Style Guide for a Sonology Thesis
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Introduction

This document contains guidelines for the organization and presentation of a sonology thesis. The emphasis is on reference style and the way to cite references in the text. It also includes some general information regarding the layout and organization of the thesis.

No attempt is made to discuss the issue of how to write a thesis or what content must be covered. It is important that language usage is consistent, correct, and understandable.

General organization

The thesis should contain the following parts in this order:
>Title Page
>Abstract
>Acknowledgements
>Contents
>1. Introduction
>2. A chapter
>3. Another chapter
>Conclusion
>References
>Appendix: Contents of accompanying CD

Of course, the thesis is not limited to three chapters.

The title page should contain the following information:
>Name of thesis
>Name of candidate
>Bachelor's/Master's Thesis
>Institute of Sonology
>Month Year

Appendices are optional. An appendix, for example, can contain a list of items included on an accompanying cd, bits of computer code, scores, etc. If there is only one appendix, no number or letter is needed. If more than one appendix is included, each appendix should have a number or capital letter followed by the title of the appendix.
>Appendix 1: Contents of the accompanying CD
>Appendix 2: Source code for s SuperCollider UGen

or
>Appendix A: Contents of the accompanying CD
>Appendix B: Source code for the SuperCollider UGen

Layout

• Margins of 1 inch (2.5 cm.) on the left, right, top, and bottom are appropriate.
• Paragraphs can be left-aligned with an empty line between paragraphs or the beginning of the paragraph can be indented in which case no empty line is needed between paragraphs.
• If footnotes are used, they can be single-spaced at the bottom of the page on which they are cited or collected and put at the end of the thesis before the references.
• Since pdf is the main submission format for the thesis, page numbers should be adjusted accordingly. This means that using lowercase Roman numbers for introductory pages should be avoided. The title page is not numbered. The next page can be numbered as page 2.
• Each appendix should begin on a separate page.

Reference Style

The reference and citation style is APA. Several examples are given in this text.

A brief description of the APA reference style can also be found at:
    http://www.tandf.co.uk/journals/pdf/apa_style_guide.pdf

An extended discussion of APA style, including more details than you need to know, is available at:
    http://apastyle.org/

The apastyle.org site is a good place to search for answers to questions you may have about APA.

The next page includes examples of references in APA style.

References

Brün, H. (2004). When music resists meaning. In A. Chandra (Ed.), *From musical ideas to computers and back*. Middleton: Wesleyan University Press.

Chowning, J. (2007). Fifty years of computer music: Ideas of the past speak to a future – immersed in rich detail. In *Proceedings of the International Computer Music Conference 2007* (pp. 169–175). San Francisco: International Computer Music Association.

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Lemur Input Device. (n.d.). In *Wikipedia*. Retrieved August 27, 2012, from http://en.wikipedia.org/wiki/Lemur_Input_Device

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The Allosphere research facility. (2010). Retrieved August 27, 2012, from http://www.allosphere.ucsb.edu/

Thomson, P. (2004). Atoms and errors: Towards a history and aesthetics of microsound. *Organised Sound, 9*(2), 207–218.

Whitehead, A.N. (2010). *Process and Reality (Gifford Lectures Delivered in the University of Edinburgh During the Session 1927-28)*. [Kindle version]. Retrieved from amazon.com

Wright, M. (2002). OpenSound control specification. Retrieved from http://archive.cnmat.berkeley.edu/OpenSoundControl/OSC-spec.html

Xenakis, I. (1992). *Formalized music*. (Rev. ed). New York: Pendragon Press.

References should be listed in alphabetical order according to author. If there is more than one entry for an author, the entries should be listed chronologically. If an author has more than one entry for the same year, use a lower case letter after the year to distinguish the

entries.

The above examples demonstrate the appropriate form for various types of material.
• Brün is a chapter in a book edited by someone else.
• Chowning is a conference paper included in a proceedings.
• Edwards is a source available on the web with a digital object identifier (doi). Articles with a doi can be found by adding the doi to 'http://dx.doi.org/'. This produces a link which can be accessed. It is not necessary to include a date since the contents will not change. Note that there is no period after the url containing the doi.
• Fiebrink is a doctoral dissertation downloaded from the web. No retrieval date is necessary since the contents presumably will not change.
• Kaegi & Tempelaars show two authors with a publication in a journal.
• Koenig (1971) is a publication of an institute.
• Koenig (1978) is a paper presented at a conference and reprinted elsewhere.
• Lemur Input Device is an entry in Wikipedia. The use of Wikipedia as a source is discouraged. No date is know for the text, therefore n.d. is used. A retrieval date is necessary since the content could change.
• Luque is a Master's thesis downloaded from the web.
• Roads is a book. For MIT Press publications, the location is often specified as Cambridge, MA to avoid confusion with other Cambridges.
• Rowe is an untitled lecture presented at a symposium.
• Sterne is a book.
• Stockhausen has two publications in one year.
• Tazelaar is a video found on YouTube. The author name is followed by the screen name in square brackets. If only the screen name is known, it is used (without brackets) as the author name. The date is in the format (year, month day). Use the capitalization of the screen name as it appears online.
• The Allosphere research facility has no author, therefore the title moves to the author position. A retrieval date is mentioned since this text may change.
• Thomson is another example of an article in a journal.
• Whitehead is an e-book. The format, e.g. Kindle or Adobe Digital Editions, follows the title in square brackets. If the url to retrieve the book from the publisher's web site is very long, as is the case with books from the Amazon site, the address can be shortened.
• Wright is a text downloaded from the internet. No retrieval date is needed since the contents presumably will not change.
• Xenakis is a book that is published as a revised edition.

Journal articles that have been downloaded from the internet can be referenced in the same way as the hardcopy version of the article. If relevant, the link (doi or url) can be added at the end of the reference. For most articles, a retrieval date is not needed. Texts without authors should probably always include the retrieval date.

The list of references should refer to works cited in the text, not works read for background information. Personal communications such as emails are cited in the text but not included in the references since they are not available for others to access.

The basic aim of the references is to help readers find the sources. Other information, such as the fact that the thesis author translated the referenced text into English, should be mentioned in the thesis text or as a footnote but not in the reference section.

Reference Citation

References should be cited in the text. In many cases this eliminates the need for using footnotes. Examples of several possible situations follow.

Single author
> The 'Utrecht aesthetic' has been described as modernist (Thomson, 2004)

> G.M. Koenig (1978) has described three avenues to search for rules for composing

Two authors
> digital signal processing developments such as VOSIM (Kaegi & Tempelaars, 1978)

> Kaegi and Tempelaars (1978) developed VOSIM

3-5 authors
Cite all authors the first time the reference occurs:
> Koenig, Wishart, Smalley, and Xenakis (1990) discovered in their laboratory tests

All subsequent citations should be limited to the first author followed by et al.
> Koenig et al. (1990)

More than 5 authors
Use for all citations:
> Vaggione et al. (1990)

Several in the same place
Separate citations made in the same place are joined with a semi-colon:
> (Koenig, 1978; Luque, 2006)

Short quotes
Short quotes in the text should include a page number:
> For Koenig, planning can involve rules. 'Composers who were unwilling to invent a personal serial system, perhaps even a new one for each new composition, could not really compose serially' (Koenig, 1992, p. 44).

Longer quotes
Longer quotes should be indented and include a page number. Quotation marks are omitted:
> Koenig's method for his programs for instrumental composition is the third one. It assumes that a problem can be reduced to a simplified representation of a musical reality.
>> Repeated application of a model under changed circumstances makes its limits clearer: accumulation and correlation of the results cause the model to reveal itself and at the same time the extent to which it coincides with a part of musical reality. In this it may even transcend the reality experienced up to that point by exposing context which had escaped analytical scrutiny. The analytical task—given the music, find the rules—is reversed: given the rules, find the music. (Koenig, 1978, p. 10)

Personal communication
If a personal communication such as a letter, email, or telephone conversation is cited, include the name and date. Since the information cannot be retrieved by another person, it is not included in the references.

> T. Wishart (personal communication, May 16, 2010) suggested

Sources cited elsewhere
It is preferable to cite sources that you have read. If you cite a second-hand source, the following format can be used:

> Ligeti (as cited in Christensen, 1996) mentions that no serial organization of pitches is found in his work *Apparitions*.

E-books without page numbers
To cite from an e-book that does not have page numbers, refer to a main section header and then mention the paragraph number.

> (Whitehead, 2010, Chapter 1, para. 13)

Web page that does not list an author
Cite the first few words of the title in double quotes and the year.

> ("The Allosphere", 2010)

Wikipedia entry
The entry should be enclosed in double quotes followed n.d. since no date is known.

> ("Lemur Input Device", n.d.)

Online video
The name in the author position is cited. If only the screen name is known, that name is used as the author (without square brackets).

> (Tazelaar, 2010)

Figures

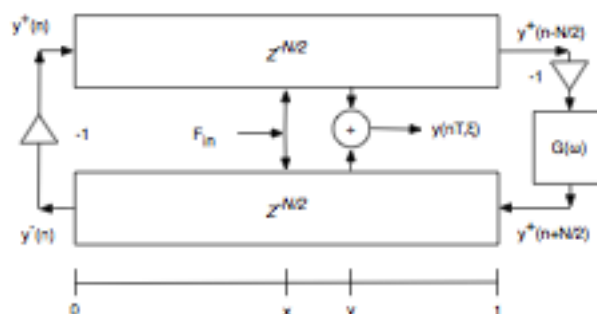All figures should be labeled and include a caption and a source citation if appropriate. The caption appears below the figure.

Figure 1 Lossy wave guide (Negrão, 2010)