

Guidelines for Constructing Voice Recital Programs

Programs for voice recitals are the most time consuming for the music office staff to prepare. Following the guidelines below will produce a fine product with a minimum of office staff effort.

Complete programs, translations and program notes IN FINAL FORM should be submitted to the music office AT LEAST two weeks prior to the scheduled recital. Music office staff cannot be asked to edit rough drafts, prepare translations from handwritten or copied translations from other sources, or correct titles and spellings. This is the responsibility of the voice teacher to correct before the materials are submitted.

The programs should be prepared as follows:

- Song titles should appear in the original language whenever possible. If at all possible, if a song or aria is presented in English translation, the title should be listed first in the original language, followed by the English title in brackets or the phrase, (sung in English).
- See below for capitalization practices in various languages. Capitalization should be observed according to these rules, and not copied out of the score which often uses incorrect capitalization.
- When the song or aria is from a larger work, the original title of the larger work should be in italics and surrounded by parenthesis:

Deh, vieni, non tardar (from *Le nozze di Figaro*)

- When more than one selection is performed from the same large work, list the large work first, as follows:

From *Dichterliebe*:

Im wunderschönen Monat Mai
Aus meinen Tränen spriessen
Die Rose, die Lilie, die Taube, die Sonne

- When the title of a song or larger work is in question, use the version in the New Grove Dictionary of Music and Musicians, 2nd ed., in the "works" section which follows at the end of each composer's entry.
- The inclusion of opus and number or other composer catalog number is optional.
- The inclusion of the poet's name and dates is optional, but is best included with the text and/or translation in the program notes.
- The form and spelling of the composer's name should conform to the spelling used in New Grove 2nd ed. An easy name to spell incorrectly is Handel; common usage now respects his own desire as a naturalized British citizen: George Frideric Handel (no umlaut).
- Birth and death dates should be provided for each composer, directly under the composer's name. In the case of a living composer, just list the birth date, as (b. 1951).

Please note: All submitted materials should be typed, not handwritten. It is essential that spellings and layout of sections be correct

The translations should be prepared as follows:

- These may be presented in English translation only, in which case a paragraph style paraphrase is recommended. This is the simplest way to present translations.
- If the original text and a side-by-side translation is desired, it is HIGHLY RECOMMENDED that these be prepared by the student and proofed by the teacher, then submitted to the music office on a computer disk or a printed final copy, to be duplicated and inserted in programs. These should be formatted using a table in two columns. In this way, the columns will not have to be reformatted every time a correction is made which changes the column format. The table format also ensures that the parallel lines are horizontally straight. The lines designating the table can then be eliminated from the printed copy.
- In either method of presenting the translation, the English version should NOT be a word-for-word translation, but rather should be an easily readable close translation of the original text. The student and teacher will likely need to spend considerable effort to see that this is done carefully.

Below is an example of both ways of both ways of presenting the translation:

The program would list this as follows:

From <i>Liederkreis</i> , op. 30:	Robert Shumann (1810-1856)
Mondnacht	
Frühlingsnacht	

The translation insert page would list the translation in one of the following ways. The examples are adapted from the translation in The Ring of Words by Philip L. Miller.

Mondnacht (Moonlight)	Joseph, Freiherr von Eichendorff (1788-1857)
-----------------------	---

It seemed as though heaven had kissed the earth silently, so that she must now dream heavenly dreams amid glistening flowers. The night was so clear and starry that the breeze passing through the fields only stirred the corn softly, and the forest rustled lightly. Then my soul spread its wings wide and took flight through the quiet land as though it were flying home.

Mondnacht (Moonlight)	Joseph, Freiherr von Eichendorff (1788-1857)
-----------------------	---

Es war, als hätt der Himmel	It seemed as though the heavens
Die Erde still geküsst,	had kissed the earth into silence,
Dass sie im Blütenschimmer	so that, amid glistening flowers,
Von ihm nun träumen müsst.	she must now dream heavenly dreams.
Die Luft ging durch die Felder,	The breeze passed through the fields;
Die Ähren wogten sacht,	the corn stirred softly;
Es rauschten leis die Wälder,	the forest rustled lightly,
So sternklar war die Nacht.	so clear and starry was the night.
Und meine Seele spannte	And my soul spread
Weit ihre Flügel aus,	wide its wings;
Flog durch die stillen Lande,	took flight through the silent land
Als flöge sie nach Haus.	As though it were flying home.

[In the second version, the lines delineating the table would be submerged in the printed version.]

Diacritical marks (these should be typed in, not handwritten):

Macintosh computer:

- option button + u, then type the letter desired, eg. ü
- option button + e, then type the letter desired, eg. é
- option button + key in upper left corner listing tilde and accent grave, then type the letter desired, eg. è
- option button + i, then type the letter desired, eg. â
- option button + n, then type the letter desired, eg. ñ
- option button + c = ç

PC (Microsoft Word 97):

For a complete list from the "help" information on your own computer, do this:

- Select the "help" button at the top of your screen
- To answer, "What would you like to do?", type in diacritical marks, then select "search"
- To answer, "What would you like to do?", select "Insert symbols or special characters"
- In the next box, select, "type international characters"
- You should then be looking at a complete list of diacritical marks for foreign languages and how to type them on your computer

Microsoft Word XP:

- In the "help" dialogue box on the far right of your screen ("Type a question for help" appears in gray), type "keyboard shortcuts international characters"
- Select the article with this title
- Consult or print out this list of commonly used diacritics

Alternately, in Microsoft Word you can go to the "Insert" menu (the 4th menu across the top) and select "Symbol" from the menu. In the box that pops up, make sure that the Font is set to "(normal text)" and the Subset is set to "Latin Extended-A". You can insert the letters with diacritical marks by double-clicking them, and the script at the bottom of the box displays the keyboard shortcuts for the symbols.

Capitalization (from *A Manual for Writers*, 4th ed., by Kate Turabian):

- English titles: capitalize the first and last words and all words except articles, prepositions, and coordinate conjunctions;
- With compound words, generally only capitalize the first element;
- The original capitalization of long titles of works published in earlier centuries is usually retained (eg., early English);
- In titles of French, Italian and Spanish works, capitalize only the first word and proper nouns (eg. C'est l'extase langoureuse; Un aura amorosa; La maja dolorosa);
- In German titles, capitalize the first word and all nouns, both common and proper, but not proper adjectives (eg. Gesang Weylas; Du bist wie eine Blume; Im Rhein, im schönen Strome);
- In Greek and Latin titles, capitalize the first word and proper nouns and proper adjectives (eg. Ave, Dulcissima Maria; Lauda Sion Salvatorem; Mirabile mysterium declaratur hodie);
- However, modern works with Latin titles are usually capitalized as though they were English.