

STUDENT DEGREE RECITAL PROGRAM STYLESHEET

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- **Program size and format:** Programs are to be 5.5" x 8.5" (one or both sides of a letter size page cut in half). **Use the posted recital program template** found on the Music Department website (Current Students → Facilities → Music Resource Center).
- **Program submission:** Three (3) "hard" copies of your complete program must be brought to your jury. In addition, send an electronic copy of your final program prepared from the posted template to the Music Resource Center via email attachment prior to or the day of your scheduled jury. It must be "print ready", contain no errors, and contain all necessary information applicable to a professional and accurate printed recital program. Voice students must also provide a separate song translation page along with their print-ready program at the time of the jury.
- **Acknowledgements:** So that recital programs may appear as professional as possible, acknowledgements and thanks are not permitted on the printed programs.
- **Listing names of assisting performers:** If there is one accompanist throughout the program, that name appears only once in the heading of the program, underneath and in smaller font size than the recitalist's name. If one or several different performers are "assisting" the recitalist, they would be listed centered below the title and composer preceded by the word "with". The name of the recitalist is not repeated within the program.

Helpful Resources:

CSUEB Library: Go to <http://library.csueastbay.edu/az.php> and scroll down to **Oxford Music Online**. This is a combination of the Oxford Music Dictionary and the Grove Encyclopedia, a good source to find correct spellings of composer names and research accurate title information.

Another source for verifying names, dates and titles is **IMSLP**: <http://www.imslp.org/>

Heading: Follow the format below. If you have an accompanist or other assisting musicians that will perform with you on all of your pieces, their name must be included in the heading; other assisting musicians will be listed in the body of the program. *Note: jazz recitalists will place the names of their combo members here as well.*

CAL STATE
EAST BAY

Department of Music
presents

in Junior/Senior/Graduate Recital

Your Name, instrument

with

Accompanist Name, piano

Saturday, May 30, 2014 | 5 p. m.
Recital Hall, MB 1055

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Names and dates: Use the most common and accepted spelling of a composer's name, using IMSLP (imslp.org) as a guide. Place the dates of birth and death in parentheses under the composer's name, separated by a dash. If a composer is still living, use "b." in front of the birth year only. If only the death date is known, use "d." in front of the death year only. If both dates are unknown, use "ca." in front of whichever dates can be estimated (examples below):

Wolfgang Amadeus Mozart
(1756-1791)

Lin-Manuel Miranda
(b. 1980)

Hildegard von Bingen
(ca. 1098-1179)

Clara Schumann
(1819-1876)

Guillaume de Machaut
(d. 1377)

Adam de la Halle
(ca. 1250-ca. 1300)

Capitalizations and accent marks: Include all applicable diacritical marks, and correct spelling and capitalization. In many cases, words which would normally be capitalized if written in English are NOT capitalized when written in the language of origin. (examples below):

Si dolce è 'l tormento

Claudio Monteverdi
(1567-1643)

Étude printanière, Op. 1a
(*Italian / French / Spanish: capitalize only the first word and any proper nouns*)

Cécile Chaminade
(1857-1944)

Der Tod, das ist die kühle Nacht, Op. 96, No. 1
(*German: capitalize the first word and ALL nouns*)

Johannes Brahms
(1833-1897)

Now Late on the Sabbath Day
(*English: capitalize all words except for prepositions, conjunctions and articles unless they are the first or last word*)

Samuel Coleridge-Taylor
(1875-1912)

Titles: Give the formal accurate title and include any identifying information: number, key, and index identification numbers such as "BWV" for Bach, etc. Movements are listed on the next line and indented. If all movements of a work are performed in order, then do not number them; if movements are being performed out of order, or if only certain movements are being performed, then number them with Roman numerals appropriately according to their original positions. If a work is commonly referred to in another manner, you may, if desired, indicate that in parenthesis after the formal title. The examples below assume that the recitalist is the 1st violinist and is being assisted by additional performers (therefore, the use of "with"):

String Quartet No. 14 in G major, K.387 ("Spring")	Wolfgang Amadeus Mozart
Allegro vivace assai	(1756-1791)
Menuetto	
Andante cantabile	
Molto allegro	
	with
	name, violin
	name, viola
	name, cello

Piano Trio No. 1, Op. 21	Antonín Dvořák
I. Allegro molto	
IV. Finale. Allegro vivace	
	with
	name, cello
	name, piano

How to list a title when the piece is from a substantially larger work: Indicate the title of the larger work (usually an opera) in italics and indented on the line below the title of the portion you are performing:

Let It Go
from *Frozen*

Kristin Anderson-Lopez (b. 1972)
& Robert Lopez (b. 1975)

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Arrangements: List the name of the arranger / transcriber / editor below the dates of the composer, preceded by arr. / transcr. / ed. The example below is for a jazz arrangement:

'Round Midnight

Thelonius Monk
(1917-1982)
arr. Mary Lou Williams

Program Notes, Texts: If your applied instructor and the Applied Committee agree that your particular program needs program notes (most often for composition recitals), they must be brief and appear at the end of the entire program.

Translations (voice recitals): Translations are mandatory for works not sung in English and printed translations must include both the foreign language and the English translation. Printed translations are prepared and provided by the recitalist and presented as a separate document from printed program at the time of the jury. Recitalists are responsible for printing multiple copies of their translations for the actual recital.

Translation Sources: There are many public domain sources for translations which do not require permission to re-print; however, use of copyright protected translations **MUST** be accompanied by documentation confirming permission to re-print given by the copyright owner. If permission is granted, then credit to the translator **MUST** appear below the last line of the translation (right margin justified) as indicated below. The University is bound by and adheres to all applicable copyright laws protecting rights of authorship. It is advised that the recitalist prepare his/her own translations under the guidance of the applied instructor, or select a translation which is already in the public domain. Due credit should be given the original poet as well as the translator (in italics and may be in smaller print if space is an issue).

Check all foreign language texts for necessary accents and grammatical punctuation. If necessary, poetic lines may be continued on the next line indented 2 spaces in. Translations should appear on the page in the order in which they are sung on the program. A Translation page (separate from the printed program) should appear formatted as the example below:

Translations

Senior Recital—Name of recitalist, voice type

Date of Recital

In der Fremde (In a Foreign Land)

Poem by Joesph Eichendorff

Aus der Heimat hinter den Blitzen rot
Da kommen die Wolken her,
Aber Vater und Mutter sind lange tot,
Es kennt mich dort keener mehr.

Wie bald, ach wie bald kommt die stille Zeit,
Da ruhe ich auch, da ruhe ich auch,
Und über mir rauscht die schöne Waldeinsamkeit,
Und keener kennt mich mehr hier...

From the direction of home, behind the red flashes of lightning
There come clouds,
But Father and Mother are long dead;
No one there knows me anymore.

How soon, ah, how soon will that quiet time come,
When I too shall rest, and over me
the beautiful forest's loneliness shall rustle,
And no one here shall know me anymore.

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from The Lied and Art Song Texts Page, <http://www.lieder.net>*

Next piece

Poem (or Text) by Author Name

Next piece foreign language

Next piece English translation