Boston University College of Fine Arts
School of Music

GUIDELINES FOR WRITING AND SUBMITTING A DMA DOCUMENT PROPOSAL

Proposals for terminal projects are due on the Monday prior to each month's Graduate Studies Committee meeting. You must submit the following documents:

1) A Topic Approval Form, signed by your advisor and your first reader.

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. The first reader and at least one of the other readers typically hold the terminal degree.

3) The proposal proper, which should be in the following format:

   a) A title page.

   b) A project description of about three to five pages in length, consisting of:
      ● a general statement, with a description of the subject and an explanation of the biographical or historical content;
      ● an explanation of the purpose of the topic and its value to scholarly research;
      ● a discussion of the present state of research in the subject;
      ● an explanation of the research plan and methodology of the project.

   c) A provisional table of contents, with a brief explanation of the substance and purpose of each chapter.

   d) A bibliography in a standard format arranged in alphabetical order by the author. Your proposal and final document should be clearly written and grounded in scholarly literature with proper attribution of all material.

The text of the proposal should be in standard double-spaced format, using 12-point type. The standard format used by Boston University may be found here: https://library.bu.edu/theses.

Because individual departments have different requirements, it is essential to consult your advisor prior to writing your proposal.