Title of Thesis

Author

Senior Thesis
submitted in partial fulfillment
of the requirements for the degree of
Bachelor of Musical Arts

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MUS 450
Prof. C. Matthew Balensuela
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This template is designed for students to use in MUS 450 Senior Seminar in the School of Music of DePauw University. This Word Document uses the “Styles” feature (found under the “Format” Menu). Each style for this template is preceded with “Thesis” such as “ThesisAuthor” or “ThesisParagraph.” The styles of this document can be imported into another file using the Style Organizer commands.

The theses from MUS 450 will be bound and preserved in the Music Library. To facilitate binding and presentation of the theses, the entire document is set to print with the inside margin of 1.5 inches and one inch margins top, bottom, and outside. Thus odd pages will have the 1.5 margin to the Left and even pages will have the 1.5 margin to the Right. Every page of the paper will be paginated at the center of the foot of the page. To facilitate continuous pagination of the final bound collection, the title page is given a page number, the back of the title page is also numbered, and the body of each individual paper begins on page 3. For individual term paper this may seem unusual. When collected and bound the page numbers will be sequential throughout the volume. Every paper will start on an odd page when the theses are bound, which may mean the addition of a blank even page at the end of some essays.

The start of the body of the paper uses the style labeled ThesisTitle. For long titles, divide the words so that a break (or return) in the lines creates a “V” shape in the

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Notes are also in Times New Roman 12. Notes are indented like paragraphs. Explanatory notes can be used to add full-sentence explanations of complex ideas or questions. These notes often end with a citation such as First Last, “Journal Article,” vol, no. (year): pages.

2 First Last, *Book Title* (City: Publisher, Year), pages.
title. Avoid a full line of text for the first line and then just one or two words on the
second line of the title. Subtitles (after a colon) are part of the full title and should be in
the same style.

ThesisAuthor adds a blank line (12 points) before and after.

Avoid the urge to begin your thesis with a quote or witty saying. Just get to the
facts. There is no style given for opening quotations or dedications as these should be
avoided in the Senior Seminar paper. ThesisParagraph is Times New Roman, 12 point,
double space. An indent is included in the style format. The Paragraph is set to align to
the Left Margin with the Right Margin left “ragged.” There is no extra space between
paragraphs.

ThesisBlockQuote indents .5 inches on each side. It does NOT begin with
an indent, but an indent can be added with a tab if one is needed. This
style will add a blank line after the quote.

ThesisFlushLeft can be used after a block quote to continue the paragraph after the quote.
It is also a default style for adding any needed blank line or for the titles of figures and
tables (see below).

**ThesisLevel1 Subheading Bold**

ThesisLevel1 is Times New Roman in Bold. The following paragraph has space
between level title and text.

**ThesisLevel2 Italic and no blank line**

Thesis Level 2 is Times New Roman Bold and Italic with NO space between level
title and the following text.

*Thesis level 3* is not an individual style but is created by just starting a paragraph
with Italic.
Numbered lists:

1. ThesisList is for bullet points or numbered lists. The style is given in margins like a block quote, but with a HANGING indent.
2. To facilitate the spacing between numbers in the list you will need to ADD a blank line at the end of the list before proceeding to the next full paragraph.

**Figure 1.** Is Flush left and start with bold for the title of the figure. It is SINGLE SPACE. Center examples or figures below.

Other times to consider:

1. Styles are set to automatically modify template. So a change to one time will affect every use of the style. This means that adjusting spacing by the “Keep with Next” command in paragraphs will automatically add that feature to all uses of the style.
2. Be careful that all titles and figures appear with illustration (not between page breaks). This may mean adding a page break to force the title and example to appear together.
3. Only need hyphenation for lines starting with extremely long words.
Bibliography

ThesisBibliography. Hanging indent .5 inch. Format automatically adds a blank line before the entry. There is an added line (12 points) BEFORE each paragraph.

ThesisBibliography. Hanging indent .5 inch. Format automatically adds a blank line before the entry. There is an added line (12 points) BEFORE each paragraph. ThesisBibAnnotations begins just below the entry. Margins are set within those of ThesisBibliography.

ThesisBibliography. Hanging indent .5 inch. Format automatically adds a blank line before the entry. There is an added line (12 points) BEFORE each paragraph.