Document Preparation:
Set the orientation to “Landscape”, set margins at .25” all around & select 2 columns. 5” columns with a .5” space between.
Set the tabs at .5” left, 2.50” center, 5” right
Select Cambria for the font, which should be 10pt for body of program except where noted for specific content.
Format for saving the file:
DATE PERFORMER’S NAME PROGRAM.doc (DATE format: mmddyear ie: 06051961)

DO NOT USE TABLES!

Content Guidelines:
1. 12pt, Bold, instrument italicized & lower case
2. 12pt, Bold, instrument italicized & lower case
3. Lecture title 10pt Bold. Centered
4. Generic title capitalized but with no italics
5. Composer’s full name
6. Dates of deceased composers under name within parentheses
7. Commonly accepted “full” name as opposed to Felix Mendelssohn Bartholdy, etc. according to The New Grove Dictionary of Music and Musicians.
8. Place a comma before opus numbers or catalog references
9. Place nicknames in quotation marks within parentheses
10. Indent but do not number the names of movements when performing the entire work
11.Italicize languages other than English (instrumental only). Capitalization follows the convention of the language
12. Previously cited composer – full name but no dates.
13. One of several movements to be performed from a larger work, but not the complete work
14. A single selection or movement (from The Major Work); italicize major works no matter the language (vocal = not italicized; instrumental = italicized)
15. Featured soloist or ensemble centered with instrument italicized; separate members of the ensemble using a semi-colon
16. “Intermission” centered, Bold & italicized
17. Birth date for living composer
18. Recital Series 12pt Bold
19. Performance Date 12pt Bold
20. Time & Location 12pt Bold
21. Statement including performer’s name, current studio teacher, and current degree. 10pt

Other:
Translations and Program Notes
Printing translations and program notes is the sole responsibility of the performer and must fit the following criteria:
1. Printed on white paper only
2. One 8 ½” X 11” page only
3. May print on both sides

Program Submission
1. Student recital programs must be submitted no less than 2 weeks before the recital.
2. Programs must be emailed to Laura McCorkill (lmccorki@ku.edu)
3. A printed copy, with appropriate faculty signature to indicate approval of the program, must also be turned in to Laura McCorkill in 460 Murphy prior to printing.
4. Unless otherwise requested, 50 programs will be supplied for each student recital.

Style Guide/ Update 7/12/2021