

Music Department Writing Guidelines



Chorus, Select Choir, Concert Band, Wind Ensemble, Music Exploration, AP Music Theory, Piano Class, & Lessons

General Expectations:

Within the high school music department, focus is placed stewarding the writing expectations of all English classes. All submitted homework and exams should be written with the proper use of the following writing conventions:

- Punctuation
- Grammar
- Sentence Structure
- Paragraph Indentations
- Organization (Introduction, Body, Closing)
- Citations (if research is involved)

Written work must be submitted in the following format:

- Typed
- Double-Spaced
- 12-point font – Times New Roman
- Length as indicated per assignment
- Black printer ink

Music-Specific Writing Tips:

- ✓ If a piece of music is referenced, the title should be italicized and the composer should be included.

Ex: *The Messiah* by George Frederic Handel

- ✓ If a specific movement or a song within a larger work is reference, the small portion should appear in quotes with the larger work remaining in italics.

Ex. "Hallelujah" from *The Messiah* by George Frederic Handel

- ✓ When referencing a specific measure, refer to “m.” followed by the measure number.

Ex. “On the third beat of m. 6.....”

Meeting Deadlines:

Assignments will be accepted within the class period that they are due. The expectation is that work is printed prior to class – flash drives, emails, etc. will not be accepted. If a working computer and/or printer is not available, it is the responsibility of the student to utilize the appropriate technology here at school prior to the assignment deadline.