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STYLE GUIDELINES

Pendragon house style has evolved over many years of usage. It is sometimes at odds with the *Chicago Manual* or The *RILM Manual of Style* in matters of choice. The information below is organized by subject.

Work Titles

Nongeneric

Das Lied von der Erde

Le marteau sans maître

Italics.

Sentence-style capitalization in all languages except German.

Italics vs. quotation marks

“Der Leiermann” from *Die Winterreise*

The larger unit is italicized, the smaller unit in quotes.

Major works that are part of a set are still italicized:

Das Rheingold in the first opera of *Der Ring des Nibelungen*

Generic

Generic titles always in English and in roman typeface when referring to a genre:

preludes

etudes

quartets

First letter in upper-case when referring to a specific work:

Sonata no. 12, op. 11

Symphony no. 4

Or a liturgical work:

Passion

Requiem

Mass

Opus numbers

Number is abbreviated as no. (lower case); opus as op.

Numbers following no., and op. are always Arabic figures

Beethoven's Symphony no. 5, op.67

Nicknames of works

A popular title of a work, usually appended by someone other than the composer:

Beethoven's Symphony no. 3 (*Eroica*)

Mozart's *Jupiter* Symphony

Portions of works

Reference to movements by tempo or character are lower-case and italic:

The *Allegro con moto* movement

Matters of Style

Key designation

Depending on context, the key may be given in its adjectival form:

The C-minor symphony (notice hyphen between key name and mode designation)
or as The Symphony in C minor

Mode

The words major or minor in application to a specific work are always lower case.

The composer moves from F major to D minor.

Numbers:

Page: Elide the hundred number within a set: 386-88.

Measures: 203-48

Date format

February 27, 1976

Quotations and material in parens:

As a general guiding rule, the original version of a quote in a foreign language is given in italics.

The translation, if following the quote, appears within parens in roman.

If the translation appears first, it should be between quotes and in roman.

The original, if following the translation, should be between parens and in italic

Foreign words and terms:

Frequently-used foreign terms or words are italicized:

Opera seria

Singspiel

Chord, key, and scale designation

Arabic numbers in chord denotations should be in superscript: V⁷

Descriptive names for chords, keys, and scales are not capitalized:

F-major triad pentatonic scale diminished-seventh chord

Footnotes

Pendragon Press places footnotes at the bottom of the appropriate page.

They are used primarily to provide explanatory comments or to refer the reader to the source of the information. Generally-known facts need not be documented.

Footnote reference numbers in text appear as superscripts appearing immediately at the end of the statement requiring documentation.

Footnotes may be numbered consecutively throughout the book. Preferable, however, is beginning each chapter with number 1.

Full reference footnote

The first time a specific book is referred to, the title should be complete and all the publishing elements present:

Ernest Closson, *History of the Piano* (London: Paul Elek, 1947), 20.
(author's name in normal order followed by comma— title in italics—parens place— colon name of publisher— comma—date close parens— comma page reference number alone period.)

Abbreviated reference

When the same book is referred to later in the manuscript, it may appear in abbreviated form in the footnote, as follows:

Closson, 346-48.

Footnote for an article:

Guido Adler, "Style-Criticism," *Musical Quarterly* XX (1943), 173.
(author's name in normal order followed by comma— title of article between parens comma before the final paren—title of publication in italics— volume number —date in parens— comma page period.)

Punctuation

Serial or Oxford commas

The serial comma is used between items in a list before the conjunction "and." This practice is standard in some style manuals and often aids intelligibility:

The family was reknowned for its composers, pedagogues, and violin makers.

Serial semi-colons

Use a semi-colon to separate items in a list when the items themselves contain commas. This practice is most common in footnotes with multiple references:

Copies of this manuscript may be found in the Bodleian Library; the Wilson Collection, Yale University; the Biblioteca Appostolica Vaticana; and the Butler Library, Columbia University.

The en dash

Use for date or page ranges (1786-99), for joining names (Bertelsfuttle-Weinberg correspondence), to join a series of pitches (B-A-C-B motif), for modifying multi-word compound nouns (post-World War II culture)

The em dash

More powerful than commas for setting off a phrase:

He was—though it bothered him little—universally hated.

In a title, always capitalize the word following:

Burl Ives: The unauthorized biography—An introduction

Used to separate one or more subjects from a pronoun:

Debussy, Ravel, and Satie—these were the composers she loved.

FORMATTING YOUR MANUSCRIPT FOR SUBMISSION

Chapter or Section heads and all subsidiary heads should be given consistent level labels using your word-processor's built-in styles. For example, in MS Word, triple-click your heading to select it, then choose Heading 1 (or the appropriate subhead level) from the Styles toolbar. Or display your document in Outline view and drag the heading to the appropriate level.

Text (indented), continuing text (not indented), and extract or quoted material should be given consistent level labels.

Footnotes are set in 9 pt. type with superior numbers, no spaces. The callout numbers in text are also superior. These should be set in a separate file or as endnotes, though they will appear as footnotes on the page of text.

Music accidentals should be spelled out, e.g., B-flat, D-natural.

For diacriticals, use Times New Roman CE or mark them for attention (e-grave, c-hacek).

All tables should be set in the text font and will be inserted into the text as graphics, not set by our production people. Photos and art must be submitted as TIF or JPG files, in at least 300 dpi, and clearly labeled. Unless specifically accepted as color graphics, all art should be submitted as grayscale.