

2009-10 Style Guide for Programs

TOP RIGHT:

- Leave two (2) lines free of text to allow for the template
- Times font; 14 pt font size
- In the upper right hand side should have at least three lines including the date, time, venue title, your name, instrument or voice, and any other performers and their instrument. These are all in **bold** and the title and your voice or instrument are in ***bold italic***.

Thursday, March 18, 2010
12:30pm, von Kuster Hall
Heather Hutchison, *bassoon*
Rudin Lengo, *piano*

BODY:

- Times font; 12 pt font size
- The composer and his/her dates are lined up along the right side.
 - You must be consistent with composers' first names, i.e. use first initials in every work or use full first names in every work (not a mix of the two)
 - Dates are in brackets (1685-1750) or (b. 1983) **below** the composer name. Note that (1923-) is *not* the acceptable way to denote living composers.
- The title of the work is lined up along the left side.
 - The name of the overall work is in straight text. Movements, or segments of a work are indented and *italicized* (Ctrl + Tab is your greatest friend!). Note that movement numbers are NOT included; use the tempo markings instead.

Symphony No. 2 in D, op. 43
Allegretto
Tempo Andante, ma rubato
Vivacissimo
Finale – Allegro moderato

- The reverse is used when the title is collective from a larger work:

Four Dance-Episodes from *Rodeo*
Buckaroo Holiday
Corral Nocturne
Saturday Night Waltz
Hoe Down

- For a movement identified by both a title and tempo, use a colon after the title:

Marcia funebre: Adagio assai

- For a movement with a major change in tempo, separate the two with a semicolon:

Allegro non troppo e molto maestoso; Allegro con spirito

- Aria and Recitative titles are in “quotes”
- For opus numbers, etc., note that some are capitalized and some are not:

op. 53, no. 3 or K. 421, BMV 1068

- If you have individual or ensemble accompanists for certain pieces only, their name should be listed in **Bold**, instrument in ***Bold Italic*** and centered under the work.

Sarah Jones, violin

- Intermission is in **Bold**, centered with two spacers. Do NOT amend this! (no “Brief Intermission” or “Pause” etc.)

- Intermission -

BOTTOM:

- The appropriate credit line should be centered and *italicized* at the bottom of the program:

*This recital is presented in partial fulfillment of the requirements
for the Bachelor of Music (Performance) degree.*

*This recital is presented in partial fulfillment of the requirements
for the Artist Diploma (one-year).*

*This recital is presented in partial fulfillment of the requirements
for the Artist Diploma (three-year).*

*This recital is presented in partial fulfillment of the requirements
for the Master of Music (Literature and Performance) degree.*

*This recital is presented in partial fulfillment of the requirements for the degree Master of
Music (Literature & Performance ~ Accompanying & Chamber Music).*

- No credit line is required for Chamber Recitals
- NOTE TO STRING PLAYERS: If you are using a string bank instrument, remember to acknowledge the instrument (type, provenance).

*Special thanks to the University of Western Ontario
Don Wright Faculty of Music String Bank for the generous loan of the
instrument/bow (fill-in-the-blank) used in this performance.*

OTHER NOTES:

Your typed program, printed onto the appropriate template (available at <http://www.music.uwo.ca/students/howToPreparePrintedPrograms.html>), and following the guidelines outlined above, is due **SEVERAL WEEKS** prior to your recital.

If you are making all of the copies of your program for your recital, you must still submit seven (7) copies of it *one* week prior to your recital for archival purposes. **Please note that if you submit seven copies instead of one, it will be assumed that you are making *all* of the copies yourself.**

If your program has been printed but you require changes to be made (i.e. changing the date to reflect a deferral, etc.), you may announce your change from the stage. **Please note that any changes to repertoire require filling out the recital approval form, and receiving the necessary signatures, all over again.** Contact the Performance Department Secretary for further details about changing your program.

NOTE TO VOCALISTS: We will not photocopy translations for student recitals. If you wish to include them, you should copy and staple them to the programs yourself.

NEW IN 2010:

- Student recitalists must pick up their programs before their recitals in the Main Office, TC 210. Look for a tray on the desk directly in front of you after walking through the main door.

MOST COMMON ERRORS:

- Not printing the program onto the appropriate template
- Forgetting to change the time / venue from the template and/or bolding it
- Not italicizing instrument names
- Identifying movements by numbers instead of tempi
- Spelling out or capitalizing **Opus** or **Number** (should be **op.** or **no.**)
- Not leaving a blank line between works
- Listing a composer's dates beside the name instead of underneath it
- Listing a living composer's birth date as (1923-) instead of (**b. 1923**)