

Berea College Music Program

Program Format Guidelines for Student Recitals and Concerts

1. **Headings/Headers:** Above your program listing, give your name and the names of your collaborator and other musicians performing with you, if any, along with instruments played. Follow this with the day, date, place and time of the recital.
2. **Program Order:** Submit programs in the order of the actual performance.
3. **Composers:** GIVE FULL NAMES OF COMPOSERS INCLUDING ANY SPECIAL ACCENT MARKS. GIVE DATES FOR ALL COMPOSERS. For living composers indicate the year of Birth. In the case of obscure composers give as much information as possible. For spelling and dates refer to the New Grove Dictionary or the Oxford Dictionary Online, you can find this information on the web site Berea.edu/library. Dates for compositions are welcome, especially for recent works, but are not required.
4. **Title Content:** List titles in standard format for the piece as defined in the New Groves Dictionary. Generic titles such as "Sonata" and "Concerto" should only include descriptive terminology such as "for violin and piano" when specifically indicated by the composer (not an editor).
5. **Language:** Write all generic titles in English. Keys, where applicable, should be listed in English. Give non-generic titles in the language of the composer; alternatively in the generally accepted language. In the case of languages that do not use the Roman alphabet, use an English translation. Always follow the standard rules for capitalization of the language being used. Do NOT simply copy the title from your edition of the music until you have confirmed the appropriate language. Always include any special foreign-language characters, such as accent marks or umlauts.
6. **Nicknames:** Accepted and commonly used nicknames for specific works may be included in parentheses after the generic title:
Sonata in B-flat Major, Op. 106 ("Hammerklavier") **not** "Hammerklavier" sonata
String Quartet in B Major, Op.76, No. 4 ("Sunrise") **not** "Sunrise" quartet.
7. **Catalogue Numbers:** Include Opus numbers, numbers within an Opus (Op. 56, No. 1) or other identifying commonly used catalog numbers (K. /BWV/D.). Numbers such as Sonata No. 3 or Concerto No. 5 are not to be included unless specified in the title by the composer (not an editor). The abbreviations Op. and No' should be capitalized. In the case of songs, include the opus number (if there is one) for larger entities such as a song cycle, but individual songs need not include opus numbers. A group of songs by Brahms and Faure, for example, need not list the different opus numbers for each song.
8. **Key Designations:** Indicate Major and Minor keys by the appropriate capital letter followed by "Major" and "Minor" CAPITALIZED.
9. **Movements:** List all movements by the appropriate tempo indication or the title in the language used by the composer.
10. **Excerpted works:** When performing a single song or movement from a larger work, always specify the name of the larger work!! See Gounod example on reverse side
11. **Transcriptions and arrangements:** The transcriber or arranger, if any, should generally be listed under the original composer. This may vary according to specific situations.
12. **Typeface/Formatting:** Please use TABS to separate all content (pieces and composer names, movements and composer dates). All italics, underlining and quotation marks will be formatted according to standards developed by CCM's office of Public Information in conjunction with the Scheduling Office.
13. **Please see the other side for a sample program format.**

JOSEPH P. SMITH, baritone

Sara Jones, piano

Tuesday, April 5, 2012

Gray Auditorium/ Presser Hall/ Berea College

3:00 p.m. / 8:00 p.m.

PROGRAM

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| FROM Various Settings of Alphonse Marie Louis de Lamartine [tab] I. [tab] Au rossignol [tab] II. Le Soir IV. Seule! | Charles Gounod (1818-1893) | 15:00 |
| French Suite in G Major, BWV 816 Allemande Courante Sarabande Gavotte Bourrée Loure Gigue | Johann Sebastian Bach (b. 1660) | 17:30 |
| Ballade in G Minor, Op. 23, No. 1 | Frederic Chopin (1810-1849) arr. Joseph Schmo (b. 1983) | 9:00 |
| | Total length: | 41:30 |

Submit two versions no less than two weeks prior to your recital date.

1. Word document emailed to Jeanette_davidson@bera.edu
Save as Recital.Date LastName.doc (10.5 Smith.doc)
2. Teacher signed copy turned into the music office