

THE STANDARD FORMAT OF THE STUDIES:

PAGE SETUP:

Margins: Top = 4.8 cm; Bottom = 4.8 cm; Left = 4 cm; Right = 4 cm.

Orientation: Portrait

Paper size: A4

Layout: From Edge: Header = 4.8 cm, Footer: 4.6 cm;

Tick the boxes: *Different odd and even* and *Different first page!*

FONT:

ARIAL, the size of the letters = 11;

PARAGRAPH:

Align text: Justify.

First Line Indentation: Left, 1.25 cm.

Line spacing: Single

Spacing Before Lines: **0 pt**; Spacing After Lines: **0 pt**.

STYLES: Normal.

TITLE OF THE PAPER:

Font: ARIAL, MACROS, BOLD, the size of the letters = 12; Align text: Center

NAME OF THE AUTHOR:

The author's name is placed under the title:

Font: ARIAL, MACROS, BOLD, the size of the letters = 11; Align text: Center

The order of the name: first name then surname.

Name of several authors are separated by a comma.

FOOTNOTES: the size of the letter = 9; Align text: Justify; Line spacing: Single

Spacing Before Lines: **0 pt**; Spacing After Lines: **0 pt**.

!!! Important: The titles that are quoted into the footnotes will have their translation into English put in **round brackets in Italic the (*Translated Title*)**

- Hanging: 0.35 cm

Studia UBB Musica uses the **MLA8 Citation System**.

Citation Example for books:

Coca, Gabriela. *Ede Terényi – History and Analysis*. Ed. Cluj University Press, Cluj-Napoca, 2010.

Citation Example for papers:

Coca, Gabriela. "A Profile Sketch in the Mirror of one Work: Sinus for Clarinet Solo by Cristian Misievici." In *Studia UBB Musica*, LVI, 2, 2011, pp. 287-303.

Punctuation is important!

When quoting a **Web Page**, the **date of access** must be mentioned in brackets.

BIBLIOGRAPHY, called: REFERENCES

- The size of the letters in the list of references: 10.

!!! Important: The titles of the books (or papers, web pages links) that are quoted into the footnotes must be noted in the list of references as well!

TABLES: will be numbered in Arabic (for example: **Table 1**) - written above the table on the top right. They are written using Font: ARIAL, BOLD, the size of the letters = 11, Alignment: right

On bottom of the tables:

- The title of the table: centered, on bottom of the table, the size of the letters: 10
- The content of the table: size of the letters: 10

MUSICAL EXAMPLES: will be numbered in Arabic (for example: **E.g. 1**) - written above the example on the top right. They are written using Font: ARIAL, BOLD, the size of the letters = 11; Alignment: right.

On bottom of the example:

- The origin of the musical example (Composer, Work, and Measures Number taken from the score) is mentioned: on bottom of the example, with the size of the letters: 10, ARIAL, BOLD; Alignment: Center

FIGURES and PICTURES: the quality of the figures / pictures, the Xerox copies or the scanned drawings must be very high quality.

- The Figures and Pictures will be numbered in Arabic (for example: **Figure 1** or **Picture 1**) - written above the example on the top right. They are written using Font: ARIAL, BOLD, the size of the letters = 11, Alignment: right.

On bottom of the figures and pictures:

- Under each illustration, there must be an explication of the figure / picture attached with the size of the letters: 10, ARIAL, BOLD; Alignment: center.

*

Each study must be preceded by a SUMMARY into English of 10-15 lines:

- Indent full text of summary in the left side: 1.25 cm
- FONT: ARIAL, the size of the letters = 10.

*

Each study must be containing under the summary 3-6 KEYWORDS extracted from the study.

- Indent in the left side: 1.25 cm
- FONT: ARIAL, the size of the letters = 10.

*

Each study must include, next to the name of the author on the footnote there must be mentioned the name and the address of the institution where he/she is hired, the profession (the didactic rank), and the contact e-mail address of the author.

*

Each study must contain a short AUTOBIOGRAPHY of the author (ONLY 10-15 LINES), placed after the REFERENCES at the end of the paper.

- The autobiography should be formulated as a cursive text, in the 3rd person singular.
- The size of the letter: 10.

In this short autobiography, the author can link to a personal web page, where readers can find more information about himself and his work. This excludes Facebook pages. We recommend institutional pages, or a profile page on www.academia.edu.