

University of South Carolina
School of Music

REGULATIONS FOR THESIS/DISSERTATION COMPOSITIONS

The following instructions should be followed when preparing a thesis or dissertation composition. Any questions should be directed to the Music Graduate Office.

10-98

Candidates for a graduate degree in composition are required to submit three copies of the approved composition to the Graduate School. One copy will be placed in the Caroliniana Library and the other copies will be distributed to the School of Music Library the director of the composition. All three copies of the approved composition must be signed by all appropriate faculty and then submitted to the Graduate school not less than twenty (20) days before the expected date of graduation (see the appropriate regulations in the **Graduate School Bulletin**). The doctoral Oral Dissertation Examination must be passed at least thirty (30) days before graduation. Students who wish to use University facilities or to take the Oral Dissertation Examination must be enrolled for at least one credit, and those who desire to confer with the director of the composition must be officially enrolled for dissertation credit.

COMMITTEE COPY

After consultation with the director of the project, the student will submit appropriate sections of the composition to each member of the student's thesis or dissertation committee. The committee draft may be written in pencil but the copy should be legible and should have few markouts or insertions. In addition, the draft copy should have the director's signature of approval in the upper right-hand corner of the first page. The final section of the composition should be submitted to the committee at least 60 days before the degree is to be conferred. Once the committee has approved the composition, the student may prepare the final copy as indicated below.

The following pertain to the preparation of both the committee copy and the final copy —

1. In copying the music, standard notational practices (stem direction, alignment, bowings and articulations, score order, placement of dynamics, tempo markings, etc.) as given in the sources listed below should be followed. The director of the composition will determine those sources that are appropriate to a given project.

Anthony Donato, *Preparing Music Manuscript*
George Heussenstamm, *The Norton Manual of Music Notation*
Gardner Read, *Music Notation*
Clint Roemer, *The Art of Music Copying*
Kurt Stone, *Music Notation in the Twentieth Century*

2. Computer typesetting is acceptable as long as the hard copy has been printed at no less than 300 dpi.
3. Each page of score must include a measure number (or an equivalent indicator) and the intended instrumentation. Except on the first page of score, the instrumentation may be identified with appropriate abbreviations.

FINAL COPY

After the project has been approved by the student's thesis or dissertation committee *but before it has been bound*, the student should submit one copy of the composition in final form (with appropriate title page and prefatory sheets) to the Music Graduate Office at least 30 days before before the degree is to be conferred. The copy may consist of a clear photocopy of the master, which may be a vellum original or computer-printed

music text if printed at a minimum of 300 dots per inch (*dot-matrix printing of less than 300 dpi is not acceptable*). At the same time that a copy of the composition is submitted to the Music Graduate Office, the student will submit an unsigned copy of the title page to the Graduate School for approval. The name of the composition's director (and, for DMA compositions, also the candidate's hometown and state) should be printed on the title page.

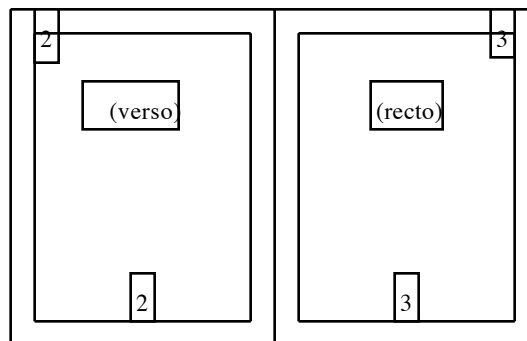
Contents - A blank sheet should be inserted before the title page as well as after the last one. If the composition is to be copyrighted, the copyright page should be inserted after the title page and numbered as part of the prefatory material. When hand-copied score is submitted, the copyright page may also be hand copied.

Typed Material and Title Page - All regulations for preparing theses, dissertations, treatises, and doctoral supporting papers should be followed when preparing typed information (guidelines are available in the Music Graduate office). A sample title page is given on page 4. All typed material must be on the size paper used for the score (*no musical examples, sheets of paper, or other items should be glued or taped in*, since these items tend to loosen and fall out over time).

Paper and Binding - The final, approved copy of a composition may be submitted to the Graduate School in letter-sized format (8 1/2" x 11") or oversized format. Each copy is to be spiral bound (the student is responsible for the binding), with page margins set at a minimum of 0.5 inch from each edge of the paper (the left margin must be at least 0.5 inch from the spiral binding, which should *never* cut into the music or attendant captions).

Front/Back Copying - The music (only) may be reproduced on both the front and back of each sheet of paper.

Pagination - The music should be paginated consecutively, with page numbers centered at the bottom or placed at the upper corner (*note*: corner page numbers should be placed in the upper right-hand corner on right pages and in the upper left-hand corner on left pages). In either instance page numbers should be positioned 0.5 inch from the edge of the paper. All prefatory pages except the front title page should be paginated (use lower-case Roman numerals), with numbers being centered and positioned 0.5 inch from the bottom edge of each sheet of paper. For further information about the pagination of prefatory materials, see the Graduate School and School of Music regulations pertaining to noncomposition graduate degree papers.



Submission of Final Copy - No later than 30 days before the degree is to be conferred, the student should submit three copies of the approved composition to the Music Graduate Office for final approval by the thesis/dissertation committee (oversized scores will need to be bound at this point). Additional copies for the student may also be submitted. At least 20 days before the date of graduation, all signed copies are to be submitted to the Graduate School for approval (and binding, if necessary). The approval form may be obtained from the Music Graduate Office. All final copies should be clear reproductions of a master (see above). If the master is a vellum original, these copies should be printed on both sides of heavy stock paper. If computer-printed score is used, the final copies should be clear xerox copies of the original; if the music is to be printed on both sides of the paper, thick paper should be used so that the musical text is not visible on the reverse side; the copy to be submitted to the Caroliniana Library should be on paper with at least 50% cotton (rag) content. Before the composition is submitted to the Graduate school, all copies should bear all required signatures (in black ink *only*), except for that of the Dean of the Graduate school.

Doctoral Students - Doctoral candidates should submit the Survey of Earned Doctorate form along with the copies of the composition.

Clearance for Graduation - An appointment should be made with the Graduate School *before* submission of the composition so that a student's records may be checked for graduation. Application for graduation must be made no later than fifteen (15) days after the beginning of the semester a student plans to graduate.

(over)

SYMPHONY FOR WINDS

by

John Bernard Smith

Bachelor of Music*
Southeastern College, 1992

Master of Music**
Western University, 1995

Submitted in Partial Fulfillment of the Requirements
for the Degree of Doctor of Musical Arts*** in the
School of Music
University of South Carolina
2001+

Major Professor and Chairman
of Examining Committee++

Committee Member+++

Committee Member

Committee Member

Dean, School of Music

Dean of the Graduate School

NB: A Master's composition needs the signatures of only two readers (rather than three committee members) plus those of the director of the composition, the Music School Dean, and the Dean of the Graduate School. The latter's signature will therefore be centered at the bottom of the title page. The title "Committee Member" should be replaced with "Reader."

*Or the title of the appropriate undergraduate degree.

**Or the title of the appropriate master's degree, if any.

***Or "Master of Music."

+Give only the year of graduation.

++ Where appropriate for DMA candidates, add "and Chairman of Examining Committee".

+++Or "Chairman, Examining Committee" when this function is fulfilled by someone other than the composition director.