

Guidelines: Preparing a Proposal for a Thesis, Dissertation, or Lecture-Recital Document

A proposal for a thesis, dissertation, or document normally includes the following items:

1. The completed form for proposals including the title, type of document (thesis, document, or dissertation) and other pertinent information.
2. A narrative description that defines the topic, lists and comments on the existing writings and editions related to the topic, and explains what the proposed work will contribute. The narrative should close with a statement about possible conclusions that the research might establish.
3. A tentative outline or table of contents that indicates how the paper will be organized based on present knowledge of the topic.
4. A preliminary bibliography that lists all available materials concerning the topic. If the list is lengthy, consider organizing bibliographic entries by category, such as articles, books, and scores.

Students should confer with the graduate advisory committee chair and possibly other committee members until the proposal is ready to distribute to the entire committee. The proposal should reflect the highest standards of scholarly writing and should be neatly and carefully done.

Resources

John Grossman (preface), *The Chicago Manual of Style*, 14th Edition (Chicago: The University of Chicago Press, 1993).

D. Kern Holoman, *Writing About Music: A Style Sheet from the Editors of 19th-century Music* (Berkeley: University of California Press, 1988).

Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. (Chicago: University of Chicago Press, 1996).

Joseph Williams, *Style: Toward Clarity and Grace*. (Chicago: The University of Chicago Press, 1990).