

# 1. Initial Structure

## Writing Program:

The document should be written using word processing software on A4-sized sheets. Accepted text formats include \*.doc, \*.rtf (Windows or Mac), \*.sxw, \*.odt (Windows, Linux, or Mac).

## Page Formatting:

### Margins

Top: 3 cm Bottom: 3 cm

Left: 3.5 cm Right: 3.0 cm

**Binding:** 0 cm

### Layout

Header: 1.25 cm

Footer: 1.25 cm

## Pagination:

The thesis, traditionally written on the front side only, can also be printed front and back (recto-verso) upon the advice of the advisor.

## Page Numbers:

The page number is centrally placed at the bottom of the page, starting from the title page (which, in this case, is counted but does not display a number) and continues sequentially. Arabic numerals are used, with the only exception being lowercase Roman numerals, allowed for the preface, dedication (without displaying it), and/or introduction. In such cases, the numbering of the subsequent text starts again from number 1.

The table of contents, located at the beginning of the thesis, will be placed before the introduction and/or preface, separated by at least one blank page from the title page, and will correspond to page i (i.e., 1 if Roman numerals are chosen) or page 3 if Arabic numerals are chosen.

## Text Composition:

For the text composition of the thesis, it is preferable to use the Times New Roman font, size 12, with a line spacing of 1.5. Footnotes and citations will be consistent with the font selected for the text of the report. In musical examples (in notation), the native font of the chosen music writing software is allowed.

## Cover and Title Page:

The cover and title page must include all the following elements in this format:

- **Conservatory logo** (centered at the top) and heading in Times New Roman, bold, size 14; for the Title Page (and Index), exclusively use the Times New Roman font.
- **Thesis title** (centered on the page), as deposited in the academic office in due time, all in Times New Roman, bold, size 16.
- **Advisor(s)** (aligned with the subsequent text at the bottom left), Times New Roman, size 12.
- **Graduate student** (aligned to the right of the Advisor, at the bottom, Times New Roman, size 12).
- **Any co-advisor** will be in the same position but placed below the Advisor.
- **Academic year** (centered at the bottom) in size 12.



*(Cover and Title Page)*

Academic Diploma of I Level or II Level (insert the relevant level)

Educational Path: \_\_\_\_\_

Centered, font: Times New Roman - Bold (UPPERCASE), size 14

**[Thesis Title]**

Centered on the line and page, Font: Times New Roman - Italic, size 16.  
If the title is long (i.e., exceeds three lines), reduce the font size to 14.

Candidate: (First Name Last Name)

Aligned to the right, font: Times New Roman – Normal, size 12

Advisor: Prof. xxxxxx xxxxxxxxxxxx (First Name Last Name)

Aligned to the left, font: Times New Roman - Normal, size 12

Academic Year 20..-20

Centered, font: Times New Roman - Normal, size 12

## 2. General Structure

### a) Preliminary Components

- Title Page
- (Colophon)
- Table of Contents
- List of Illustrations
- List of Tables
- Publisher's Presentation or Note
- Preface by Someone Other Than the Author
- Author's Preface
- Author's Acknowledgments
- Introduction
- Reference Notes
- List of Abbreviations

### b) Central Components also known as the Body of the Text

- Divisions (Sections, Chapters, Paragraphs, and Subparagraphs)

### c) Final Components

- Appendices
- List of Notes
- Glossary
- Bibliography
- Index

The **title page** is defined as the first right page of the text following the cover. The reverse side of this page (verso of the title page) is also known as the colophon page or colophon. The title page and colophon contain the set of information that identifies the text and expresses the competencies related to its creation and publication.

In particular, the title page includes information such as the author's name(s), full title, edition number, any collaborators, publisher's name, place of publication, and year of publication.

Sometimes, the title page may be preceded by another page of printed text, known in the publishing field as a **half-title**, which is a shortened title that precedes the actual title and indicates the series title and order number, contributors list for a collection of contributions, and the date and location of events, along with the names and addresses of organizers and sponsors for congress proceedings.

The colophon generally contains mandatory legal information for publications, along with other useful details for reference and recognition. Mandatory information includes the place and year of publication, as well as the name and address of the printer and, if applicable, the publisher, along with a copyright notice.

### 3. Index

**The index** refers to the division of the text as structured into parts, chapters, and paragraphs.

For the index, as indicated above, which can be inserted at the beginning (i.e., immediately after the title page) or at the end of the thesis document, only the Times New Roman font, size 12, is allowed, with line spacing proportional to the number of chapters and paragraphs listed. Ordinarily, a line spacing of 1.5 is suggested, adaptable to the amount of text and lines in the index itself.

The general index, simply titled "Index," lists the titles and page numbers that make up the text. The index can have three levels:

1st level: CHAPTER

2nd level: *Paragraph*

3rd level: Subparagraph

It can have different numbering models:

a) For Arabic numerals

**1. CHAPTER**

1.1. Paragraph

1.1.1. Subparagraph

1.1.2. Subparagraph

b) For Roman numerals

**I. CHAPTER**

**II. CHAPTER**

**III. CHAPTER**

c) For Arabic and Roman numerals

**I. FIRST CHAPTER**

I.2. *First Paragraph*

I.2. *Second Paragraph*

I.2.1. First Subparagraph

(The third and last model is usually preferred. It is not necessary to end titles with a period. Therefore, it is advisable to align the numbers to the right, not the left).

#### **Division into chapters:**

Chapters begin on a new page, while paragraphs and subparagraphs are placed in continuous sequence on the same page, avoiding page breaks whenever possible.

#### **- Chapter Title**

The title should be a summary, in one word or a phrase, of the corresponding text passage.

#### **Punctuation:**

If necessary, punctuation marks such as commas can be used within a title to separate elements in a series (e.g., Rhythm, Melody, Harmony), or colons can introduce a specifying element (e.g., Titles in the text: Forms of writing).

Never put a period at the end of the title; a question mark or exclamation point may appear if appropriate.

#### **Numbering:**

Sections of a text are numbered; the numbers preceding the title can either be followed by a period (3..1.) or not (3.1). In both cases, the visual separation between the title and the number can be highlighted by a horizontal spacing greater than the ordinary one.

**Placement:**

Typically, section titles are placed on lines separate from those of the text, leaving an empty line before the start of the next text. Slightly greater spacing may be left between titles of decreasing levels.

The current editorial trend is to always align titles to the left. If needed, only titles of the main division can be centered on the line.

- **Paragraph**

After three or four blank lines, aligned to the left, the title of the paragraph appears. The text begins three lines below its title, and the first word of the paragraph is indented by two spaces.

It can be decided to indent by two spaces only at the beginning of each new paragraph.

The start of the *paragraph* can be highlighted with an indentation of the text or other graphic means.

Format:

The presentation of paragraphs is usually one of the following:

- a) Simple line break at the end of the paragraph
- b) Line break and indentation of the text line of the next paragraph (usually 3-5 characters from the left margin)
- c) Line break and vertical spacing before the next paragraph (for example, a double line spacing)

Structure:

Each paragraph should be organized to achieve a progressive exposition of the topic. Paragraphs should preferably be kept short.

The paragraph is generally in *italics*, especially when it has *subparagraphs* that will be distinguished without the use of italics.

- **Subparagraph**

Used to present series of similar and logically related information to the paragraph. The subparagraph is numbered and highlighted by greater vertical spacing than between the ordinary lines of the text. The number is essential to distinguish the paragraph from the subparagraph: the reader will understand that the Roman numeral indicates the chapter, the Arabic numeral indicates the paragraph, and the second numeral indicates the subparagraph.

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## 4. Abbreviations

The various lists presented in the thesis are:

- List of Illustrations
- List of Tables
- List of Notes
- List of Abbreviations

*The list of abbreviations or abbreviations* indicates the meanings of specific abbreviations used in the text. The list of abbreviations may be followed by a *list of symbols or symbols*.

In writing, abbreviations are commonly used to save space and to avoid unnecessary repetitions of recurring terms. As a general criterion, abbreviations should only be used if they simplify the readability of the text. Unless the text is accompanied by a specific list of abbreviations, it is advisable to define an abbreviation the first time it appears in the text, accompanied by the corresponding full term. Alternatively, a *note* can be used to indicate the meaning of an abbreviation.

Here is a list of commonly used abbreviations:

Annex: all.

Appendix: app.

Anonymous: Anon.

Article: art.

Example: ex.

Figure: fig.

Page: p.

Pages: pp.

Table: tab.

Chart: chart.

Anonymous: anon.

Author: aut.

Chapter: chap.

Series: ser.

Collection: coll.

Document: doc.

Publisher: ed.

Engraving: engr.

Incomplete: incompl.

Binding: bind.

Unnumbered: unnum.

Work: op.

Pamphlet: pamph.

Original: orig.

Translated: trans.

Volume: vol.

Reproduction: repro.

Reprint: repr.

Chapter: chap.

Figure: fig.

See below: Infra

Bar,measure: b. bb.

Terms for Citation:

Manuscript: ms.

Music: mus.

Autograph: autograph.

Copy: exemplar.

Extract: estr.

Facsimile: facsim.

Undated: s.d.

Without publisher: s.e.

Without place: s.l.

Place cited: loc. cit.

Edition: ed.

Cf.: compare, see

et al./et alii: Text with multiple authors

ID/*Idem*: when citing different works by the same author in the same note.

Ibid. (*ibidem*) = in the same place. Used when referring to the same page of the same text in two consecutive notes.

*Ivi*: in the same place. In the case of a text cited in the previous note with a different page: *Ivi*, p.

EAD. (*Eadem*) = the same. Used when citing different works by the same female author in the same note

*Art. cit.* = cited article. Refers to an article just cited in a previous note

*Op. cit.* = When a work has already been cited, it is not necessary to repeat the entire bibliographic citation; it is sufficient to indicate the following elements: Author's last name, First words of the title, cit. or op.cit.

## 5. Guidelines for Bibliographic Formatting

The General Bibliography is the list of all consulted documents, even those not cited in footnotes, during the research necessary to draft a thesis.

On the other hand, Bibliographic Citations are used to indicate the documents referred to in another text, either as sources of information or for comparison. Their main function is to provide readers with all the essential information needed to identify them and subsequently conduct a search in library catalogs.

### Methods of citations:

- Citations can be inserted directly into the flow of the text, known as in-text citations, enclosed in quotation marks in the case of short quotes, up to a maximum of 3 lines. These should be placed within the text between curly quotes: « ».
- Longer citations (more than 3 lines) should be reproduced with greater indentation, separated with an indent (both right and left) from the main text and with a blank line (before and after). They should be in 11-point font, without quotation marks, and with single spacing.

### Citations within citations:

If a quoted passage already contains a citation, it must be highlighted as such. If the quoted text is in the body, enclosed in quotation marks, the internal citation is enclosed in single quotation marks. Any further internal citation within single quotation marks is enclosed in double quotation marks and so on.

If the quoted text is outside the body (without quotation marks), the internal citation is enclosed in double quotation marks. Any further internal citation within double quotation marks is enclosed in single quotation marks and so on.

When there is a citation within a citation, it should be placed between double quotation marks: «...“...”...».

Quotation marks are distinguished as follows:

- Curly quotes (or smart quotes: « »),
- Double quotes (“ ... ”), equivalent to "... ”,
- Single quotes (‘... ’), equivalent to '... ' or straight quotes.

In the case of the simultaneous presence of multiple types, there is a sort of conventional hierarchy among quotation marks as follows: « ‘ ’ ... ’ » »:

1. Curly quotes
2. Double curly quotes
3. Single curly quotes

### Additions and Omissions:

Any addition made to the original text of a quotation, either to clarify ambiguities or to provide any missing words or letters in the original, is enclosed in square brackets. If for any reason a portion of text that was originally written in regular characters is transcribed in italics, this must be indicated with an appropriate notation, possibly abbreviated (e.g., ital. add.), placed in parentheses after the relevant passage.

The omission of a portion of the original text, a word, or a phrase is indicated by the insertion of a series of three dots, sometimes enclosed in square brackets [...].

### Source Indications:

When quoting, it is always necessary to indicate the source of the quoted text.



Typically, this is done through a note containing a bibliographic reference to the work from which the quote was taken. In general, note reference numbers are always placed at the end of the quotation. In general, note indicators should be placed after the closing quotation marks, followed by the punctuation mark. « »<sup>2</sup>.

Alternatively, the note can be inserted:

- In in-text citations, after the closing quotation marks or after any punctuation mark that directly follows the quotation when the quote does not end the sentence.
- In the case of in-text citations where the quotation ends the sentence (end-of-sentence notes), the note number should be placed after the quotation marks and before the author's final punctuation.

Notes should be typed without leaving a space after the preceding word. In the body of the text, on the other hand, a space should be left between the exponent and the following text. The notes have progressive numbering.

### **Footnotes:**

Notes are preferably placed at the bottom of the page or at the end of the chapter.

Notes can serve various purposes:

- Explain or expand on concepts written in the text.
- Refer to other parts of the text.
- Provide bibliographic details of a cited source (bibliographic note).
- Include additional information and comments beyond the main text.

The note reference in the text should be inserted as a superscript Arabic numeral after the punctuation mark, if present. For the text of footnotes, use 10-point font with single spacing. Notes should also be 'justified' in the sense of being aligned both to the right and left.

To standardize the text of the footnotes to the desired body, font, and line spacing, simply select the desired text and format it according to the "Footnote" style, which can be found in the style menu window (the one that controls "body text," "headings," etc.).

### **Use of Italics:**

Italicize titles and foreign terms. Parentheses, note numbers, and quotation marks should not be italicized. Italics make the use of quotation marks redundant, and in such cases, quotation marks should not be used.

### **Date Writing:**

Usually, dates in the text are written out in full. In case of abbreviation, an apostrophe can be used to replace the millennium (but when the date is double, the short dash excludes the use of the apostrophe). Abbreviation can also be used for dates that have particular historical significance, e.g., '48; '68, etc.

Complete dates with day, month, and year are written as follows: November 18, 1999

Use of Uppercase

### **Uppercase is used for:**

- Proper names of people, as well as titles and nicknames (e.g., Lorenzo the Magnificent);
- Proper names of places and geographical names in general (e.g., Italy, Tyrrhenian Sea, Mount Rosa, Lake Maggiore, Tremiti Islands, etc.);
- Names of historical epochs and historiographic categories (e.g., the 18th century, the Renaissance, Futurism, etc.);
- Names of associations, organizations, public and private entities;
- Names of theaters, palaces, and public places (e.g., Theater...; The Conservatory...).
- Foreign terms, except those commonly used in the Italian language, are given in uppercase (e.g., in the German language);
- Names of foreign places or entities that, in the original language, require uppercase;

- The term "santo" (saint) and "santa" (saint) when it is part of the name of a church, location, or street, for example: Chiesa di San Domenico, Piazza San Pio, etc. The same term "santo/santa" should be written in lowercase when preceding the proper name of the saint, for example: san Pio, but Sant'Anna, Sant'Alfonso, etc.

**Use of Hyphens:**

The short hyphen is used without spaces between two words that form a compound name (e.g., la tratta Foggia-Vibo Valentia, la linea calabro-lucana, etc.) and in bibliographic citations to separate the names of multiple authors or the range of multiple pages (e.g., pp. 15-20) or between two dates (e.g., 1915-18). (The long dash should be used – [ALT+0151] with a space before and after – for parenthetical remarks or in place of parentheses in the case of a sentence already enclosed in parentheses).

## 6. Bibliographic Outline

### Basic Format:

LAST NAME, FIRST NAME (small capital letters) - comma - FULL FIRST NAME - comma - *Title* (in italics). Any subtitle (when providing essential information about the document's content with punctuation as found on the title page) - comma - edition information, other secondary contributions - comma - city of publication - comma - publisher - comma - year (Series, number if present) - period.

### **Use of cfr., passim, ivi, ibidem, IDEM, and cit.**

- Cfr. (abbreviation for "confer," meaning "refer to") is used to refer to a work not explicitly cited in the text.
- *Passim*, which indicates "in many places," is used sparingly in place of page numbers and in italics when the citation object frequently recurs in the cited text.
- *Ibidem* (from ubi + idem) is used when referring to the same page of the same text in two consecutive notes; in the second note, *Ibidem* is used.  
It is worth noting that *passim*, *ibidem*, being foreign words, are italicized.
- *Ivi* (vulgar form of ubi), followed by the page number, is used to indicate a work cited in the immediately preceding note.
- *Cit.* (in regular font, not in italics) is used to refer to a previously cited work, avoiding the repetition of the entire title and related editorial information.

In derogation from common conventions and spelling principles, to avoid frequent cases of polysemy in the Italian language with other monosyllables, such as articles, prepositions, adverbs, and more, for better understanding of texts related to music, especially in sections analyzing repertoires and musical works, it seems appropriate to indicate musical notes in full uppercase format, following this spelling: DO, RE, MI, FA, SOL, LA, SI, and accidentals can be indicated with b, bq, #, bb, x (e.g., Sib, Sibq, S#, Sibb, REx), possibly using an apex for sharps or a subscript for flats to enhance clarity of expression.

Note: For further insights into drafting and style criteria, it is advisable to enroll in at least one of the two courses in the **Writing Laboratory: Undergraduate/Master's Thesis Writing**.

### Additional Reference Documents:

[https://www.sidm.it/templates/jomi/materiali/RIIdM/Vademecum\\_redazionale.pdf](https://www.sidm.it/templates/jomi/materiali/RIIdM/Vademecum_redazionale.pdf)

ROBERTO LESINA, *Il nuovo manuale di stile. Guida alla redazione di documenti, relazioni, articoli, manuali, tesi di laurea*, Modena, Zanichelli, 2009.

UMBERTO ECO, *Come si fa una tesi di laurea*, Milano, La Nave di Teseo, 2017.

FABIO VENUDA, *La citazione bibliografica nei percorsi di ricerca. Dalla Galassia Gutenberg alla rivoluzione digitale*, Milano, Unicopli, 2012. For further inquiries, contact the Bibliography teacher.

Date: 29/11/2023

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