

UWM Department of Music Concert Program Style Guide

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1. General Rules for All Titles

- 1.1 Titles (including movement titles) are capitalized following the rules of each language:
 - a. English: capitalize all words except conjunctions, prepositions, and articles, unless they begin a title.
 - b. French: capitalize all words up to and including the first noun; everything after that is lower case (except for proper nouns).
 - c. German: capitalize first word, and all nouns.
 - d. Italian & Spanish: capitalize first word, all else is lower case except proper nouns.

- 1.2 Movement Titles
 - a. Movements follow under the main title; those in foreign languages should be italicized.
 - b. Movement numbers are uppercase roman numerals (I, II, III, IV, rather than i, ii, iii, iv)
 - c. If all movements of a work are performed in order, they do not need to be numbered; otherwise number the movements being performed with their original numbers. If only a few movements of many are being

performed, it is possible to also add the word "Selections" in parentheses after the title to avoid confusion.

Examples:

Orchestral Suite No. 3 in D Major, BWV 1068

V. *Bourrée*

VI. *Gigue*

Carnaval des animaux (Selections)

IV. *Tortues*

XII. *Fossiles*

- d. It is appropriate to translate movement titles that might not otherwise be understood, particularly if they are not translated elsewhere in the program. Place translation(s) in parentheses.

Example:

Concerto for Orchestra

I. *Introduzione*

II. *Gioco delle coppie* (Game of Pairs)

III. *Elegia*

1.3 Number abbreviations are capitalized in this way:

What's abbreviated	Upper- or lowercase	Looks like	Example
Numbers	upper	No.	Symphony No. 7
Opus	lower	op.	Symphony No. 7, op. 42
Numbers within opus	lower	no.	Etude No. 1 in F Major, op. 2, no. 1

2. Generic Titles

2.1 A generic title is a title that is essentially a musical form: symphony, concerto, trio, etc.; they often include identifying opus numbers, catalog numbers, and keys.

2.2 Generic titles are in regular font (not in boldface, or italicized); they are not put in quotation marks.

2.3 When providing a key, the words "major" and "minor" are capitalized.

Example:

Sonata in B Minor

2.4 The words "flat" or "sharp" are written in lower case, and require a hyphen.

Example:

Concerto in E-flat Minor

2.5 Popular titles, if used, follow the formal title and are put in quotation marks and parentheses.

Example:

Symphony No. 4 in A Major, op. 90 ("Italian")

2.6 Thematic catalog numbers are abbreviated with a letter or letters indicating their author's name. They are followed by a period (except the BWV Bach-Werke-Verzeichnis)

Composer	Catalog Author/Title	Abbreviation example
Schubert	Deutsch	D. 628
Haydn	Hoboken	Hob. XXII:9
Mozart	Köchel	K. 191
Bach, J. S.	Bach-Werke-Verzeichnis	BWV 1033

3. Distinctive Titles

- 3.1 Distinctive titles are unique titles given by the composer, such as those of operas, songs, ballets, symphonic poems, etc.
- 3.2 Distinctive titles are in italics (unless the work is song/piece from a larger titled work).

Examples:

Darling Nellie Gray

Rhapsody in Blue

Gnossiennes

I. Lent

II. Avec étonnement

- 3.3 Songs or Pieces from Larger Works
- a. Titles of individual songs, arias, or instrumental pieces from larger works are in quotation marks, in regular font (not italics) – even if the title is in a foreign language.
- b. Titles of larger works are preceded with the word “from” and are italicized if the title is a distinctive one. Enter the larger title information in the movement field.

Examples:

“Where’er You Walk”
from *Semele*

“Non so più”
from *Le nozze di Figaro*

4. Composer Names & Dates

- 4.1 Use the English alphabet for names of composers, full first and last name (also middle if commonly used, like Wolfgang Amadeus Mozart). Adopt the most common version, unless there's a reason not to.
- 4.2 For arrangements of works, give name of the arranger under the name of the original composer (use abbreviation "arr.>").

Example:

Partita in D minor for Keyboard, BWV 976	Johann Sebastian Bach (1685-1750) arr. Victoire Weasley
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- 4.3. Composer dates should be put in parentheses: (1881-1932)
- 4.4 If a composer is still alive, only the birth date is used, also in parentheses: (b. 1969)
- 4.6 If more than one work by a composer is performed, there is no need to list dates after the first work.

These guidelines are primarily based on the Ithaca College *Concert Program Style Guide*. Several other college and university style guides were consulted, and all derive from Holoman, D. Kern, *Writing about Music: A Style Sheet*. CA: University of California Press. 2008, which is regarded as the reference standard by the *Chicago Manual of Style*.