

University of South Carolina
School of Music

**SUPPLEMENT TO THE GRADUATE SCHOOL REGULATIONS
FOR PREPARING MASTER'S THESES**

*The following instructions are to be observed in preparing a Master's Thesis in music or music education. All instructions given in this supplement take precedence over those given in the [Graduate School Regulations](#) as well as those given in the style guides mentioned below. Questions should be directed to the Music Graduate Director.
10-98*

TIME LINE

Students are advised that the approval process may take two or more months. Thus, someone anticipating graduation in December is well advised to have submitted the thesis to the appropriate committee by October 1, and those anticipating a May graduation by February 15. Students who anticipate an August graduation should plan to begin the submission process by April 1 if it is assured that faculty will be available during the summer months.

FORMAT

Order of contents and pagination - The Graduate School Regulations for contents and pagination are generally applicable, with the following exceptions:

List of Musical Examples (if pertinent; to be placed immediately following the "List of Tables")

Appendix (or "Appendices", if pertinent; to be placed immediately *before* the Bibliography; a separation sheet with appropriate title with typed page number should precede this section)

Bibliography (not all of the elements listed below may be applicable; in short bibliographies and with the approval of the project's director, certain bibliographical categories may be combined); order of contents: separation page, Books, Articles (to include articles in periodicals, dictionaries, and encyclopedias), Theses and Dissertations, Unpublished Material (reports, etc.), Musical Sources, Discography

Musical Supplement (if pertinent); order of contents: separation page ("Musical Supplement"), List of Compositions, Editorial Procedures, Music, Critical Commentary (a separation sheet with appropriate title but without typed page number should precede this section)

Title Page - The form of the title page of the thesis is specified at the end of this supplement. Otherwise, the instructions set forth in the Graduate School Regulations pertain.

Style Manual - The most recent edition of one of the following style manuals is to be followed:

MME - *APA Style Manual*

MM (all programs) - *A Manual for Writers* by Kate Turabian (or *University of Chicago Style Manual*)

Holoman's *Writing About Music* as well as Helm's and Luper's *Words and Music* (2d edition) may be consulted about certain questions pertaining to music that are not answered in this document. Parenthetical references are acceptable only in MME theses. Footnotes (not endnotes) are to be used in all other theses.

Musical Examples - Music examples for the master copy of the thesis (i.e., the copy to be retained by the student) should be prepared in one of three ways: 1) clear photocopies of printed music (make sure that copyright laws are followed); 2) carefully hand-copied music text; 3) computer printout with a resolution of at least 300 dots per inch. Although music examples will be affixed to the pages of the master copy by an appropriate means, *no musical examples should be taped or glued into the three copies to be submitted to the Graduate School*. The following illustrates the content (composer, work, movement, measures) of the caption for a musical example:

Example 6. J. S. Bach, Brandenburg Concerto No. 5,
mvt. 1, m. 1 (opening motive).

Both the music and the caption should be centered between the left and right margins. Except when the musical excerpt is very short, the caption should not exceed the width of the musical example. The caption should be single spaced, and three spaces should separate the example or caption from the text proper. Each example should be cited specifically in the text (for instance, "As seen in example 6, Bach uses a three-note motive . . ."), and the text should flow continuously so that examples may be placed where convenient. The APA and Turabian instructions for "figures" are generally applicable to musical examples.

Abbreviations - The following are appropriate abbreviations (the plural form is given within parentheses):

measure -	m. (mm.)	opus -	op. (opp.)	volume -	v. (vv.)
movement -	mvt. (mvts.)	page -	p. (pp.)		

Other appropriate abbreviations are given in the style manuals listed above. Abbreviations are not normally used in the body of the text but may be used in example citations and in footnotes.

Citations for the Key of a Composition - The letter of the key of a composition should always be capitalized but the word "major" or "minor" should not unless it is part of the work's title (for example, "The third section is in D minor"; or "Brahms's Symphony in D Major begins" When the key is used as an adjective, the letter and mode of the key should be hyphenated (for instance, "The D-minor section of the piece . . .").

Abstract - A typed, 50-to-150 word abstract (double spaced) should be included before the table of contents. The Abstract should conform to the following format:

ABSTRACT

[Text of abstract, *double spaced*]

Copyright Laws - *All copyright laws are to be observed.* The student may need to have written permission from each copyright owner to use any copyrighted material. Be sure to allow adequate time for permission to be granted. Generally speaking, a small portion of a musical composition may be reproduced without permission of the copyright owner.

COMMITTEE COPY

When the project's director has *fully* approved the thesis, the student will submit a copy (with the approval signature of the director in the top-right corner of the title page) to each committee member, who will return the copy to the director with any suggested emendations clearly marked. When all copies have been read and if the thesis is reasonably acceptable, the director will collate the emendations and give them to the student for preparation of the review copy.

REVIEW COPY

Once all committee emendations have been made and upon the approval of the project's director, the student will submit one revised copy of the thesis to the Music Graduate Office for format check and one to the Graduate School (by appointment) for its initial approval. Additional emendations may result from the the format check or the Graduate School's review.

FINAL COPY

After making all necessary changes but no later than 30 days before the degree is to be conferred, the student should submit at least *three* copies of the corrected thesis to the Music Graduate Office for final approval; one copy of the thesis will go to the director, one to the South Caroliniana Library, and one to the Music Library. Additional copies for the student's personal use may also be submitted. At least 20 days before the date of graduation, the student will submit all signed, approved copies of the thesis to the Graduate School for approval and binding. For further information about the final copy, see the Graduate School Regulations.

THE PIANO MUSIC OF HENRY COWELL

by

Martha Jones Smith

Bachelor of Music*
Jones College, 1996

Submitted in Partial Fulfillment of the Requirements
for the Degree of Master of Music** in the
School of Music
University of South Carolina
1999***

School of Music
Director of Thesis

School of Music
2nd Reader

School of Music
Dean, School of Music

School of Music
3rd Reader

Dean of the Graduate School

*Or the title of the appropriate undergraduate degree

**Or "Master of Music Education"

***Give the year of graduation.