

General guidelines for word processing **(“Things your typing instructor never told you.”)**

Word processing is not the same as typing a document on a typewriter. It is better, especially when done correctly. This guideline is a brief explanation of items to consider. While it does not exhaust all the details, it includes many of the frequently misunderstood items. Some sections include tips to make your life simpler. These tips are marked with an arrow, \Rightarrow .

Carriage returns vs. paragraph returns.

When you type papers with traditional typewriters, you must “return” the alignment of the typing device to the left margin every time you reach the end of a line of text or the right margin. Word processing does not require this. You can type each paragraph of text in a continuous manner because the text “wraps” around the end of the margin, automatically returning from the right margin to the left margin.

\Rightarrow Begin all “typed” assignments by setting the general margins for the paper (i.e. typical margins are 1 or 1.5 inches for left, and 1 inch for right, top and bottom margins). If you plan to use a standard paragraph indentation, you may wish to set that before entering text, but it is not necessary. Type the text into the document pressing the <return> ONLY at the ends of paragraphs or the ends of special lines of text that you know will be separated from other lines of text.

Line spacing, lead spacing

While line spacing and leading (pronounced *leading*) are technically the same thing, we will regard them as two separate spacings for the sake of simplifying the application to word processing.

Line spacing is the vertical space required for a single, horizontal line of text in reference to the size of the typeface or *font*. Typical line spacings are single space, 1½ space, and double space. Instructors often ask that papers be double spaced to allow room for making comments. Another reason for double spacing is the ease of reading; however, 1½ spacing fulfills that need nicely.

Leading is the spacing between lines. The term comes from early methods of typesetting which required “blank” pieces of lead between lines of type to ensure even spacing during the printing process. Word processing allows the leading to be adjusted at will. For practical purposes however, we only need to concern ourselves with using it for spacing paragraphs, headers, and titles. Most word processors allow a choice of single or double spaced leading for the beginning of paragraphs. The paragraphs and headers in this document use double-spaced leading and single line spacing.

\Rightarrow When using single or 1½ line spacing, use double-spaced leading. When using double line spacing, it doesn't matter.

Fonts

A font is the *typeface* such as Times, Geneva, and Courier. The size of the font is measured in points such as Times 10, Times 12, Times 14, etc. There are two families of fonts, serif and sans serif (*sans* means “without”). Serifs are the ornamental curls, or strokes at the ends of characters.

This is an example of letters from a serif font.

This is an example of letters from a sans serif font.

Notice how the spacing in these examples is different, even though they are the same point size—12 point.

⇒ When typing a research paper, do NOT use fancy fonts such as pseudo handwriting fonts, fancy outlines, shadows, or other artistic expressions. They are difficult to read over an extended time, and very unscholarly and unprofessional. Your choice of font should be easy to read, and clearly printed on your printer. Do not use an excessively small or large font size. 12 point is typically appropriate, but you may need to adjust some fonts to a slightly smaller or larger size.

⇒ Use the following suggestions for music symbols and fonts.

- For individual items within the text, use a music font: ♪ ♫ ♪ ♫.
- Never use a lower-case b for a flat sign (♭) or a pound sign (#) for a sharp sign (♯).
- For larger musical examples, use a music notation program to create the example and import the file into your document.

Margins and Justifying Text

Most text used in a research paper is aligned to a margin on the left side of the paper. Special situations may call for alignments with a right margin, but this is highly unusual. Titles and some major section headers are often placed in the center of the page. Your word processor will do this for you when you select the center text option for text alignment. This is usually found in one of the text formatting menus of your software application.

Another choice you will find is text justification. Justifying text creates even margins on both the left and the right margins of the paragraph. While this looks nice for the margins, it is at the expense of the spacing between letters and words which may or may not be distorted in the process. This paragraph is justified and indented, a technique that is often used for long quotations.

⇒ Do not use text justification in research papers except for special situations, namely, long quotations.

Indents and Tabs

Tabs are wonderful for setting consistent spacings between the left and right margins. Tabs allow many spaces to be set within a single line of text. They also allow left, right, and center alignments. For example, you can set the tabs to allow text to align in three columns where the first column aligns to a left margin, the second column is centered, and the third column aligns to a right margin.

line 1	first column	second column	third column
line 2	aligns	is	aligns
line 3	to a left margin	centered	to a right margin

Indents are often used at the beginnings of paragraphs. While you may use a standard tab setting for indentations, it is suggested that you set the indentation as part of formatting your margins. Most word processors allow you to set the paragraph indent with the margin.

A “hanging indent” is typically used for bibliographies, and sometimes for special text situations.

The left margin for the paragraph is set to the right of the first line margin or indent. This paragraph is an example of a hanging indent.

Spacing the Punctuation

Only one space should be placed after any punctuation mark—period, comma, colon, etc. Typing manuals and instructors commanded two spaces following a period to accommodate the problematic spacings on manual typewriters. The standard for type setting is ONE space, and the advance of word processing technology allows us to appropriately use this standard spacing.

There is one important exception! Initials and capitalized abbreviations such as those for *ante meridiem* (A.M.) and *post meridiem* (P.M.). Use NO spaces following the periods within the abbreviation or initials. For example, it is J.S. Bach, not J. S. Bach , nor J.S.Bach. It is 10:30 A.M., not 10:30 A. M.

Special Symbols and Accent Marks in Foreign Languages

Nearly all word processing software allows you to access a world full of special characters and accent marks for most all of the Euro-American languages. While the special characters may vary from font to font, the accent marks are rather standard to all normal text fonts. To access these characters you must know your individual software. You can typically find access to these under some menu item in the menu bar if you're using Windows or a Macintosh. If you are a DOS user, you will have to read your software manual carefully. Most software applications allow you to type these characters from the keyboard using the appropriate control key (PC) or command key (Mac). The use of special characters found in a few of the common word processing programs is discussed later. Many PC applications require that you program your own set of control keys for these characters. An appendix accompanies this document showing all the characters available using Times font on the Macintosh. While the appendix can't be applied to all situations, it does provide a beginning point of reference.

⇒ Always include the correct accent marks in your papers. If you don't include these diacritical marks, the word is misspelled.

Hyphens, En Dashes, and EM Dashes

Everyone knows what hyphens are. They are those short dashes used to connect special words formed from other shorter words such as eighty-eight, or to connect long words broken across two lines. *En* dashes and *em* dashes are longer horizontal lines. Each is named for the width of typing space they require; the en dash (–) is the width of the letter n, and the em dash (—) is the width of the letter m.

En dashes are used between words indicating a duration of time. For example: May – August, 8:30 – 10:00 A.M., and 17 – 21 years old. Notice that spaces are used before and after in most cases. It is, however, acceptable to omit the spaces between numbers such as 8:30–10:00 A.M.

Em dashes are used in a similar manner as parentheses or colons. They indicate an abrupt change in the thought of the sentence. Often this is like a parenthetical phrase. Em dashes are NOT preceded or followed by any spacing. See how many em dashes you find in this document and observe how they were used. Since typewriters did not have em dashes, typed manuscripts often used double hyphens (--).

Page Breaks

A page break is the forcing of text to the beginning of a new page. It is easier, more efficient and a good practice to use page breaks to begin a new page than to use a series of paragraph returns.

⇒ Do not leave section headers dangling at the bottom of a page while the body of the new paragraph begins on the next page. Place a page break before the header so that it is forced to the beginning of the new page with the paragraph it introduces.

Finding special characters, printer's quotes, and special dashes.

MSWord 6.0 for Macintosh or Windows

To access special characters choose “Symbols” under the **Insert** menu. A dialog box will open. The box contains two “folders.” Choose “Special Characters” to find Em or En dashes, printer’s quotes, copyright, etc. Choose “Symbols” for Greek, math, or other special symbols, and for accent marks such as circumflex, graves, etc. A pull-down box with a choice of fonts is found in the “Symbols” option. To find the accent marks choose “normal text” in this box. The characters will appear in the window. You may choose a character with your cursor and mouse-click.

With experience you can learn the keyboard commands for the characters and save a lot of time. All characters are available from the keyboard on the Macintosh without making special assignments. A few common ones are listed below.

En dash	Option + hyphen	grave (`)	Option + ` then the vowel
Em dash	Shift/option + hyphen	acute (´)	Option + e then the vowel
tilde (~)	Option + n then letter	circumflex (^)	Option + i then the vowel
umlaut (¨)	Option + u then the vowel	cedilla (¸)	Option + c

Word Perfect

To access special characters choose “character” under the **Insert** menu (or ctrl + w from the keyboard). A dialog box will open. You must choose the type of special characters you wish. A list of choices and some of the commonly used characters contained in each choice is listed below. If you want to learn the keyboard commands for each, choose “Creating international letters with a U.S. keyboard” in the Help file.

Typographic	En & Em dashes, fractions, clef signs, and printer’s quotes
Box drawing	barlines
Greek	
Math	arrows
Iconic	arrows
Multinational	accent marks

Amendments to Words & Music by E.E. Helm and A.T. Luper.

p. 22:117 Use the center justify option in your word processor to center headings. DO NOT double-underline the headings, but use **bold** type face.

p. 22:118 DO NOT underline subtitles, but use bold type face.

p. 22:119 Subtitles of the third order are indented 1/2 inch. DO NOT underline subtitles, but use **bold** type face.

p. 23:124 Use printers’ quotes (“ ”, ‘ ’) rather than typewriter quotes (" ", ' '). You can find them in your word processor.

Macintosh keyboards: ‘ – opt.]
 ’ – shift-opt]
 “ – opt. [
 ” – shift-opt [

p. 24:137 Use the ellipsis that is part of your font; DO NOT use three periods because the spacing between individual characters varies from font to font.

pp. 64–6:401–427 When using a word processor there are few, if any, reasons to write the notes by hand. See Fonts for suggestions.

Online bibliographies

Online resources are useful research tools. They do not, however, substitute for using authoritative, scholarly sources such as *The New Grove Dictionary of Music and Musicians*. Online resources are so new that few books address the problem of correct bibliography. The current—and most sensible—approach is to provide all possible information. If there is an obvious author for a Web site, include that author's name. If the author is ONLY the author of the Web page, but not the material contained, then use the author as an editor. If an organization is sponsoring or supporting the publication, then include the organization as the publisher. Most situations however, can be covered by providing the complete URL address, and date. A complete address will include a specific web page or file number.

Examples

The Baroque Composers Internet Page. Grolier Electronic Publishing, Inc.
<http://weber.u.washington.edu/sbode/music/baroque2.html>.

“Edvard Grieg.” S. Bode, Ed. <http://weber.u.washington.edu/sbode/music/misc.html#grieg.27>,
Mar. 1996.

Bibliographies of Multi-volume works

Bibliographies of articles from multi-volume works such as *The New Grove Dictionary* are among the most challenging for students. Even though there are several books that illustrate correct bibliographic examples, here is one example for your convenient reference. Also take note of the correct inclusion of the diacritical markings (special accents and language markings).

Reynolds, W.H. “Nørgård, Per,” in *The New Grove Dictionary of Music and Musicians*, 20 vols., Ed. Stanley Sadie. London: Macmillan Press, 1980, V.13, 279–80.