



Desautels
FACULTY of MUSIC

Student Recital Program Template Guide

This document provides a step-by-step guide to using the Desautels Faculty of Music recital program template.

1. General Guidelines
2. Front Page
3. Program Page
4. Formatting Content
5. Texts, Translations, Program Notes

The formatting information in this guide has been adapted from Drake University's "Style Guide for Instrumental Recital Programs" and "Style Guide for Vocal programs."

Additional formatting information taken from Kate Turabian's "A manual for writers of research papers, theses, and dissertations: Chicago style for students and researchers." (2008)

1 GENERAL GUIDELINES

TEMPLATE

The program template was created using Word and is editable on laptop or desktop computers. The template is set up to create a folded program on letter-sized paper (2 pages per sheet, double-sided).

- The total number of pages for your program will always need to be a multiple of 4.
- The template currently has pages for text, translations, and program notes. If you do not need these pages, delete them before you submit your program for printing.

PRINTING

Final programs should be emailed to music@umanitoba.ca for printing one week before your recital. Please send both .pdf and .docx files.

The office will provide 30 printed copies of your prepared program. You will receive an email confirmation once your program has been printed.

FONT, FORMATTING, LAYOUT

- Placeholder text shows some instances of bold and italicized fonts, it is recommended that the final text retains this format.
- Images should not be inserted into your program
- All placeholder text should be replaced with information specific to your recital. E.G. Remember to replace “Date and Location” with your recital date and location.
- Myriad Pro, Calibri or Arial fonts work best with the current setup. Some adjustments to spacing may need to be made if you alter the font type.
- The page size should not be changed.

2 FRONT PAGE

The front cover contains all of the basic information about the recital:

University of Manitoba
Desautels Faculty of Music

Presents

Name of student in bold, *instrument in italics*

With guest musicians/supporting musicians/collaborative pianist [as applicable]
Name of guest(s), *instrument**

Recital date
Recital time
Recital Location

*Given in partial fulfillment of the requirements for the Bachelor of Music (Performance) degree,
Bachelor of Jazz Studies degree, Post-Baccalaureate Diploma, Master of Music degree.***

Formatting tips:

- If you are adding a list of several musicians, you may need to delete some of the blank lines and/or reduce the font size. For readability, maintain similar spacing between the main elements of the front page.
- The text “*Given in partial fulfillment of the requirements for the Bachelor of Music (Performance) degree, Bachelor of Jazz Studies degree, Post-Baccalaureate Diploma, Master of Music degree*” should remain as-is, with the exception of the degree type. **Only include your degree, delete other degrees as necessary.**



Desautels
FACULTY of MUSIC

University of Manitoba
Desautels Faculty of Music

presents

Adam West, ukulele

with guest musician
Bruce Wayne, piano

January 31, 2015
7:00 PM
Eva Clare Hall

*Given in partial fulfillment of the requirements for the Bachelor of Music
(Performance) degree.*

Sample front page

3 PROGRAM PAGE

The program page has been set up using two textboxes, one for titles, one for composer information.

Take note of the following:

- The title of each piece is left-justified.
- The composer's name and dates are right-justified.
- If you need to indent a line (example, if you are playing a movement from a larger work) use the spacebar to indent. Do not use the Tab button.
- For information on how to format titles, please see section 4

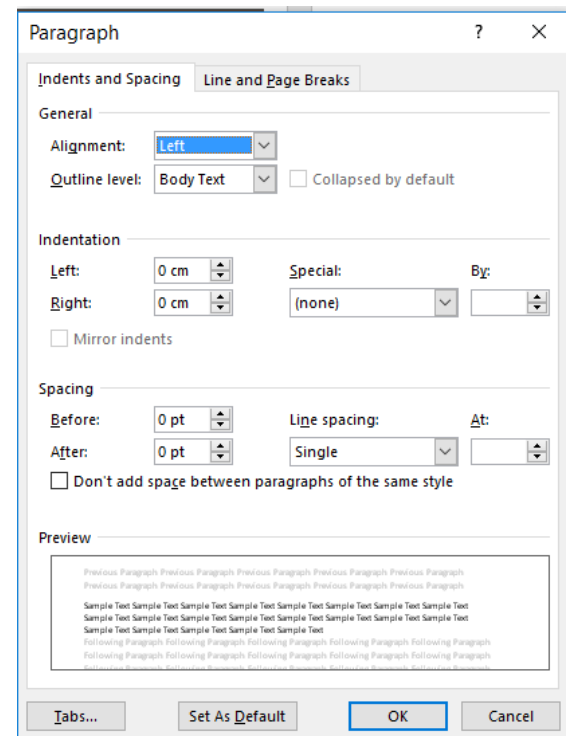
All pieces should fit on one page. The template is currently formatted to have a 12-pt font size on the program page, if you cannot list all of your pieces on the same page, adjust the font size as necessary.

- The text boxes for composer information and titles are separate, remember to adjust the font for each box separately.

3.1 TROUBLESHOOTING

If you are having trouble with formatting, check the following on each textbox:

- Spacing (Right click in the textbox → click “paragraph”)
 - “Before” and “After” should both be set to 0.
 - Ensure that the line spacing for each textbox is set to “single”
- Still having trouble? Try these online resources:
 - <https://www.thoughtco.com/text-boxes-in-microsoft-word-3539988>
 - <https://www.youtube.com/watch?v=kgE2TCFhVA>



4 FORMATTING CONTENT

4.1 TITLE OF WORKS

GENERAL FORMATTING INFORMATION

- Individual instrumental works that are identified by their generic names—*symphony, quartet, nocturne*, etc.—are capitalized and in regular font (not italicized, bolded or in quotes).

Nocturne in E-flat Major, op. 9, no. 2 Frédéric Chopin
(1810–1849)

- The abbreviation *No.* (*number; plural nos.*) is set in regular font (not italics or quotes) and usually capitalized for the title and lowercase (*no.*) for a constituent of the opus number.

String Quartet No. 1 in F Major, op. 18, no. 1 Ludwig Van Beethoven
(1770–1827)

- The abbreviation *op.* (*opus; plural opp.*) is usually lowercased.
- The abbreviation designating a catalog of a particular composer's works is always capitalized.

Baryton Trio No. 71 in A Major, Hob. XI: 71 Franz Joseph Haydn
(1732–1809)

BWV (Bach-Werke-Verzeichnis; Schmieder's catalog) *abbreviated without a period

D. (Deutsch's catalog of Schubert)

K. (Köchel's catalog for Mozart)

(Jahn's catalog of Weber)

Hob. (Hoboken's catalog of Haydn)

- Titles assigned by the composer are in italics.

La gazza ladra Gioachino Rossini
(1792–1868)

- Works referred to by popular names are put in quotation marks and surrounded by parenthesis.

Symphony No. 41 in C Major ("Jupiter") Wolfgang Amadeus Mozart
(1756–1791)

- The terms *major* and *minor* should be capitalized when they appear in the title of the work. Within text they will be lowercase.

Sonata No. 23 in F-Minor, op. 57 (“Appassionata”)

Ludwig van Beethoven
(1770–1827)

- The formal title of a work that includes the key should be spelled out. *Flat* and *sharp* are preceded by a hyphen and are spelled in lowercase.

Symphony No. 3 in E-flat Major, op. 55 (“Eroica”)

Ludwig van Beethoven
(1770–1827)

- For works that have no catalog or opus number, use the date of composition (if known) in parenthesis.

Dynamic Motion (1916)

Henry Cowell
(1897–1965)

PERFORMING ENTIRE WORK

- When performing an entire work list all movements (indented 5 spaces), but list the composer and dates only once.

Sonata No. 1 in G Minor, BWV 1001

- I. Adagio
- II. Fuga
- III. Siciliana
- IV. Presto

Johann Sebastian Bach
(1685–1750)

PERFORMING ONE OR MORE MOVEMENTS

- When performing one or more movements from an entire work list all movements (indented 5 spaces), but list the composer and dates only once.

Carnaval, op. 9

- II. Pierrot. Moderato
- III. Arlequin. Vivo
- VI. Florestan. Passionato

Robert Schumann
(1810–1856)

PERFORMING MULTIPLE WORKS FROM THE SAME ARTIST

- When performing multiple works from the same artist back-to-back, list the composer and dates for the first piece only. List only the composer's name for subsequent works.

Die Mainacht Johannes Brahms
(1833-1897)

Dein blaues Auge Johannes Brahms

Sonntag Johannes Brahms

PERFORMING WORK FROM OPERA, COLLECTION OR MUSICAL

- If a work is performed from an opera, musical, or collection, the title of the opera, musical or collection is italicized.

Fantaisie Brillante on Themes from Bizet's *Carmen* Francois Borne
(1840–1920)

- Use regular type within quotation marks for an aria drawn from opera or larger works. The name of the larger work is italicized and indented 5 spaces.
- The abbreviation designating a catalog of a particular composer's works is always capitalized

"Erbarme dich"
from *St. Matthew's Passion*, BWV 244

"Et exultavit spiritus meus in Deo salutari meo"
from *Magnificat*, BWV 243a

"Somewhere"
from *West Side Story*

MORE THAN ONE ARIA FROM LARGER WORK

- If more than one aria is being performed from a larger work, the work should be listed first, italicized, and preceded by the word 'from.' The individual songs are listed underneath in quotations, and indented 5 spaces. See 'Style Guide for Vocal Recital Programs' for complete formatting.

From *St. Matthew's Passion*, BWV 244
"Erbarme dich"
"Können tränen"

ARIA WITH A RECITATIVE

- If performing an aria with a recitative, the recitative title should be separated from the aria title with an ellipsis (...). Include a space on each side of the ellipsis.

“Frondi tenere e belle ... Ombra mai fu”

From *Serse*

CAPITALIZATION

- As the rules for capitalization vary between languages (e.g. in German only capitalize the first word and all nouns) pay particular attention to the spellings, diacritical marks in the works cited.

FIRST PERFORMANCES

- For first performances, give the date of composition and the occasion. (First performance; first American performance, first New York performance, etc.)

The Big Bang and Beyond (1985)
(first American performance)

Steven Mackey
(b. 1953)

4.2 COMPOSERS AND DATES

- Use full names for composers and list applicable birth and death dates in parentheses under name. For living composers, indicate birth date with a “b.”.
- Note the dash specifically used to separate dates is an *en dash*.

To create on MAC: Option plus dash

To create on PC: <ALT> plus the numbers 0150 on the right-side number pad

- Composer names and dates should be aligned to the right side of the template, with the dates below the composer’s name.

Johann Sebastian Bach
(1685–1750)

Lewis Spratlan
(b. 1940)

4.3 **ADAPTATIONS AND TRANSLATIONS**

- If the work has been adapted or arranged, list the name and dates of the composer and the adapter/arranger.

From *Old American Songs*
Long Time Ago
Simpler Gifts

Adapted by Aaron Copland
(1900–1990)

“Summertime”
from *Porgy and Bess*

George Gershwin
(1898–1937)
arr. By Julian Bream
(b. 1933)

5 TEXTS, TRANSLATIONS, AND PROGRAM NOTES

Please see your Major Practical Study instructor for any questions regarding texts and translations.

Program notes are required for M.Mus students only. Please see your advisor for more details.