

GUIDELINES FOR THESIS AND THESIS PROPOSALS FOR MUSIC M.A. PROGRAM

GUIDELINES FOR PREPARATION OF THE MASTER'S THESIS

The following are general requirements for master's theses submitted within the Division of Humanities and the Arts. Candidates should check with their departments for information about any additional requirements specific to their degree programs.

CHOOSING THE THESIS TOPIC, SUBMITTING DRAFTS

The degree candidate should consult her/his graduate advisor for the requirements of the graduate program with regard to choosing the thesis topic and submitting the first and final drafts. The deadlines for submission of drafts are determined by the graduate program.

GUIDE FOR PREPARING THE THESIS

Typewritten copy or computer-printed copy is acceptable. Computer printing should be letter quality or high-quality dot matrix. The type impressions must be clear and dark, and the appearance of the thesis must be neat throughout. The thesis must be printed on 8-1/2" x 11" unpunched, white, rag-content bond paper that is 16 lb. minimum weight. "Erasable bond" or other coated papers are not acceptable. The Library recommends paper of archival quality (acid-free, alkaline Ph, 100% cotton fiber).

The left margin of both text and illustrations must be a minimum of one and one-half inches to permit binding. The right-hand and top and bottom margins should be one inch. The text is to be double-spaced, except for quotations of more than four lines which will be set apart (single-spaced and indented). Footnotes and bibliography will be single-spaced, with double spacing between notes and entries. Pages, including pages of illustrative material, bibliography, and appendices, are to be typed and numbered consecutively in Arabic numerals.

No ink insertions are allowed, except for diacritical marks not available on the printer or typewriter being used. Such insertions must be made in permanent black ink. Corrections may be made if the result is clean and clear. Striking over or crossing out an error is not permitted.

Illustrations, graphs, charts, and/or photographs must be mounted with a permanent adhesive on paper as described above. Tape, staples, or other fasteners are not acceptable. The graduate program should be consulted for its regulations about photocopied illustrations. If the insertion of oversized material cannot be avoided, such material should be folded from right to left, and the left side should allow one and one-half inches for binding.

THESIS TITLE PAGE

The first page of the thesis shall bear the title of the thesis, the name of the candidate, the year of completion, the names and signatures of the thesis sponsor and second reader, and the following inscription (see sample below):

Submitted in partial fulfillment
of the requirements for the degree of
Master of Arts
Hunter College of the City University of New York

MULTIPLE COPIES OF THE THESIS

The graduate program may require a third copy of the thesis to be submitted in addition to the two copies which are presented to the Dean's Office (for binding and microfilming by the Library). Candidates should consult the graduate program about requirements for the third copy.

APPROVAL OF THESIS

When the thesis has been approved by the thesis sponsor and the second reader, and when it has met all the requirements of the graduate program, the graduate advisor will sign the thesis approval form (see below).

DEADLINES

The graduate program will set its deadline for the final approval of the thesis. The deadline for the deposit of the approved thesis in the office of the Dean of Humanities and the Arts is three weeks prior to the date of the graduation at which the degree is conferred.

DEPOSIT OF THESIS

Two signed, approved copies of the thesis are to be deposited in the office of the Dean of Humanities and the Arts (Room 1410-West). The thesis copies should be submitted in envelopes or boxes giving the candidate's name, address, phone number, and program.

The candidate must pay a binding fee of \$15.00 to the Bursar's Office (Room 238-North) and obtain a receipt. (Additional copies of the thesis can be bound for a fee of \$15.00 each; this can be arranged separately with the Cataloging unit of the Library.) The following items must be presented to the Dean's Office:

1. Two copies of signed thesis (identified as requested above);
2. Typed thesis approval form, signed by the Director of Graduate Studies;
3. Bursar's receipt for thesis binding.

When the thesis has been accepted by the Dean of Humanities and the Arts, the thesis approval form will be signed and forwarded to the degree audit department of the Registrar's Office to certify the final approval of the thesis. The Dean's Office will deposit the thesis in the Library.

GUIDELINES FOR THESIS PROPOSALS IN MUSIC HISTORY, MUSIC THEORY AND ETHNOMUSICOLOGY

The requirement for MUS 798 (Thesis in Music History, Music Theory or Ethnomusicology) may be met with either a traditional thesis or a set of shorter papers. Both options are described below.

I. Traditional thesis

A traditional thesis is a large-scale study (about 40-50 pages) of a single topic based in part on original research. It may be an expanded version of a paper originally submitted for a course. Proposals for this type of thesis should be prepared as follows:

A. Criteria for selection of topic:

1. The goal of a thesis is to discover new facts and ideas about a subject. The topic must therefore be one that has not been studied adequately from your point of view in the published literature of the field.
2. The scope of a thesis should be sufficiently narrow that the subject can be investigated thoroughly in the time available for working on it. Broader background information may be presented as an introduction, but the subject of the original work should be small enough to be covered comprehensively in the thesis.
3. A thesis should not merely describe a subject, but must draw conclusions and state a point of view about it. It is not possible to know what the conclusions will be before completing the research, but the purpose of the research should be to answer specific questions about the subject, not merely to describe it.

B. Information to be included in the proposal:

1. Title of thesis: Indicate the topic of the research as precisely as possible in the title.
2. Goals of the project: Describe in one or two paragraphs the goals of the project and the problems to be solved or questions to be answered by it.
3. History and present state of research in the area: Describe in approximately 1-2 pages the history and present state of research in the general subject area of the thesis. Explain how the thesis relates to past and current research in the area and how it might serve as a basis for future research. Ethnomusicology students should state the theoretical orientation for their study.
4. Structure of the research: Describe in approximately 1-2 pages the steps necessary for carrying out the research and the methods to be employed in the process. Ethnomusicology students should describe their methods of data analysis.

5. Bibliography: Include a bibliography of the principal sources of information on which the thesis will be based.
6. Sponsor and second reader: Give the names of the sponsor and second reader of the thesis.

II. Set of shorter papers

Students who do not wish to write a thesis of this type may fulfill the thesis requirement with a set of two or three shorter papers totaling about 40-50 pages. Some or all of these papers may be revised and carefully edited versions of papers originally submitted for courses. Proposals for this type of thesis should be prepared as follows:

- A. Criteria for selection of papers: If papers submitted previously for courses are to be used, they should be the best ones the student has produced in graduate school. The topics of the papers need not be related.
- B. Information to be included in the proposal:
 1. Title of thesis: The title of a thesis of this type will be "Studies of..." followed by brief titles of the papers.
 2. Nature of new research (if any) and editorial revisions planned: Describe briefly any new research (whether additions to existing papers or new papers to be written) planned for the project and the nature of the revisions to be made in existing papers.
 3. Sponsor and other advisors: The project must be supervised by a faculty sponsor, who is responsible for ensuring that all required work is successfully completed. If previously written papers are to be included, the instructors for whom they were originally written should supervise the revisions whenever possible. Name the sponsor and the instructors responsible for the individual papers.
 4. Current versions of existing papers: If revised versions of existing papers are to be used, include those papers in the proposal.

THESIS PROPOSALS IN COMPOSITION

Guidelines

A thesis proposal in composition should be one or two pages long and should contain the following information:

1. **Subject:** The title of the work to be composed and a description of it, including the number of movements or sections, the planned length of the piece, its instrumentation, and any programmatic aspects. In the case of vocal or dramatic works, the description should include the origin of the text or libretto, the author of the text, the number of sections (individual poems or scenes to be set), the names of individual characters and their vocal setting. If the text is not in the public domain, the proposal should state that the copyright owner's permission to use has either been applied for or already received.
2. **Lyrics or libretto (if applicable):** A description of the nature of the lyrics to be set, including their title(s) and the title(s) of the volumes from which they have been taken. There should be some discussion of the general theme(s) of the text and of the ordering of the poetry in the musical setting. In the case of a theatrical work, there should be some discussion of its theme(s) and its dramatic structure.
3. **Structure:** A commentary on the concept of the work or a description of the individual sections.
4. **Style:** A description of the stylistic characteristics of the work.
5. **Performance:** Specific information on any proposed performance of the work, the date, time, place, and names of individual performers or performing groups.

[Sample Thesis title Page]

THE EARLY WORKS OF SHAFER MAHONEY: STYLE AND CONTEXT

by

Elmo Bonaventura

Submitted in partial fulfillment
of the requirements for the degree of
Master of Arts
Hunter College of the City University of New York

Thesis Sponsor:

Date

Milton Babbit

Date

Bryant Gumbel
Second Reader

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

THESIS APPROVAL FORM
Division of Humanities and the Arts

MS.
MR.

(Address after graduation)

a candidate for the degree of

Master of _____

has satisfactorily completed a thesis* entitled:

This work has been approved by the graduate program in

Graduate Advisor:

(Signature)

(Date)

(Typed Name)

Accepted in fulfillment of the thesis requirement for _____
(Month/Year)

Dean of Humanities and the Arts

If the work submitted is not a thesis, strike "thesis" and substitute the appropriate equivalent.
This form, signed by the appropriate graduate advisor, shall be submitted together with the approved thesis

and the thesis binding receipt to the Office of the Dean of Humanities and the Arts, W-1410.