Smith, Lucy Concert Report #1 21M011 [Instructor's last name] February 30, 1999 [or 30 Feb. 1999]

## Formatting Your Papers: Some Guidelines for a Good Start

- 1) Note the position and format of the name-class-date block in the upper right-hand corner. It is right-justified, single-spaced, and in 12-point type.
- 2) Note the 14-pt. size title above, set in **bold** typeface, and centered. It is in a sans-serif font (or typeface) called Helvetica, which is suitable for titles but *not* for text. Text should be set in a serif type face such as this one (Times), Palatino, or Bookman, etc.
- 3) Do not use a right-justified margin for the text. Simply set the text flush left. The text should be in twelve-point type with double spacing. The text should be in twelve-point type with double spacing. The text should be in twelve-point type with double spacing. The text should be in twelve-point type with double spacing. The text should be in twelve-point type with double...
- 4) Because they are short, the papers written for 21M 011 need no extra title page or added blank pages. The text should be on one side of each page only.
- 5) **Number your pages**. The simplest way to do this is to create a header or a footer consisting of your last name plus automatic page numbering, set in smaller type: e.g., Smith 2. If using a header, set it flush right at the top; if a footer, center it at the bottom. (Note that E-Z will not do this, so you must learn to use a more sophisticated word-processing program.)
- 6) Here are a few standard rules of sentence punctuation. (i) Double-space after periods; single-space after colons, semicolons and commas. (ii) Quotation marks come after commas and periods: i.e., ...music," or ...music." (iii) Learn the use of the **em-dash**—that is, avoid using a hyphen (-) or two hyphens (--) in place of an em-dash (—). Hyphens are used in compounds, such as the word *em-dash*; dashes may be used to separate sentence clauses when there is an abrupt break, as in the previous sentence. (There should be no spaces before or after the em-dash.)
- 7) To format a citation, whether for a direct quotation, a paraphrase, or an indirect quotation, follow a consistent method. Here are examples of a standard method. Note the placement of the punctuation:

<u>direct quotation</u>: "German churches took special pride in their organs, both in their appearance and their acoustic quality. Organ technology developed prodigiously in the Baroque era" (Kerman: 162).

paraphrase: Organ technology developed enormously during the Baroque period (Kerman: 162).

<u>indirect quotation</u>: According to Kerman, the organs in Baroque German churches were a source of special pride (148). OR The organs in Baroque German churches were a source of special pride. (Kerman: 162).

8) In research papers, it is standard procedure to supplement such citations in the text with a list of books (or other reference materials) at the end of your essay. Please use this format:

Kerman, Joseph and Gary Tomlinson. *Listen*, Brief Fifth Edition (Boston: Bedford/St. Martin's, 2004).

9) While we do not encourage it, you may wish to cite a source found on the Internet. If so, include the title of the entry and try to secure the author's name (which often appears at the very end). In addition, you must cite URL (the address of the Internet source).

Norriah, Michael. *Beethoven*, in *Biographies of Classical Composers*, <a href="http://www.cl.cam.ac.uk/users/mn200/music/composers.html">http://www.cl.cam.ac.uk/users/mn200/music/composers.html</a>.

- 10) A word of caution on plagiarism: Using the words **or ideas** of another person without attribution is plagiarism (in other words, the theft of intellectual property). Please remember, there is nothing wrong with quoting or citing a source; what is wrong is NOT citing the source. MIT has a strict policy on plagiarism; instances of plagiarism are investigated and punished at the Institute level. **In addition, plagiarism will mean automatic failure in this class.**
- 11) For the sake of clarity, use italics for titles of musical works.

Beethoven's Symphony No. 3 in E-flat Major, "Eroica" Brahms's Tragic Overture
Coltrane's version of My Favorite Things

But if you are citing a portion of a larger work, such as a song, it's OK to use quotation marks.

"My Favorite Things" first appeared in the Broadway musical *The Sound of Music*. Sting's "Every Breath You Take" was first released on the album *Synchronicity*. My favorite segment of Schumann's *Carnaval* is "Eusebius."

12) The first paper **must** be revised. The second and third may be revised for a higher grade. **The original graded paper must be handed in with its revision.** 

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*Need a good writing manual?* 

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations, 6th edition (Chicago: Chicago University Press, 1996), the traditional standard with very specific guidelines and directions on formatting, punctuation and style

Strunk, William Jr., and E. B. White. *The Elements of Style*, 4<sup>th</sup> ed. (New York: Longman, 2000), this is a little gem of a book (95pp.) on style and usage (no formatting instructions) that should be a part of every person's library; one reading will change your writing!

Need feedback on your writing?

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