Introduction

You are expected to write quality essays that are properly referenced. Our experience shows that some students do not take written work seriously and most students do not reference essays properly.

The Guide has been written to help you improve the quality of your essays, in part by demonstrating how footnotes work, so that you cannot blame ignorance or a lack of instruction for not referencing accordingly.

Essays require the use of both footnotes and a list of references. Both are explained below. But first, a word on titles.

1. Titles

Musical works with specific titles should be typed in italics, for example:

*Rhapsody In Blue*
Verdi’s *Macbeth*
‘Valse’ from *Symphonie fantastique*

*but* generic titles are not italicised:

Bruckner, Symphony No. 5.

Songs titles should be set within inverted commas, for example:

‘An die Musik’ by Schubert
‘Feel Good Time’ by Pink
2. Footnotes

This section is based on ‘Footnotes’ by Elizabeth R. Rabe, Nesbitt-Johnston Writing Center, Hamilton College.

Located at the bottom of the page, a footnote provides important bibliographic information for facts, paraphrases and quotations presented in the paper.

How to insert a footnote in Microsoft Word
1. Place the cursor where you would like to insert a footnote.
2. In the Insert menu, choose ‘Footnote.’
3. In the footnote window, select the options that you would like and then click OK. Word will then automatically insert a footnote number where the cursor is located.
4. A new window entitled ‘Footnotes’ will also appear at the bottom of the computer screen. In this window, type the necessary bibliographic information (see below).

Where should a footnote be placed?
Insert a footnote at the end of a sentence after the punctuation mark (full stop/period, comma, question mark, or exclamation mark) and the quotation mark.

Example 1: Citing a particular comment by another writer
According to Snowman, the cult of the prima donna emerged in the nineteenth century.¹

Example 2: Citing exact words written by another author
... as Snowman has recently noted, ‘The nineteenth century, above all perhaps, was the era of the diva, the prima donna.’²

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The first footnote for a source should contain full bibliographic information (a)—see below)

The next and subsequent footnotes should follow an abbreviated style (b)—see below.

If you use the same source as cited in the previous note, use the Latin abbreviation ‘Ibid.’ in place of the author and title (c).

BOOKS: Citation Format
Work with one author
b. Snowman, The Gilded Stage, 324.
c. Ibid., 228.
### Work with Two Authors


### Edited Work


b. Pekacz (ed.), *Musical Biography*, 34.

### Journal Article


### Book Chapter


b. Huebner, ‘Maurice Ravel’, 70.

### Oxford Music Online


### Scores


b. Liszt, *Missa Solemnis*.

Scores sometimes do not have a date of publication listed: in that case, write ‘n.d.’ (meaning ‘no date’).

### 3. References at the end of Essays

#### Book with One Author


#### Book with Two Authors

Edited Book

Journal Article

**DO NOT GIVE THE URL OF A JOURNAL ARTICLE. IT IS NOT NECESSARY.**

Book Chapter

Oxford Music Online

Score

Note:
Reference lists must:
- be arranged in alphabetical order by the last name of authors
- not use bullet points or numbered lists
- be divided into separate sections for books, scores, websites, etc.

If your essay includes scores and recordings, list these under a separate heading


### 4. Author-date System

**Author-Date System**
In second- and third- year subjects, lecturers may require you to use the Author-Date (or Harvard) style of citation. This is demonstrated below.

**Example 1: Referring to a particular text**
A history of the taxonomy of musical instruments is discussed at length in Kartomi (1990).
Example 2: Citing a particular text
As Kartomi (1990, 3) observed, ‘To classify groups of objects such as musical instruments is a fundamental principle of human thinking’.

The Reference List at the end of essays using the Author-Date system are the same as when footnotes are used, except the date comes immediately after the name.

Example

Oxford Music Online
Articles from Oxford Music Online must use the name of the author of articles, for example, the article by Tim Carter, ‘Word painting’, would be cited in the body of the essay as: Carter 2010

And the reference list would have Carter cited as:

Carter, Tim. 2010. ‘Word painting’, in Oxford Music Online,