA requires double spacing)
- ☐ The sections below are in the order listed.
- ☐ Examples (musical excerpts), Figures (other illustrations), and Tables are numbered in separate sequences by type. (Example 1, Figure 1, Example 2, Table 1, etc.). Numbering may restart with each chapter if chapter number is part of caption (e.g., Example 2.1, Figure 3.12).
- ☐ Each Example and Figure has a caption centered below or flush left above. The caption may optionally be in boldface. (See also “Musical Examples” on the last page of this document.)
- ☐ Each Table has a title at the top of the table, flush left.

Title page (required)

- ☐ No page number appears (though this is considered page i).
- ☐ Entire page is centered both horizontally and vertically. To do this, insert a “Section Break (next page)” before and after this page. Then (Windows) open Page Setup or (Mac) select Format | Document. Click Layout. Set Vertical Alignment to Center.
- ☐ Document title is in full caps, centered.
- ☐ Spacing is consistent with sample document.
- ☐ “Submitted...” statement at bottom lists the correct degree and expected month/year of graduation (i.e., May, July, December).

¹ Bound paper submissions may be single- or double-sided. For double-sided, mirror margins on alternate pages, with Inside margin 1.5 inches and others 1 inch.

Windows: Page Layout | Margins | Custom

Margins. Next to Multiple pages select Mirror margins. Mac: Format | Document. Check Mirror margins box. If double-sided, pages ii and iv are blank, approval page is page iii. If single-sided, approval page is ii.

*Approval page (required)*²

- ☐ Entire page is centered vertically (see instructions under Title Page)
- ☐ No title on page
- ☐ “Accepted by...” text centered. List correct degree.
- ☐ Page numbering begins on this page, with lower-case roman numeral ii, centered at bottom
- ☐ Uses one signature line per committee member. Left margin is 4.25”. The lines and names below them are right justified. The signature lines are NOT signed when using electronic submission.
- ☐ Each committee member is listed, with the research director first, the chair second (if different), and the remaining committee members alphabetically. Omit titles (e.g., Prof., Dr., but include role for research director and chair). (MME students: List Thesis or Practicum director first.)
- ☐ Defense date listed at bottom left (MME students omit this)

Copyright page (optional)

- ☐ Page is centered horizontally and vertically
- ☐ No title on this page
- ☐ Check for copyright symbol, year, and student’s name
- ☐ Page number iii

Dedication page (optional)

- ☐ Page is centered horizontally and vertically
- ☐ No title on this page
- ☐ Text is in italics
- ☐ Page numbering continues (lower-case roman numerals)

*Acknowledgements (optional)*³

- ☐ Page is top-justified
- ☐ Titled “Acknowledgements”
- ☐ Page numbering continues (lower-case roman numerals)

Preface (optional)

- ☐ Page is top-justified
- ☐ Titled “Preface”
- ☐ Page numbering continues (lower-case roman numerals)

Abstract (optional; APA: required)

- ☐ Page is top-justified
- ☐ Title of document serves as page header
- ☐ Page numbering continues (lower-case roman numerals)

Table of Contents (required)

- ☐ Page is top-justified
- ☐ Titled “Table of Contents”
- ☐ Page numbering continues (lower-case roman numerals)
- ☐ All pages AFTER the dedication are included
- ☐ Page numbers are right justified and use a dot leader

² The approval page in the document itself remains unsigned regardless of the submission method. For bound paper submission, include signed copies on appropriate paper with the bound copies.

³ Acknowledgments recognize people or agencies to whom you are grateful for academic, technical, financial, or personal aid in preparing your document; you might include members of your committee, institutions that provided funding, your typist, and others who helped in the completion of the document.

Table of Contents (continued)

- ☐ Formatting is consistent

Lists (as applicable to the document)

- ☐ Pages are top-justified
- ☐ Lists, in this order: (1) examples, (2) figures, (3) tables, (4) appendices, (5) abbreviations, and (6) any other supplemental materials. Omit a list if you do not use that type of item.
- ☐ Lists for items 1–3 should include captions (including item number) and page numbers of each
- ☐ Each list should begin on a new page and include an appropriate heading
- ☐ Page numbering continues (lower-case roman numerals)

Body of document

- ☐ Page numbering restarts with Arabic numeral 1.4 Page numbers may be center-bottom throughout, top-right throughout, or alternate odd-right, even-left. When page numbers are at top, the first page of each chapter may have page number centered at bottom of page. [APA: all pages in body are numbered at top, either all upper-right, or alternating odd-right, even-left.]
- ☐ [APA only] Running header used
- ☐ Page numbers are plain (no additional text or markings)
- ☐ Each chapter header uses the form “Chapter X: Title”
- ☐ Headers, if used, are consistent throughout
- ☐ Footnotes are placed at the bottom of page on which reference occurs, use a consistent style throughout, are numbered in one consecutive series throughout each chapter.5
- ☐ Document employs a consistent literary and documentary style based on current editions of either *A Manual of Style*, (University of Chicago Press), or Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, (University of Chicago Press). DME and MME students should use the *Publication Manual of the American Psychological Association*. Doctor of Music students may use APA if appropriate to their topic.6

Appendices (optional)

- ☐ APA only: Any appendices follow References (next section)
- ☐ Each has an identifying header formatted as at the start of the chapters
- ☐ For more than one appendix, letter or number consecutively (Appendix A, B, or 1, 2, ...)
- ☐ Page numbering continues (Arabic numerals)

Bibliography [APA: References]

- ☐ Page numbering continues (Arabic numerals)
- ☐ Single-spaced [APA: double spacing], first line hanging indent, blank line between entries
- ☐ Uses a consistent style throughout, including for punctuation and capitalization

Endnotes [APA only]

- ☐ Page numbering continues (Arabic numerals)
- ☐ Single-spaced, first line hanging indent, blank line between entries
- ☐ Uses consistent style throughout (incl. punctuation, capitalization)

4 An Introduction before Chapter 1 is considered the start of the body and begins with page 1.

5 In general, the use of footnotes or author-date citation style is preferred over endnotes. Endnotes (APA only) follow References, are single-spaced, and use a consistent style throughout.

6 For style matters unique to music, consult D. Kern Holoman, *Writing About Music* (Berkeley: University of California Press, 1988).

Musical Examples

Reproduction: Musical examples should use high-resolution scanned images or created using music notation software, such as Finale or Sibelius.

If the example is less than a line, it should be centered on the page; otherwise normal page margins should be observed. Standard page size, regular margins, and page numbering must be maintained. Examples may run over several pages.

Numbering: Except where a short example is included as part of a sentence in the text, all musical examples should be numbered and have captions. Use a consistent numbering system throughout the document. Examples may be numbered consecutively throughout the document (Example 1, Example 2, etc.) or, for large numbers of examples, may be numbered consecutively by chapter (Example 2.1, Example 2.2, etc.). One of the following formats should be used consistently in this case: 2.1, 2-1, II-1.

Captions: Captions should appear consistently either centered below the example or above the example and flush left. Captions should include the composer's name, title of the composition, and place in the composition. In the case of a document dealing with only one composer, the composer's name may be omitted. Complete information (edition, etc.) should be included in the bibliography. "Place" in the composition is usually indicated by movement and measure number. Other indications, especially for certain music written after 1900, may be used if necessary. In the case of examples that cover more than one page, the caption should appear on the first page of the example. The succeeding pages should have the caption: Example (number), continued.

Copyright information: Permission to use copyrighted musical examples should be obtained from the copyright holder. Ordinarily, the copyright holder will designate the manner in which use credits are to appear. If the copyright holder specified that credit must appear with the musical example, this statement should appear as part of the caption after the composer's name, title, and place in the composition have been given. Please note that under certain circumstances it may be possible to use excerpts of copyrighted works without obtaining permission from the copyright holder under the Fair Use provision of copyright law. ~~A summary of issues can be found in the document "You Should Know About Music and Fair Use"~~ http://www.indiana.edu/%7Ceeethmusic/documents/sem_music_and_fair_use_3.1.05.pdf [PDF] and links to other resources may be found at IU's copyright resources page: <http://copyright.iu.edu/resources> and <https://guides.libraries.indiana.edu/musiccopyright> If you elect to use copyrighted materials without permission, you could be sued by the copyright holder and, unless your claims of Fair Use were upheld by a court, could be held liable for damages.

Other types of examples: Multiple short examples of a process may be grouped under one example number and caption. Examples of musical items other than those from musical scores should also be numbered and should have captions descriptive of the example.

Symbols, Terms, and Abbreviations

Any abbreviation may be used consistently so long as it is defined in an appropriate way upon its first usage.

"Measure" may be abbreviated as m. 12 (for one), mm. 12–15 (for a range of measures). (Note that an en-dash is used between two numerals; for Microsoft Word in Windows, type a space after the first numeral, then two hyphens, then the second numeral. Word will replace the hyphens with an en-dash. Delete the space before it. Typing the first space is necessary or Word will replace two hyphens with an em-dash, which is too long. On the Mac, type Option-hyphen.)

Unless a number of references will be made to keys, they should be written out: C major and C minor. If key references occur often, uppercase letters may be used for major keys and lowercase letters for minor keys (C and c).

Sets of symbols, such as letters referring to formal sections and Roman numeral symbols, should be used consistently throughout. If there is potential confusion about the symbols, they should be explained when they are first used.

Common musical terms, especially tempo terms, need not be underlined or italicized as foreign words.

Sections of musical compositions, such as exposition, should not be capitalized.

How to verify a PDF/A file

1. Open the PDF/A file in Adobe Acrobat. Make sure the blue banner appears across the top, reading: "The file you have opened complies with PDF/A standard and has been opened read-only to prevent modification."
2. Click on the lowest icon on the small left sidebar. It should open a tab called "Standards."
3. Underneath the "Conformance" heading, click, "Verify Conformance." If the document passes verification, it should say "verification succeeded." If it does, you may stop here.
4. If verification fails, click "Open Preflight" at the bottom of the "Standards" tab.
5. Once Preflight opens, you will need to know which type of PDF/A you are verifying. You can find the specific type in the "Standards" tab listed just under "Conformance."
6. In Preflight, under the PDF/A Compliance heading, select "Verify compliance with PDF/A-1b or PDF/A-1a", depending on what type of file it is.
7. Click "Analyze."
8. When the analysis comes back, it will show you exactly what is keeping your file from achieving PDF/A compliance. Click the plus signs next to problems to find specific instances of the problem. You can double click on an error and it should take you to its location in the document, outlined in red.

If you are unable to correct errors, consult with the doctoral clerk.