Composition DM Dissertation and MM Thesis Checklist

This checklist applies to the DM composition dissertation and the MM composition thesis. The document must also conform to the department’s notational guidelines found here:

General observations
☐ Document is in PDF/A format. Open the document in Adobe Acrobat Pro. If the file conforms to this standard, a banner at the top will say “The file you have opened complies with the PDF/A standard and has been opened read-only to prevent modification.”
☐ Margins are 1” on all sides; there is no ink within the 1” margins except page numbers.

Title page (required)
☐ This should be the first page of the document.
☐ No page number (though this is considered page 1).
☐ Title centered, all upper-case
☐ “Submitted…” statement at bottom lists the correct degree and expected month/year of graduation (i.e., May, July, December).

Blank Page (required)
☐ With lower-case “ii” centered at bottom.

Approval page (required)
☐ Entire page is centered vertically.
☐ No title on page.
☐ “Accepted by…” text centered.
☐ Page numbering continues here with lower-case roman numeral iii, centered at bottom.
☐ MM Theses: Uses one signature line for the director of the thesis. Left margin is 4.25”. The line and name below it is right justified. Omit titles (e.g., Prof., Dr.), but include the role, “Director of Thesis”.
☐ DM Dissertations: Uses one signature line per committee member. Left margin is 4.25”. The lines and names below them are right justified.
☐ DM Dissertations: 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.

1 This is the title page for the dissertation, not the composition. A title page for the score comes later.
2 If using electronic submission, the page submitted as part of the document must remain unsigned. For bound paper submission, include signed copies on appropriate paper with the bound copies. The approval page in the document remains unsigned regardless of the submission method.
Blank page (required)

☐ Lower-case “iv” centered at bottom.

Actual title page

☐ Page number “v” centered at bottom.

Program notes (required)³

☐ Page “vi” and on.

Performance information and text (text is required if composition is vocal and employs a text; other performance information is optional)

☐ Text given in original format. Extensive text may require additional pages.
☐ If text is under copyright, statement of permission from the copyright holder appears on the page with the text itself.
☐ Page numbering continues (lower-case roman numerals).

Instrumentation (required)

☐ Page numbering continues (lower-case roman numerals).

Dedication, inscription, information about premiere, or another blank page (optional)

☐ Page numbering continues (lower-case roman numerals).

Body of document

☐ First page of the score has the work’s title centered in the space above the uppermost staff.
☐ Composer’s name printed above uppermost staff, against the right margin.
☐ Copyright information (optional, but encouraged) is printed below the lowest staff.
☐ Page numbering restarts using Arabic numerals and the format “page 1”.
☐ First page of score, “page 1” not printed.
☐ Second page of score, “page 2”; continue numbering pages at bottom center.

³ Your document must include program notes, with a minimum length of 500 words for a dissertation or 250 for a thesis. These notes should be written for a general audience; they should not involve a detailed analysis, but should prepare an educated layperson for a performance of the work.