

Department of Music Guidelines for Thesis and Dissertation Completion

The following guidelines are provided to supplement to the UCSD manual "Instruction for the Preparation and Submission of Doctoral Dissertations and Masters' Theses" provided on the Office of Graduate Studies (OGS) web site. (This manual is referred to hereafter as the "Blue Book".)

GENERAL GUIDELINES

These guidelines are to be used for all Music Department Masters' theses or Doctoral dissertations. **Individual Area specifications are noted on PAGE TWO.** All students are REQUIRED to have **both preliminary and final appointments** with the Office of Graduate Studies (OGS), **at which time the format of final documents will be reviewed and approved.**

Thesis and dissertations are deposited in the Central University Library to provide documentation of work completed for the appropriate degree, and are to be preserved for the future use of scholars, etc. These guidelines are directed toward providing an archival copy. Consequently, it is important that the copies submitted to the library be in 100% rag paper. If your needs entail use of any size larger than the standard 8 1/2 x 11 paper, consult the Music Librarian for appropriate format and for sources of approved papers.

Doctoral dissertations will be microfilmed by University Microfilms International.

EXCEPTIONS

The only exception to the guidelines specified in the Blue Book is that a score may have a page size of up to 22 x 23 inches if it cannot be reduced xerographically to the 8 1/2 x 11 size. (If that is the case, see the Music Librarian before proceeding.) Scores must adhere to all other specifications, i.e. left margin of 1 1/2 inches, other margins of 1 inch, conventional these/dissertation title page, table of contents, etc. Scores should be submitted unbound.

NON-PAPER MEDIA (AUDIO RECORDINGS, FILMS, OR VIDEOS)

Acceptable audio formats are AIF (.aif), or WAV (.wav) files in 44.1K/16bit mono or interleaved stereo on CD-R (MAC & PC compatibility) or DVD (ISO 9660).

Submit 96K/24B BWF (broadcast wave format) .wav mono (L/R or Surround) files for each piece and 44.1K/16B WAV .wav interleaved stereo files that match the 96K files on CD-R (MAC & PC compatibility) or DVD (ISO 9660). If available, submit the performance program in .pdf format. VHS tape is the preferred format for video submission. The University Archivist will also accept Apple Quick Time (.mov), Microsoft Audio Video Interleaved (.avi), or MPEG (.mpg) on CD-R (MAC & PC compatibility) or DVD (ISO 9660). Tapes, CD-Rs or DVDs must be labeled (typed) with the name of the student, title(s) of the work(s) and corresponding filenames for electronic files and should be the last entry on the Table of Contents.

For Music Department graduates submitting audio tape recordings as part of a thesis or dissertation, TWO copies of the recording must be presented to the University Archives in addition to the two copies of the written portion of the work. Students should make recording arrangements by contacting departmental studio staff at dubbing@music.ucsd.edu well in advance of degree deadlines (at least a month) for tape production scheduling. Whenever possible, tape production should be coordinated at the time of the performance recording.

If one copy of the tape recording is already included in the Music Department Tape Library (housed in the Central Library), then the graduate can consider this one of the two copies required for submission. In this case, complete the Audio Tape Verification Form (from the Graduate Coordinator in the Music Department or from the University Archivist in the Library), have it signed by the Music Library staff (4th floor C.U.L.), and present the form in lieu of the second copy of the tape. The graduate must present ONE COMPLETE COPY OF THE TAPE for the university archives IN ADDITION TO THE AUDIO TAPE VERIFICATION FORM. **PLEASE NOTE:** due to archiving requirements, if the student is not the

SOLE presenter on an existing recording, the thesis/ dissertation piece needs to be isolated and TWO copies will be required by the Library.

Any additional copies must be provided on the specified quality of reel-to-reel tape UNLESS the student has generated a COMMERCIALY produced CD. The University Archives are located in the Department of Special Collections, on the 8th floor of the Central University Library.

Royalty rights are waived on graduate student recordings.

MASTERS Thesis: COMPOSITION

A folio of three chamber compositions is to be submitted. In addition, two copies of the recordings of at least two of the three compositions are required. (cf. NON-PAPER MEDIA above) A collective title page, following these guidelines, should be prepared including all three titles. An effort should be made to produce the scores in a uniform format and size, and page numbering should be cumulatively continuous. While three separate compositions are submitted, they are considered one document for purposes of archival preservation.

MASTERS Thesis: PERFORMANCE

Two recordings of a required lecture-recital are required. In addition, the thesis, a brief paper, including the program and accompanying program notes should be submitted, following all appropriate guidelines in the OGS Blue Book.

MASTERS Thesis: COMPUTER MUSIC

The research paper and original computer composition are required, along with two copies of the tape of the lecture-recital. (cf. NON-PAPER MEDIA above) Computer listings appropriate to the composition should be included. The paper should follow the appropriate guidelines; computer listings should be formatted to conform with the guidelines.

MASTERS Thesis: INTEGRATIVE STUDIES

A substantial research paper of roughly sixty pages (thesis) is required; it should conform to the general guidelines for the preparation of a thesis in the Blue Book. If tapes are submitted, they must conform to guidelines (cf. NON-PAPER MEDIA above).

DOCTORAL DISSERTATION: INTEGRATIVE STUDIES & CRITICAL STUDIES/EXPERIMENTAL PRACTICES (PHD)

The acceptable dissertation should conform to the general guidelines for the preparation of a dissertation in the Blue Book.

DOCTORAL DISSERTATION: COMPOSITION (PHD)

The major composition project should conform to the general guidelines for a dissertation as described in the Blue Book. Two copies of any associated tapes must be submitted per above guidelines (cf. NON-PAPER MEDIA).

DOCTORAL DISSERTATION: COMPUTER MUSIC (PHD)

The acceptable dissertation should conform to the general guidelines for the preparation of a dissertation in the Blue Book.

DOCTORAL DISSERTATION: PERFORMANCE (DMA)

The doctoral committee Chair should be consulted for documentation specifications relevant to the student's final project.