School of Music

GUIDELINES FOR WRITING AND SUBMITTING
A DMA DOCUMENT PROPOSAL

Proposals for terminal projects are due on the Mondays prior to Graduate Studies Committee meetings. So that the committee may review your proposal properly, please be sure to submit the following documents:

1)   A Topic Approval Form, signed by your advisor, with only the upper portion filled out.

2)   A cover letter stating your name, department, degree sought, proposal title, and the names of three faculty whom you have contacted and who have agreed to be readers.

3)   The proposal proper. This should be in the following format:

   a)   A title page.

   b)   A project description of about two to three pages in length, consisting of:

           -an overview of the project;
           -appropriate background;
           -a summary of what you intend to do;
           -the goals of your inquiry.

           This should demonstrate significant thought along with an understanding of what the project will entail and its overall scope and limits.

   c)   A outline of chapters and their projected contents.

   d)   A bibliography in a standard format arranged in alphabetical order by author. This should give a good sense of the relevant literature and the sources that you will actually consult.

The text of the proposal should be in standard double-spaced format, using 12-point type. Since individual departments may have different requirements, it is essential to consult your advisor prior to writing your proposal.