

## MU School of Music – Program Style Sheet

### Sources

Utilize reliable, scholarly sources for program information; a trusted score by a reputable editor/publisher is best. Do NOT depend solely on the internet, CD covers, or poor editions.

### Header (Who, What, When)

- 1) Indicate the type of recital: Junior Recital, Senior Recital, Graduate Recital, Student Recital (for non-degree)
- 2) Include the names of all performers, followed by their instrument. For voice, include range (soprano, tenor, etc.)  
If you have performers contributing to just one piece, put their name(s) in the header as “Assisted by”
- 3) List the date, time, and place of the recital

### Composition Titles

- 1) Language differences; if programmatic title, capitalize as language would
  - a) English capitalizes everything but small words like “and,” “the,” “of” (unless the small word is first in title)
  - b) French capitalizes first word and names
  - c) German capitalizes first word and all nouns
  - d) Italian & Spanish capitalize first word and names
- 2) Include the key of the piece, especially if it has generic name like sonata, quartet, concerto
  - a) NEVER use “b” for flat or “#” for sharp: E-flat, B-sharp are preferred
  - b) Capitalize letter name of key, regardless of major and minor
  - c) Capitalize both Major and Minor
- 3) Include nickname, if commonly known, in quotation marks: “Tempest”
- 4) If you use the original language and want to translate to English, use brackets  
Papillons [Butterflies]
- 5) If you are playing one portion of a larger work, you may list the movement title in quotation marks, followed by the complete work in italics. However, never italicize generic titles like Sonata, Symphony, etc.  
ex: “Vallée d'Obermann” from *Années de Pèlerinage*
- 6) Numbering
  - a) Capitalize Opus, Number, Köchel, etc. AND their abbreviations: Op. No. K.
  - b) Periods after abbreviations are used, except BWV
  - b) Put a space between the abbreviation and the number: Op. 3 *NOT* Op.3
  - c) The comma between Op. and No. is optional: either Op. 2 No. 3 *or* Op. 2, No. 3 (be consistent within program)
  - d) Contemporary music often includes the date of the composition, in parentheses following the title

### Composers

- 1) Use full names of composers, normally; if you use first initials, do so consistently in whole program. If you use an initial, be sure to put a blank space after it. J. S. Bach *NOT* J.S.Bach
- 2) Include birth and death years; note, living composers are shown as (b. 1934), *NOT* (1934- )
- 3) Arrangers or transcribers are listed second to the composer of the tunes;  
ex: Franz Schubert/Franz Liszt, arr.

### Movements

- 1) List the movements whenever possible; you can use titles provided by composer or the tempo marking
- 2) Compound markings on the same movement should be separated by a colon with 2 spaces after, ex: Rondo: Allegretto multiple-sections within a movement should be separated by a semi-colon, ex: Adagio; Allegro
- 3) If you are performing the complete work, do NOT number the movements; if you are playing only selected movements, do number them. Roman or Arabic numbers are acceptable; it is wise to be consistent within a program.

### Alignment

- 1) Align the composers on right. Learn to set the right-aligned tab so that you aren't submitting your program with multiple tabs and blank spaces across the page! Ditto a center tab for Intermission, etc.
- 2) Movements are usually indented underneath the selection title; if you use numbers, align periods (a separate tab setting)

### Additions

- 1) Include an Intermission if you intend to take one; normally, it's centered with blank lines before and after
- 2) Most student recitals indicate the applied teacher's name, centered at the bottom, italics optional (use the center tab!):  
*Ms. Spring is the student of Dr. Robert Schumann.*

- 3) Degree recitals need the full name of the degree in this statement, also centered at the bottom:

*Recital presented in partial fulfillment of the requirements for the Master of Music Degree in Kazoo Performance*  
or

*Recital presented as a Capstone Project for the Bachelor of Arts Degree in Music (Voice)*

**Click [here/hotlink](#) for program samples**

--August 2017