MUS 702 PROJECT FORMATTING GUIDE

When beginning your MUS 702 project, you should have access to Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations, 9th ed.* to supplement this guide.

In this guide you will see the following helpful items:

- List of Document Pages
- Formatting Reminders
- Title Page Example (also available in .doc to use as template)
- Signature Page Example (also available in .doc to use as template)
- Turabian Formatting Examples

List of Document Pages
Below is a list of pages you will need for the written portion of your 702 Project. The pages below are required unless they are designated as optional. The pages are listed in order of where they should appear in your document.

Preface and Content Pages

1. **Title page** – This page is technically page i of the document; however, you do not include the number on the page because it is implied. Please see the Title Page Example for formatting.

2. **Copyright page** – This is an optional page that most students do not include. If used it would follow the title page and act as page ii, changing all subsequent page numbers. The number is not included on the page as it is implied.

3. **Signature page** – This page will act as page ii of the document (unless including the copyright page). You should start including page numbers starting now. Please see the Signature Page Example for formatting example. Page numbers should be at the bottom center of each page.

4. **Acknowledgement/Dedication page** – This page is optional but suggested. Continue numbering sequence.

5. **Abstract page** – This page is optional but suggested. Continue numbering sequence.

6. **Table of Contents** – This page will list all preface and content pages, chapters/section headings, appendices, and bibliographies from the entire document.

7. **Lists of Tables, Figures, Examples** – These pages are required if you have tables, figures, and examples. You need to include a separate page for tables, a separate page for figures, etc.

Body of Paper

8. **Introduction** – This is an optional way to introduce the reader to your project. If you choose to have an introduction, this will be page 1 and the start of the Arabic number sequence.

9. **Body** – If you do not include an introduction, page 1 will start on the first page of writing. You may choose to use section headings or chapters to organize your writing, either way it is recommended you organize your writing. Formatting for headings can be found in the Turabian Formatting Examples.

Appendices and Bibliography

10. **Appendices** – You may choose to include appendices if you have supplemental materials useful to your project. The continue with page numbers from the body of the paper. For formatting, please consult the Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations, 9th ed*.

11. **Bibliography** – You may choose to use a bibliography or a works cited page, but you must provide the references used while researching and writing your project. A bibliography includes all resources you accessed during your research, while a works cited page only includes the sources you cited throughout the document. For formatting help, please consult Turabian *A Manual for Writers of Research Papers, Theses, and Dissertations, 9th ed*. and the Turabian Formatting Examples.

Formatting Reminders
- **Figures** – When inserting musical examples, pictures, etc into the text, you must include a heading. The heading includes a label, a number, a caption, and a source (either via footnotes or listing the source directly after the caption).

- **Footnotes** – you must cite your sources. Footnote formatting should follow Turabian exactly.

- **Spacing and Alignment**- These things matter. Please make sure you are very careful with spacing and alignment on the page.

- **Chapters and Headings** – Chapter headings should be in bold and aligned center. Headings should be in bold and aligned left or center. Subheadings should be Italicized and aligned center.

- **Page Numbers** – should be aligned center and at the bottom of the page.

- **Formatting Templates** – Please consult the Turabian Formatting Examples for guidance.

WASHINGTON STATE UNIVERSITY

TITLE OF PROJECT

MUS 702 MASTER'S SPECIAL PROBLEMS, DIRECTED STUDY

AND EXAMINATION. SUBMITTED IN PARTIAL FULFILLMENT OF THE

REQUIREMENTS FOR THE DEGREE OF MASTER OF ARTS IN MUSIC.

SCHOOL OF MUSIC

SUBMITTED BY

NAME

DATE OF SUBMISSION

PULLMAN, WA – or – GLOBAL CAMPUS

Committee Chair: _____ **Date** _____

Committee Members: _____ **Date** _____

_____ **Date** _____

_____ **Date** _____

The signatures above attest that this document has met the requirements of the MUS 702

Master's Special Problems, Directed Study, and Examination.